New River
Community and Technical College

2007-2008 **College Catalog**

Student Handbook

Beckley Campus   Bluefield Campus   Greenbrier Valley Campus   Nicholas County Campus

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PRESIDENT'S WELCOME

Thanks for looking at New River Community and Technical College as you consider your educational options.

About 47 percent of all college students begin their college career at a two-year college. If you are a recent high school graduate or an adult student returning to the classroom on a full or part-time basis, or if you are improving or learning new skills through our business and industry or customized training programs, our faculty and staff are here to help you succeed.

Whether you intend to seek immediate employment after studying at New River or continue your education to seek additional degrees, we're the right place at the right time for you. All of us are dedicated to helping you reach your goals. We have four campuses conveniently located in Beckley, Bluefield, Lewisburg and Summersville. Come in and let us help you get started on the rest of your life!

Ted. D. Spring, Ph.D.
President

FALL SEMESTER 2007

Monday - Wednesday	August 13-15	Faculty Return/Faculty-Staff Institute
Wednesday	August 15	Last Day for Payment of Fees for Early Registered Students
Thursday – Friday	August 16-17	Scheduling for New and Returning Students
Monday	August 20	Classes Begin
Friday	August 24	Last Day for Registration, Adding Classes, and Payment of Fees
Monday	September 3	Labor Day – No Classes
Monday – Friday	October 8-12	Mid-Semester Exams
Monday	October 15	Mid-Semester Grades Due
Monday – Friday	October 29 – November 9	Pre-registration for Spring 2008 Semester for Currently Enrolled Students
Friday	November 9	Last Day to Drop with a "W"
Thursday	November 15	Applications for May Graduation Due
Monday – Friday	November 19-23	Thanksgiving Recess – No Classes
Monday	November 26	Classes Resume – 8 a.m.
Friday	December 7	Last Day of Classes
Monday – Friday	December 10-14	Final Exams for Day and Evening Classes
Monday	December 17	Final Grades Due

SPRING SEMESTER 2008

Wednesday	January 9	Faculty Return/Faculty – Staff Institute
Wednesday	January 9	Last day for payment of Fees for Early Registered Students
Thursday – Friday	January 10-11	Scheduling for New and Returning Students
Monday	January 14	Classes Begin
Friday	January 18	Last Day for Registration, Adding Classes and Payment of Fees
Monday	January 21	Martin Luther King, Jr. Day – No Classes
Monday – Friday	March 3-7	Mid-Semester Exams
Monday	March 10	Mid-Semester Grades Due
Monday – Friday	March 17-21	Spring Break – No Classes
Monday	March 24	Classes Resume 8 a.m.
Monday – Friday	March 24 – April 11	Pre-registration for Summer 2008 and Fall 2008 for Currently Enrolled Students
Monday	March 31	Applications for August or December Graduation Due
Friday	April 11	Last Day to Drop with a "W"
Friday	May 2	Last Day of Classes
Monday – Friday	May 5-9	Final Exams for Day and Evening Classes
Friday	May 9	Commencement
Monday	May 12	Final Grades Due

New River Community and Technical College

SUMMER SESSIONS 2008

First Summer Term

Tuesday	May 27	Scheduling/Fee Payment/Classes Begin
Friday	May 30	Applications for August Graduation Due
Thursday	June 19	Last Day to Drop with a "W"
Friday	June 27	First Summer Term Ends
Monday	June 30	First Five-Week Summer Session Grades Due
Second Summer Term		
Monday	June 30	Scheduling/Fee Payment/Classes Begin
Friday	July 4	Independence Day, College Closed
Thursday	July 24	Last Day to Drop with a "W"
Friday	August 1	Second Summer Session Ends
Monday	August 4	Second Five-Week and Ten-Week Summer Session Grades Due

GENERAL INFORMATION

HISTORY OF THE COLLEGE

New River Community and Technical College originated when the West Virginia Legislature passed House Bill 2224 in March of 2003. Senate Bill 448, passed in 2004, made additional changes in the structure of the College. The College officially came into existence on July 1, 2003. As a result of this legislation, New River Community and Technical College was created by combining Bluefield State College's community college component with Glenville State College's community college campus in Nicholas County. Consequently, New River Community and Technical College serves an area including Fayette, Greenbrier, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, and Webster counties through its Beckley, Bluefield, Greenbrier Valley, and Nicholas County Campuses. New River Community and Technical College is a multi-campus entity, headquartered at Beckley.

INSTITUTIONAL ACCREDITATION

New River Community and Technical College is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

> Higher Learning Commission of the North Central Association of Schools and Colleges
> 30 North LaSalle Street, Suite 2400
> Chicago, Illinois 60602-2504
> Phone: (312) 263-0456; 1-800-621-7440
> FAX: (312) 263-7462
> http://www.ncahigherlearningcommission.org

This accreditation means that credits earned at New River Community and Technical College will transfer to other colleges or universities in the United States. The accreditation also allows students (as graduates of an accredited institution) to apply for admission to other regionally accredited higher education institutions.

PROGRAMMATIC ACCREDITATION

The agencies accrediting specific program offerings at New River Community and Technical College include:

> West Virginia State Board of Examiners for
> Licensed Practical Nurses
> 101 Dee Drive
> Charleston, WV 25311-1688

COLLEGE VISION, MISSION, AND VALUES

Vision

New River Community and Technical College improves students' lives and enriches communities.

Mission

New River Community and Technical College provides comprehensive, affordable, high-quality post-secondary education, workforce training programs, and services that are geographically or electronically accessible and that meet individual, business, and community needs of the diverse population in the College's region of responsibility.

To achieve this mission, New River Community and Technical College will:

- provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- implement workforce development and customized training programs that will advance individual career development while meeting employers' needs for a highly skilled workforce;
- provide innovative student support services that promote holistic development and student success;
- provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;
- create an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;
- serve as a vital link between secondary education and four-year colleges and universities;
- enrich local communities by making available resources in people, facilities, libraries, and programming;
- serve as a catalyst in helping to shape the future direction of communities in the college's region of responsibility;
- enhance economic, cultural, and educational development through partnerships between the college and local communities;
- ensure a healthy and safe environment on each of the college's campuses; and
- be fiscally responsible and accountable.

Values

Shared values guide New River Community and Technical College in fulfilling its mission. These values influence thoughts, guide decisions, mold policies, and determine courses of action. These values include a commitment to:

- Opportunity: Serving a diverse population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.
- Teaching and Learning: Sustaining teaching excellence and setting high standards that promote and encourage student learning.
- Effective Learning Environments: Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for dealing with changing work environments, for exercising responsible citizenship, and for leading rewarding lives.
- Appropriate Use of Technology: Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.
- Professional Development: Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.
- Community Service: Serving local communities by providing facilities for cultural enrichment, by promoting economic development and partnerships, and by sharing leadership and college talent to meet community needs.
- Accountability: Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities the college serves.

GENERAL EDUCATION

PHILOSOPHY AND OUTCOMES

General Studies Philosophy. The purpose of general education at New River is to ensure that every student, regardless of major or career objective, receives a broad-based education in the liberal arts, develops basic skills competency, and acquires a body of knowledge fundamental to that of an educated person.

General Studies Learning Outcomes. New River graduates will be able to:

- Think critically and analytically in order to solve problems and to formulate informed, reasoned opinions.
- Communicate clearly, effectively, and confidently when writing, listening, speaking, or reading.
- Use mathematical skills to solve problems and communicate data.
- Use information access and research skills to retrieve, process, and evaluate information.
- Demonstrate computer competency in organizing, accessing, creating, and communicating information.
- Develop scientific inquiry and research skills and apply the scientific method toward problem solving.
- Explore issues involving political, historical, economic, and social concerns.
- Develop an ethical framework that encourages a sense of civic responsibility.
- Use information from diagrams, blueprints, floor plans, tables, forms, and graphics (bar charts, pie charts, and line graphs, flow charts) to locate, insert, compare, and summarize information contained in one or more related graphics.

In order to graduate, all students must complete the general studies program specific to their degrees. These programs include a basic skills component and a core component in addition to the specific course requirements as listed in this catalog. General studies programs are meant to ensure basic skills competency and to encourage the acquisition of a body of knowledge basic to that of an educated person.

INSTITUTIONAL POLICIES

Sexual Harassment

It is the policy of New River Community and Technical College to provide an atmosphere where students, faculty, and staff can study and work free from sexual harassment. The College provides a policy to take action to prevent and eliminate such behavior.

Students must use the student sexual harassment grievance procedure for filing a sexual harassment claim. The Campus Dean is designated to advise students as to the procedure and policies in filing a sexual harassment claim related to employees.

Drug-Free Work Place and Drug-Free Schools and Communities

In accordance with the provisions of the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, New River Community and Technical College has implemented a policy on the illegal use of drugs/alcohol in the workplace. Students seeking help/advice should contact Student Services. New River Community and Technical College recognizes the importance of a safe, efficient, and healthy environment. Any employee or student violating this policy shall be subject to disciplinary action.

Affirmative Action

It is the policy of New River Community and Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin or sexual orientation.

New River Community and Technical College

This nondiscrimination policy also applies to all educational programs, admission, employment, and other related activities covered under Title IX which prohibits sex discrimination in higher education.

New River Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Affirmative Action Officer, New River Community and Technical College, 167 Dye Drive, Beckley, WV, 25801.

Individuals with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and as appropriate from the standpoint of human decency, NEW RIVER COMMUNITY AND TECHNICAL COLLEGE will arrange reasonable accommodations for those students whose documented disabilities may affect their pursuit of a college education. Such students should contact the Student Services Offices on their campuses to arrange adequate accommodations.

Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act requires institutions of higher education to establish written policies and guidelines governing the review, inspection, release, amendment and maintenance of student educational records.

New River Community and Technical College has established policies and guidelines to ensure that the education records of its students are treated responsibly in accordance with the Act and U. S. Department of Education regulations. These policies and guidelines may be obtained from the Records Office.

Each student has the right to inspect personal educational records. If desired, copies may be obtained from the College with payment of appropriate fees.

If a student believes personal education records contain inaccurate or misleading information or violate privacy or other rights, the student may submit a written appeal to the Registrar seeking to amend them. Within 20 days after receipt of the appeal, the Registrar will issue a decision regarding the appeal. If the decision is to refuse to amend the student's educational records, the student may file a written request for a hearing. The student will be provided a full and fair opportunity to present evidence. A final written decision will be rendered based upon the evidence submitted at the hearing.

Students may file complaints concerning alleged failures by the College to comply with the Act or regulations promulgated there under with the United States Department of Education (FERPA), Office of the Review Board, Washington, DC 20202.

Student Right-To-Know Act

Section 103 of the Student Right-to-Know and Campus Security Act of 1990 as amended by the Higher Education Technical Amendments of 1991 requires public disclosure of relevant graduation rate information for students enrolled in colleges and universities receiving federal financial assistance. New River Community and Technical College makes available to currently enrolled as well as prospective students the graduation rate for the most recent cohort of entering students that have had an opportunity to complete or graduate from their respective programs in the specified completion period. This information is available in the Student Records Office at each campus, or from the Registrar. Historical graduation and persistence rate information also can be found on the New River website www.newriver.edu.

Privacy of Academic Records

New River Community and Technical College complies with the requirements of the Family Education Rights and Privacy Act (FERPA) regarding confidentiality and student's access to

student records. Policies and procedures are outlined in the current student handbook in the section entitled "Confidentiality of Records" and a notification of rights is published in the schedule each semester.

Inclement Weather/Emergency Situations

Decision

The decision ordinarily to cancel class or close the Campus will be made by the Campus Dean or designee. Day classes will be canceled by 5:30AM and night classes by 2:00PM; cancellation may be announced later to reflect changing conditions. The Director or designee will then notify the President's Office, campus staff and the media. The President will notify all New River Community and Technical College Campus Deans and the President of Bluefield State College. Only the President may close the College, through appropriate notification to chancellor of the West Virginia Council for Community and Technical College Education.

Interactive Video Network Classes (IVN)

If between campus IVN classes are canceled, dates and times of the classes will be communicated to all campus sites involved by the originating Campus Dean or designee canceling classes. The originating class site will be responsible for taping the class and forwarding the tape to the closed sites. If the originating class is cancelled, all sections will be cancelled. Each campus will be responsible for communicating the status of IVN classes to their students.

Notification

The College will announce closure or class cancellations through local media organizations. Recognizing that weather conditions and other emergencies are regional, all campuses of New River Community and Technical College may not close or cancel classes at the same time. Students are responsible for determining the status of the campus where they attend. Each campus will distribute the list of media outlets where information may be obtained.

Catalog Adherence Policy

A student who enrolls at New River Community and Technical College shall follow the provisions of the catalog in use at the time of admission. The student may choose to come under the provisions of a subsequent current catalog by filing a written request with the Registrar.

Any student who interrupts his/her schooling for more than one year or who fails to meet the graduation requirements within a four-year period for an associate degree or a two-year period for a certificate from the date of enrollment may be subject to the provisions of the current catalog. If fewer than 12 semester hours are successfully completed in an academic year computed from one fall registration to the next, the student is subject to the provisions of the latest catalog. Permission to remain under the original catalog may be obtained from the Vice President and Chief Academic Officer in exceptional circumstances. This policy does not imply that the College will necessarily continue to offer the courses needed to complete the programs which students have in mind. Students seeking admission to professional or occupational programs must meet any special and additional admission, retention or program requirements in force at the time the student is accepted to enter the particular program, regardless of the length of time the student has been enrolled as a general college student.

ADMISSION PROCEDURES

New River Community and Technical College is an open-door admissions institution, which means that the College is committed to providing an educational opportunity to all persons regardless of educational background or preparation. This policy is based upon the recognized

mission of the College. Based upon this mission the following policies and practices are maintained.

General Admission

The College has established the following guidelines to assist students in complying with established admissions standards of the institution.

Special or Non-Matriculating Students

New River Community and Technical College will admit students on a non-matriculating basis. By definition these special students are not seeking a specific degree or certificate and may take courses for which they have satisfied required prerequisites. If special students later choose to work toward a degree, they must meet the admissions requirements for the desired degree program and provide the College with the admissions information required of regular students.

The College recommends that special students meet with college counselors before or by the time that they have earned 15 credit hours of college classes to discuss program and curriculum objectives. Additional requirements must be fulfilled for special students in the categories listed below.

High School Students

High school students may take courses at New River Community and Technical College concurrent with their high school courses under the following stipulations:

a)   Students must have junior or senior status;

b)   Recommendation of high school principal, including list of approved courses;

c)   Written permission from parent or guardian; and

d)   High school students in dual enrollment classes or regular classes may enroll as long as they fulfill prerequisites of the courses.

Associate Degree or Certificate Candidates

Students must have a high school diploma or meet the general education development (GED) requirements in order to be fully admitted as degree or certificate candidates. Other persons may be admitted on a conditional basis, but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.

It is essential that prospective students from outside the United States have sufficient competence in the use of written and spoken English to undertake a program of study.

New River Enrollment Categories

New New River Student

If you have never attended New River and have a high school diploma or GED equivalent, then you must submit the following information before becoming regularly admitted to a certificate or associate degree program:

- a completed Application for Admission form;
- a high school transcript reflecting that you have met the requirements for a diploma, *OR* a copy of the General Education Development (GED) certificate stating that you have met the GED requirements;

- a copy of your ACT or SAT test scores; and
- a record of measles and rubella immunization.

Returning New River Student

If you are a returning New River student who did not registered for classes in the previous

semester, then you must submit the following information before being admitted:

- Application for Admission form;
- an update of your admissions folder; and
- proof that you meet institutional criteria for regular admission.

Transfer Student

If you transfer to New River, then you must submit the following information before becoming regularly admitted to a certificate or associate degree program:

- a completed Application for Admission form;
- a high school transcript, if you are transferring in fewer than 30 credit hours;
- a copy of your ACT or SAT test scores; and
- a record of measles and rubella immunization.

Transient Student

If you are currently enrolled at another college and wish to enroll at New River as a transient student, you must submit the following information before being admitted:

- a completed application for admission form; and
- a completed transient permission form (to be kept on file in the New River Office of Admissions).

College Graduate

If you already have a college degree and wish to pursue another degree at New River, you must submit the following information before being admitted:

- a completed Application for Admission form;
- official college transcript from each college attended;
- proof that you meet institutional criteria for regular admission; and
- a record of measles and rubella immunization.

Special/Non-Matriculating Student

If you wish to enroll at New River as a special or non-matriculating student, then you must complete a registration/admission packet at the time of enrollment.

High School Student

If you are in high school and wish to take college classes, you must submit the following information before being admitted:

- proof of junior status;
- written recommendation from your high school principal, including a list of approved classes;
- written permission from your parents or guardian;
- proof that you have a cumulative 3.0 (B) grade point average or higher; and
- a copy of your ACT or SAT test scores.

International Student

As an international student, you must meet the same admissions requirements as listed above for new students, as well as provide the following additional information before being admitted:

- a financial statement showing your ability to finance your education at New River Community and Technical College;
- a TOEFL test score of at least 500 **OR** proof that you completed an English as a Second Language program (applicable only to international students who have never attended a US college);

- placement test scores in mathematics and English (administered upon enrollment); and
- a record of measles and rubella immunization.

Dual Credit/Dual Enrollment

In cooperation with a local school district, high school students who qualify for college admission may enroll in undergraduate college courses. At the discretion of the high school, the student will be awarded high school credit as well as college credit for successful completion of the college course. See "Special or Non-Matriculating Students" section, above.

Reduced Fees for Residents Sixty-five Years of Age or Older

Reduced course fees for residents sixty-five years of age or older may be available under certain specified terms, in accordance with state legislation. Interested residents should contact the Student Services Office at area campuses to learn of current opportunities for this benefit.

Residency Determination and Change of Residency

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established residency in West Virginia with the intention of making a permanent home in this state.

Application for change of resident status should be made to the New River Community and Technical College Dean of Student Services. 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. In order to assure adequate time to process required documentation, application should be made at least four weeks in advance of the desired effective semester.

A student has the right to appeal a residency decision made by the Dean of Student Services to the Committee on Residency Appeals. The committee decision may be appealed to the President of the College. The decision of the President shall be considered final.

Immunization Policy

Students who were born on or after January 1, 1957, are required to provide proof of immunity to measles and rubella. This immunity requirement applies to all undergraduates who are enrolling for the first-time and are classified as full-time students.

Acceptable proof of compliance will be a document completed and signed by a licensed physician or health care professional. The document must include the month, day, and year the immunization was given.

In lieu of an immunization record signed by a physician, this requirement is satisfied if the College received an official copy of the permanent health record with report of immunization transmitted to it from a high school located within West Virginia.

Compliance with Military Selective Service Act

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

Registration

All continuing students are expected to pre-register by consulting their advisor during the period designated for this procedure. An advisor signature is required on all registration forms. Any outstanding financial obligation to the College will result in a hold on registration until paid.

Registration continues until the designated days of registration at the beginning of each semester and each summer session. Late registration is permitted within prescribed limits. Late registration must be approved by the Campus Dean or his/her designee.

Schedule Changes

After a student has registered for the semester or summer session, the student may not add or drop courses, change hours or day of delivery, change instructors or make any other changes in the schedule without permission of an advisor. All changes must be made by the fifth instructional day of the semester or second instructional day of the summer session. After the add/drop period, students must also have the signature of the instructor. **Students must complete and submit the "Request For Change in Schedule" to make schedule modifications.**

Courses at Another Institution

A student must apply for transient permission prior to taking courses at another institution if he/she expects to transfer credit to New River Community and Technical College. Applications for taking such courses may be secured through the campus Student Services office and must be approved by the student's advisor and the Vice President and Chief Academic Officer. Approval to take courses on a transient basis is not automatic, and is subject to official college policies and practices.

Prerequisite and Co-requisite Courses

Each course description lists the course(s) required as prerequisites or co-requisites for the described course. It shall be the responsibility of the student to have successfully completed prerequisite courses and to be enrolled in co-requisite courses when enrolling for any course. (Exceptions to this rule may be made only with the approval of the instructor and the Campus Dean.)

A failure to comply with the requirements of the *Catalog* which the student is following with regard to prerequisite or co-requisite courses without approved exceptions results in the assignment of a grade of "W" for the course.

Entrance Assessment

All students who on the American College Test (ACT) score below 19 on the English portion, or below 20 on the mathematics portion, or have a reading score below 17 must enroll in specified developmental level courses. Students having a mathematics ACT score below 20 are required to take the specified developmental courses prior to qualifying for enrollment in the regular level courses. COMPASS, a computerized adaptive testing system, can be taken instead of the ACT. Following are placement scores for the COMPASS test: Reading 0-74 (English 098 required); 75-100 (English 098 not required); Writing 0-70 (English 099 required); 71-100 (English 099 not required); Writing Diagnostics 0-75 (English 100 required); 76-100 (English 100 not required); Math 0-30 (Math 098 and 099 required); 31-48 (Math 099 only required); 59-100 and a score of 36 or higher on the Algebra test (no developmental math required); Engineering Math 0-58 (GNET 098 required) 59-100 and a score of 36 or higher on the Algebra test (no developmental math required).

A student currently enrolled in a developmental class **<u>cannot</u>** use the COMPASS to test out of the class during the semester unless the student has the permission of the instructor. Developmental classes **MAY NOT BE DROPPED** at any time without the approval of the

student's advisor or designated campus Student Services representative.

Assessing Student Academic Achievement

The assessment of student academic achievement at New River Community and Technical College includes three levels of assessment. Institutional-level assessment is employed to measure student learning across all degree programs and campuses. Program-level assessment is used to measure student learning within specific degree-granting programs. New River Community and Technical College's curriculum committee identified gateway and capstone courses to provide program-level assessment its degree programs. Finally, course-level assessment is used to ascertain student learning in relation to learning goals for individual courses.

College Orientation

The objective of orientation at New River Community and Technical College is to disseminate information on academic policies and student rights and responsibilities, as well as to advise students of behaviors and activities known to promote success. New and transfer students are required to participate in the orientation program. All students should plan to attend the orientation events scheduled prior to the beginning of an academic term.

Advising

Each degree-pursuing student, upon entrance to the College, is assigned a faculty advisor in his/her major field of study when possible. The advisor renders academic assistance by aiding in the preparation of course schedules, explaining academic regulations, indicating degree requirements, and maintaining cumulative academic records on each advisee.

Students are expected to consult with their advisors during faculty office hours. Advisors are expected to give students careful guidance in the pursuance of their studies at the College.

The method for changing an advisor is to consult with the current and newly identified advisors and submit the "Change of Advisors" form to the campus Student Services Office. Ordinarily, students may not change advisors without also making a change of major or program. Special attention is given to provide career exploration for undecided students.

TUITION, FEES, AND REFUNDS

Tuition, Fees, and Expenses Policy

All payments for tuition and fees must be made in advance or on the day of registration. Registration will not be considered complete until after payment of all obligations has been made. Checks, money orders, or approved personal checks should be made payable to New River Community and Technical College for the exact amount of the obligation. The following credit cards can be used to pay tuition and fees: MasterCard, Visa, and Discover. Tuition, fees and expense schedules are published annually and are available at each campus location.

FALL 2007 – SPRING 2008

TUITION AND FEES FOR

NEW RIVER COMMUNITY & TECHNICAL COLLEGE

HOURS	RESIDENT	NON-RESIDENT
1	115.00	257.00
2	230.00	512.00
3	345.00	769.00
4	460.00	1,025.00
5	575.00	1,280.00
6	690.00	1,536.00
7	804.00	1,793.00
8	919.00	2,048.00
9	1,034.00	2,305.00
10	1,149.00	2,560.00
11	1,264.00	2,817.00
12	1,374.00	3,075.00

The rates shown above apply to all New River Community & Technical College campus locations, including Bluefield, Beckley, Welch, Greenbrier, Nicholas County and the Public Higher Education Center.

Special Fees and Charges

Photocopy Charge	*0.10*
ID Card Replacement Fee	*5.00*
Transcript (After First)	*5.00*
Diploma Replacement Fee	*10.00*
Parking Processing Fee	*10.00*
Parking Tickets	*10.00*
Hospitality Food Production (per credit hour)	*10.00*
Information Technology Certification Training (per credit hour)	*10.00*
MDST 120 and MDST 121 Phlebotomy Lab Fee (per credit hour)	*10.00*

Portfolio Posting Fee (per credit hour)	10.00
Web Enhancement Fee (per credit hour)	10.00
Business Lab Fee (per credit hour)	15.00
Engineering Technology and Computer Science Lab Fee (per credit hour)	15.00
Paramedic Programmatic Fee (per credit hour)	15.00
Physical Education Fee (per credit hour)	15.00
Science Programmatic Fee (per credit hour)	15.00
Bluefield State College Cart Web/Web Enhanced (per credit hour)	20.00
Emergency Management Transfer Fee (per credit hour)	20.00
WEB/CT Classes (per credit hour)	20.00
Machine Tool Technology (per credit hour)	30.00
Late Registration	30.00
EPCC (per credit hour)	35.00
Excite/EXC (per credit hour)	35.00
Kentucky Web Courses (per credit hour)	35.00
Kirkwood KCC (per credit hour)	35.00
SAIL (per credit hour)	35.00
AIB/AIB (per credit hour	40.00
St. Louis/SLCC (per credit hour)	40.00
Graduation	45.00
Fine Woodworking Program Fee	300.00
Fine Woodworking Course Fee (per credit hour)	50.00
Bluefield State College Baccalaureate Enhancement Fee (per credit hour)	55.00
AIB/AIB (Materials Fee/Program Fee)	75.00
Regent's BA or Governor's Associate of Applied Science Degree Program	300.00
LPN Program Semi-Annual Fee	300.00

Special Fees are **NOT REFUNDABLE** except when a class is canceled by the college.

FEES ARE SUBJECT TO CHANGE AT ANY TIME BY THE WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHICAL COLLEGE EDUCATION AND/OR NEW RIVER COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS.

*The refund policy will only apply to students who totally withdraw from the college. **No refunds will be made because of a reduction in credit hours.**

Explanation of Fees

Course Audit Fee

The fee for auditing a course is the same as that charged for credit. A student who audits a class participates in class discussion and sits in on examination but they will receive no credit for the course(s). However, they are required to register for course(s) the same as regular students, indicating Audit on their registration form. Any full-time college staff member will be exempt from paying Audit Fees if he/she chooses to audit a course.

Graduation Fee

Graduating students are charged a $45.00 fee. Payment is due in the term in which the student expects to graduate. The fee for multiple degrees (granted per commencement) is $5.00 per degree above the initial graduation fee.

Baccalaureate Enhancement Fee for Bluefield State College

New River students who take a Bluefield State College upper level (300 and 400 level) class will pay an Enhancement Fee of $15.00 per credit hour.

Lab and Programmatic Fees

A fee of $15 per credit hour for selected courses will be used to offset programmatic costs for prefixes of BIOL, CHEM, COSC, ELEC, ENGR, GNET, HOSP, MATT, PHED, PHYS, PHSC, PMED, and Business Lab Computer courses (course number and the letter L). Other programmatic fees, reflecting extra costs of instruction in special programs, will be announced in related program brochures. LAB FEES ARE NON-REFUNDABLE AFTER THE FIRST WEEK OF CLASS.

Health Science Programmatic Fee

There is an LPN Program annual fee of $300.00 The phlebotomy lab is **$10.00** per credit hour

Kentucky Online Courses

A fee of $36 per credit hour (usually $108 per course) will be assessed for any students enrolled.

Late Payment Fee

Any student who has not paid fees by the end of the day designated as Last Day for Registration and Payment of Fees will be charged a late payment fee of $30. Any exception occasioned by an irregular registration must be approved by the Campus Dean or his/her designee.

Payment of Tuition and Fees

An explanation of tuition and fee costs is available on each campus in the Students Services or Business offices.

All student charges are payable at the time of registration for each semester. Students will not be permitted to enroll until all obligations from previous semesters are paid. Any outstanding financial obligation to the College can result in withholding the student's grades, transcript of credits, graduation, registration, and official reports.

Checks Not Covered by Sufficient Funds

A service charge of $10.00 is made for each check returned. Written notice of returned checks will be sent by the Business Office. Unredeemed checks will be submitted to the local magistrate for collection.

Credit Card Payment

The use of credit cards for payment of student fees is authorized at State College System institutions under the statewide contract initiated by the State Board of Investments. A credit card processing fee of 2.1% is added to the charges. Approved credit cards are: MasterCard, Visa, and Discover.

60/40 Payment Plan

A 60/40 payment plan is offered to students. Students must see the Business Office and complete the proper documentation to enroll in the plan. Sixty percent of tuition is due by the first day of class. The remaining forty percent is due within 30 days after the first day of class.

Refund Eligibility

It is the responsibility of a student desiring to withdraw completely from College to appear at the campus Student Services office or, on the Bluefield campus, at the Counseling Center and announce one's intention to withdraw. At that time each student will sign a withdrawal form stating the date of withdrawal and the reason, or reasons, for leaving the College. Students who fail to comply with this regulation within ten school days after leaving school will be reported as irregularly withdrawn.

The refund policy will only apply to students who totally withdraw from the college. No refunds will be made because of a reduction in credit hours. Refunds for students who receive federal or state grant, scholarship, or loan assistance will be paid to those accounts first. Any amount of refund which exceeds the student's financial aid awards will be refunded to the student unless the student owes unpaid institutional charges, or the student owes a repayment of his/her financial aid cash balances for the refund term. All students enrolled for their first semester at New River Community and Technical College (freshmen or transfers) will be refunded according to the pro-rata schedule required by the 1992 Amendments to the Federal Higher Education Act printed below. Other refund schedules shown below will apply after the first semester of enrollment is completed. Samples of documents used to compute refunds for federal financial aid recipients may be secured from the Financial Aid Office. Pro-rata refund regulations permit the College to subtract from the calculated refund amount an administrative fee not to exceed the lesser of five percent of the student's institutional charges or $100.

All refunds are calculated from the first day of classes. Refund checks due students who withdraw totally from the College will be mailed within 30 days of the date the completed and duly signed Permit to Withdraw form is received in the Business Office. Refunds to institutional federal financial aid accounts will be deposited within the 30 day federal limit. Refunds due students who received guaranteed student loans will be returned to lender within the 60 day federal limit. Refund amounts will be computed according to the above schedule. Samples of refund calculations may be obtained in the Financial Aid Office.

Academic Year (Semester) First-Time Students

During first and second weeks……………………….…………………………...90% will be refunded
During third week………………………….…………………………………………80% will be refunded
During fourth and fifth weeks………………………….……………………………70% will be refunded
During sixth week…………………………………………………………..…………60% will be refunded
During seventh and eighth weeks…………………………………………………50% will be refunded
During ninth week………………………………………………………………...40% will be refunded
Beginning the tenth week……………………………………………………………....NO REFUND

Summer Terms and Non-Traditional Periods First-Time Students

During the first 14% of the term…………………………………….…………..……..90% will be refunded
From 15% to 20% of the term……………………………………………….…………80% will be refunded
From 21% to 30% of the term……………………………………………….…………70% will be refunded
From 31% to 40% of the term……………………………………………….…………60% will be refunded

From 41% of the term…………………………………………..……….…...50% will be refunded
From 51% to 60% of the term……………………………………..…………40% will be refunded
After 60% of the term is completed……………..……………………………….…….NO REFUND

Academic Year (Semester) Non First-Time Students

During first and second weeks……………………………………………..90% will be refunded
During third and fourth weeks……………………………..……………………80% will be refunded
During fifth and sixth weeks……………………………………….……………70% will be refunded
Beginning the seventh week..………………………………………...…………...NO REFUND

FINANCIAL AID INFORMATION

Financial aid consists of grants, student loans, scholarships, and employment opportunities such as work study. These programs are available to help students finance a postsecondary education. Generally grants and scholarships do not have to be repaid, while student loans do have to be repaid. Students may obtain information about applying for financial aid from the financial aid representative on each campus. Undergraduate students must complete their program in a period of time no longer than 150% of the school's published program length.

Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant program provides the "foundation" of financial aid to which other grants, loans or assistance may be added. If the student qualifies for a Federal Pell Grant, he/she may receive between $400 and $4,050 annually (award amounts are subject to change annually), depending on family income, costs of education, and enrollment status. Those applying for Federal Pell Grant must complete a Free Application for Federal Student Aid (FAFSA) or renewal application. Students must reapply for a Federal Pell Grant every year.

Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal Supplemental Educational Opportunity (SEOG) is a grant for students with exceptional financial need. SEOG is given to those students who have the lowest Expected Family Contributions (EFC) because funds are limited. Priority is given to students who receive the Pell Grant. After the student has completed a FAFSA, eligibility will be determined by the Financial Aid Office.

West Virginia Higher Education Grant (WVHEG)

This is a state funded grant for students who are West Virginia residents. Students apply by submitting the Free Application for Federal Student Aid (FAFSA) and first-year students must complete the Common Application for State-level Financial Aid. FAFSAs received by March 1 are given priority consideration. Full-time attendance is required and a cumulative grade point average of 2.0 is required of all filers who have completed less than 31 hours. A cumulative grade point average of 2.25 must be attained once the number of completed hours reaches 31.

HEAPS

The HEAPS Grant Program encourages and enables West Virginia students with financial need who desire to continue their education on a part-time basis. Part-time students should inquire about this program with the financial aid representative on their campus.

New RiverScholarships and Tuition Waivers

Scholarships and Tuition Waivers are available to eligible New River Community and Technical College students. Students should complete and submit a Tuition Waiver/Scholarship Application by March 15 in order to be given priority consideration for an award for the upcoming school year. Applications may be obtained on your campus or by requesting that one be mailed to you.

Local Scholarships

Local scholarships are available within the communities served by each New River campus. Students may contact the financial aid representative on their campus for a list of local scholarship opportunities. Good sources of information about the availability and deadlines of local scholarships include high school guidance counselors and local civic organizations such as Rotary, Lions, Civitan, and Ruritan Clubs as well as local women's organizations, the AAUW, PEOs, and businesses.

Federal Work-Study Program

The Federal Work-Study Program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student's program of study. Students are paid monthly based on the hourly federal minimum wage. Students will be awarded work-study based on their individual eligibility but may not work more than 20 hours per week. See the financial aid officer on your campus to apply.

Federal Perkins Loans

A Federal Perkins Loan is a low-interest loan for students with financial need. Students will have a nine-month grace period before beginning to repay this loan once they graduate or leave school. Students who drop below half-time should contact the loan officer to determine their grace period. To apply for a Federal Perkins Loan contact the financial aid representative on your campus.

William D. Ford Federal Direct Loan Program

William D. Ford Federal Direct Loans (Direct Loans) are a set of guaranteed federal student loan programs that include Federal Stafford subsidized and unsubsidized loans and the Federal PLUS (parent loan) programs. After completing the FAFSA, students must complete a separate loan application. First-time borrowers must contact the Financial Aid Office to complete a loan entrance interview and sign a loan promissory note. First-time borrowers must also wait 30 days after the beginning of the semester before funds are available.

- First Year Undergraduate, *Dependent Student* maximum eligibility for combined subsidized and unsubsidized loans is $2,625
- First Year Undergraduate, *Independent Student* maximum eligibility for combined subsidized and unsubsidized loans is $6,625
- Second Year Undergraduate, *Dependent Student* maximum eligibility for combined subsidized and unsubsidized loans is $3,500.
- Second Year Undergraduate, *Independent Student* maximum eligibility for combined subsidized and unsubsidized loans is $7,500.

The maximum amounts may be awarded as a combination of subsidized and unsubsidized federal loans. Dependent students whose parents are unable to borrow a Federal PLUS loan may borrow an additional $4,000 per year in unsubsidized loans. All students must pay the interest on the portion that is unsubsidized while in school and during any grace or in-school deferment periods, unless they elect to have the interest added to the principal (capitalization). Having the interest capitalized will mean much larger payments when repayment begins.

Federal Stafford Loans have an origination fee of four (4) percent that will be deducted from the loan amount. The fee is subject to change. The interest rate is variable for all Stafford loans and is dependent upon the 91-day Treasury bill, plus 3.1 percent, with a cap of 8.25 percent. Loan principal and interest payments do not begin until six months after the student graduates or ceases to be enrolled at least half time, and 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 children'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 the student will receive. The Federal PLUS Loan interest rate is variable, based on the 52-week Treasury bill, plus 3.1 percent, with a cap of 9 percent. 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

Financial Aid Eligibility

To be considered for financial aid at New River Community and Technical College, a student must:

- be fully admitted to the College;
- be a citizen or eligible non-citizen
- be registered with Selective Service (if required)
- have a high school diploma or GED
- be working toward a degree or certificate
- apply for financial aid through the College Financial Aid Office
- be making satisfactory academic progress (SAP)
- not owe a refund on a federal grant or be in default on a Federal Direct Loan and
- have financial need (except for unsubsidized Stafford Loans and/or non-needs based scholarships).

Application Process

The FAFSA is the principal application document, and the information that the student provides on this form serves as the basis for determining eligibility for federal student aid programs.

Follow these steps to complete the financial aid application process:

1. Secure admission to the College.
2. Obtain a copy of the federal publication "The Student Guide," which explains in detail financial aid available from the US Department of Education.
3. Complete the Free Application for Federal Student Aid (FAFSA) on the Internet at http://www.fafsa.ed.gov or complete and submit a paper copy of the FAFSA. Paper FAFSAs may be obtained from the financial aid representative on your campus. Applying on-line is encouraged as it allows for faster processing and decreases the chance for errors. You may use the computer lab on your campus to complete the FAFSA on-line.
4. If you wish to apply for student loans, complete an institutional student loan application.
5. Contact the Financial Aid Office if any questions arise.

Timeline for Applying

In order to be given priority consideration and to meet state and institutional deadlines, students should apply for all sources of financial aid between January 1 and March 1. In the case of need-based aid, those with greatest need are considered first. As funds become available, late applicants are considered ranked by need.

Because it takes a minimum of six weeks for applications to be processed, students should submit applications for the fall semester no later than July 1 and for spring semester prior to December 1. If the file is selected for verification, tax forms are needed and verification worksheets must be completed which may extend the period of time required for processing.

Notification

After the Financial Aid Office determines that a student has applied for financial aid, these steps will be followed:

1.   When the financial aid counselor reviews applications, the student is notified of either:

     a) an offer of award

     b) verification requirements (verification documents must be submitted within 30 days)

Once the file is complete, an award letter is mailed to the student.

The student reviews the award letter and only returns it if there is aid he/she wishes to decline.

Satisfactory Academic Progress

Generally to **remain** eligible for financial aid, a student must meet satisfactory academic progress (SAP).   Full-time students must register for a minimum of 12 credit hours and complete a minimum percentage of the attempted credit hours each semester as follows:

Hours Attempted	Required Completion %
0-32	60%
33-64	65%
65-96	70%
97-128	75%
129-160	80%

In addition to the above, the US Department of Education has a satisfactory academic progress policy which states that an undergraduate student must complete his or her program in a period of time no longer than 150% of the school's published program length. New River Community and Technical College's institutional policy requires that a student maintain a minimum grade point average in all coursework.   Contact the Financial Aid Office to obtain a copy to the Satisfactory Academic Progress (SAP) Policy, which details the student's responsibility for maintaining eligibility for financial aid.

Liability for Repayment of Award

A student receiving financial aid who earns no credits during a semester and who does not officially withdraw from the College may be billed for all of the aid disbursed for that semester. A student receiving financial aid who officially withdraws from the College may be billed for a portion of the aid received. The amount of repayment will vary based upon the amount of aid received and date of withdrawal.

A student should be aware that changes in enrollment status may affect his or her eligibility to receive assistance in future semesters. Any student who is considering withdrawal from classes or a reduction in his or her course load is encouraged beforehand to seek financial aid counseling as well as academic advising.

SPECIAL SERVICES, PROGRAMS, AND FACILITIES

Following is an alphabetical listing of services, activities, programs, and facilities which serve students at New River Community and Technical College.

Bookstore

Bookstores are maintained on all of the campus locations of New River Community and Technical College except the Beckley Campus, where a bookstore is open the first week of each term. There are regular posted hours that vary by campus. These hours are extended during the week of registration and the first two weeks of the fall and spring semesters. Extended hours are posted at the bookstore and throughout the campus.

Textbook Prices

College textbooks are expensive. Full-time students pay on the average about $500.00 per semester for books. The prices can be much higher for specialized curricula such as nursing. Students should keep the high cost of textbooks in mind when planning their college budget.

Bookstore Returns Policy

Books may be returned if the following conditions have been met:

1. You MUST present a sales receipt; NO EXCEPTIONS;
2. New books cannot be written in and must be in NEW condition;
3. Books sold in shrink wrapped (plastic) packages cannot be returned if the wrapping has been removed.

Books may be returned for a refund during a four-week period of each fall and spring semesters, (one week distribution of Financial Aid and weeks of classes). One-week return period of each summer term. If the book is returned in new condition within ten business days of purchase within the four week fall and spring semester time limit, a one hundred percent (100%) refund will be made. If the book is purchased and returned within the same four-week fall and spring semester time limit **but is not within ten business days from the date of purchase time limit**, an eighty-five percent (85%) refund will be made.

Books purchased at other times are not returnable. In addition, the bookstores do not allow returns on supply and gift items. The bookstore returns policy is strictly enforced. Please make certain you understand the returns policy. If you have questions, please ask before you make a purchase.

Book Buy Back Policy

At the end of each semester, the Bookstore will buy back used books from students. In most cases, the Bookstore will buy back at a percentage of the initial purchase price of any book that will be used at New River Community and Technical College during the next semester. The Bookstore will buy back books that are not being used at New River Community and Technical College and are listed in a College Textbook Buying Guide. The Bookstore will pay the buying guide price for these books.

On books that will not be used at New River Community and Technical College during the following semester, the student will have the option of holding the book if they think it will be used at New River Community and Technical College during a future semester or selling the book at the College Textbook Buying Guide price if it has value.

The buy-back period for the New River Community and Technical College will be the week during final exams for the Fall and Spring semesters and the last day of the second Summer term. The Bookstore will resell used books at 75% of the new book price. The Bookstore staff will be glad to answer any questions or assist you in making your textbook and merchandise selections.

Career Planning and Placement Services

Career planning and placement services are available through the Student Resource Center on the Greenbrier Valley Campus, the Placement Office on the Bluefield Campus, and presently through the Student Services functions at the Beckley and Nicholas County Campuses.

Community Services

Community Services encompass the wide range of cultural, economic, environmental, scientific, social, and other activities and programs that involve interaction with individuals, groups, and organizations external to New River Community and Technical College and that contribute to mutual development of the college and the various community parties. Specifically, this involves partnership activities combining continuing education, workforce development and customized training, and service programs that strengthen the relationship between New River and the constituents that it serves.

New River Community and Technical College provides both occupation-specific continuing education programs that fulfill professional development requirements for working adults as certified through various regulatory agencies and community-based, non-credit programs that are offered primarily for enrichment purposes.

Developmental Courses

The college provides developmental foundation courses in Reading, English, Arithmetic, and Algebra (ENGL 098, ENGL 099, MATH 098, MATH 099) for students scoring below the benchmark scores on ACT, SAT, ASSET, or COMPASS assessment instruments. Successful completion of developmental course(s) is a prerequisite for many college-level courses. Developmental studies courses are not counted toward meeting graduation requirements and are not used in the calculation of the graduation grade point average; however, they are covered by financial aid.

Academic Support Center

The mission of the Student Resource Center is to provide students with a comprehensive range of services and resources to enable students to reach their educational, lifelong learning and career goals. The New River goal is to provide services to help all students achieve academic success. The expanded mission is to coordinate quality tutoring programs through a variety of delivery systems to meet the needs of traditional and nontraditional students. Upon student request, each campus provides support services at no additional cost. The following services are available:

- Writing Center
- Peer Tutoring
- Career Counseling
- Secure, make-up testing (by appointment only)
- Mentoring
- Study Groups
- E-tutoring through synchronous and asynchronous learning
- Multimedia computer labs and prescriptive software programs

Eligibility

Any New River student is eligible for up to three hours of tutoring per class per week by completing an application. Walk-in services are also available. Please contact your campus contact person for academic support.

Disability Services

Students with special needs are encouraged to contact the ADA compliance officer or the Student Resource Centers on their campus before the start of the semester and request accommodations. Students with documented disabilities are eligible for ADA accommodations if they meet the conditions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must self-identify themselves and provide appropriate written documentation of their disability. Students qualifying for services will work closely with the ADA compliance officer to determine potential accommodations afforded to participate in the academic programs and services. Reasonable modifications in policies, practices, and procedures are effected to assure equal access to individuals with disabilities. The ADA compliance officer will prepare the "Notification of Need for Accommodation" letters for the faculty.

Should a temporary disability occur during the semester, the student must provide reasonable and timely notice of a need for accommodations and services substantiated by appropriate documentation. Information provided to the Office of Disability Services is treated as confidential and is not released to anyone without the student's prior consent. All inquiries are confidential.

Educational Opportunity Center

Admissions, Career, and Financial Aid Counseling

Prospective and current students should contact the Educational Opportunity Center if they would like help with the admissions and financial aid process. The EOC not only helps students apply for admissions and financial aid but also helps them find out what programs are available, decide on a career, and select a degree program. The EOC's main goal is to help students enroll in post-secondary educational programs by providing information on GED classes, adult basic education, vocational/technical schools, colleges, and graduate schools. The EOC also provides services that help students stay enrolled, such as career assessments, academic advising, and financial aid counseling. Through counseling and referrals to other programs, the Educational Opportunity Center helps students deal with educational barriers, including financial difficulties, time constraints, lack of family support, and fear of failure. The EOC is a federally-funded TRIO program through the U.S. Department of Education. All services are free and confidential.

Library Services

A wide variety of resource information and services to students is available through EBSCO Host (electronic databases) and through full service libraries on the Bluefield and Greenbrier Valley campuses and through the Summersville Public Library adjacent to the Nicholas County Campus of New River Community and Technical College. Library assistants are available to help students locate reference materials. The Nicholas County Campus has a separate Law Library. To access the electronic databases, students should request a Username and ID. Students in Beckley may use the Raleigh County Public Library, as well as campus-based electronic learning resources.

Life Management Advising Services

A wide variety of advising services in an atmosphere of confidentiality and trust are provided for the students at each campus location. Resources are available in the computer labs to assist students in making career and academic choices. These services are available to all current and potential students.

Off-Campus Courses

New River Community and Technical College offers courses at various off-campus locations through the service region. For availability of courses, check the schedule published each term.

Testing

New River Community and Technical College provides testing services through Bluefield State College, which is an approved testing center (selected examinations) for the American College Testing Program (ACT), the College Level Examination Program (CLEP), the COMPASS Exam, and the National League for Nursing (NLN).

CLEP

To earn credit by CLEP examination, a student must meet the following criteria:

- A student must be enrolled in New River Community and Technical College or have been accepted by the College. Freshman, transfer, and recently accepted students must enroll in and pass at least 3 credit hours at any of the New River campuses to be eligible for CLEP credit from NEW RIVER COMMUNITY AND TECHNICAL COLLEGE.

- A student must meet the prerequisites for the equivalent course(s) for any CLEP test(s) taken.

- A student may not receive CLEP credit for equivalent courses for which he/she has already earned credit.

- CLEP credit will not be accepted for the purpose of overcoming deficient grades.

- A student is not eligible to take the CLEP test if he/she is currently enrolled in an equivalent course.

- A maximum of 31 hours of credit will be granted for successful completion of the five tests within the General Examinations.

- A waiting period of six months is required to repeat the same test(s). Scores on test(s) repeated earlier than six months will be canceled by New River.

- Requests for official transcript copies of the CLEP score report(s) should be directed to the Office of Student Services.

COMPASS

COMPASS is a Computerized Adaptive Testing System. The exam consists of tests in math, English, and reading. Students can choose to take one test or the entire set. Scores are available immediately after testing is completed. The COMPASS test can be taken in lieu of the ACT or SAT. A composite score **cannot** be obtained by taking the COMPASS test. Anyone needing a composite score for Nursing, Radiological Technology, Medical Assisting, or NCAA purposes **MUST** take the National ACT or SAT. A minimum of 60 days must have elapsed before retesting is allowed with COMPASS.

NLN

New River Community and Technical College offers the NLN Pre-Admission Exam-LPN. All students seeking admission to the Licensed Practical Nurse Certificate program must take the Pre-Admission Exam-LPN. Contact the Student Services office regarding additional testing restrictions and registration information.

Information concerning registration and administration of the above examinations can be obtained from the Office of Student Services.

Veteran's Assistance

Students eligible for Veterans Administration Education Benefits should contact the Student Services function at each campus for information. Students should bring a copy of their DD Form 214 for processing. Students involved in the National Guard and Reserves should also see Student Services. Veterans Upward Bound, a program that helps veterans prepare to enter regular college programs, is available on each campus.

Customized Workforce Training and College Degrees

New River Community and Technical College provides comprehensive, quality higher education and workforce training programs and services that are financially, geographically, or electronically accessible and that meet individual, business, and community needs of a diverse population in the college's nine-county service region. Through its Beckley, Bluefield, Greenbrier Valley, and Nicholas County campuses, New River Community and Technical College is positioned to meet a broad range of training needs in management and technical areas throughout the New River Valley of southeastern West Virginia.

The college provides a wide variety of customized training, continuing education and other workforce training solutions to meet specific client needs. Programs have been provided to help retain more than 7,000 employees of more than 60 companies throughout the service region. Previous clients have included: Triple S Manufacturing in Beckley, WV; Summersville Memorial Hospital in Summersville, WV; Georgia-Pacific in Green Valley, WV; The Goodrich Corporation in Union, WV; and Flowers Baking Products of WV in Bluefield, WV.

New River Community and Technical College also hosts a Cisco Regional Networking Academy that provides information technology training for students through a network of local academies at regional vocational centers and developed accelerated training opportunities for employees currently working in the computer science field. Certified G.E. Fanuc computer-numeric controlled (CNC) equipment training in a "hands-on" environment is also provided through the Greenbrier Valley campus.

New River Community and Technical College also provides associate degrees and certificate programs that are designed to address the identified skill needs of employers throughout the service region and to provide students with an education that enables them to build challenging and rewarding careers. Associate degrees that are offered include: applied science; commercial aquaculture; hospitality/tourism management; legal assisting; communications technology; liberal studies; general education; general business; professional office systems technology; computer science; information technology; law enforcement; corrections; and emergency management. Certificate programs include: technical office procedures and skills; machine tool technology; medical insurance billing and coding; medical assisting; paramedic; and licensed practical nursing. Programs can also be customized to address short or long-term workforce skill shortages.

A wide variety of continuing education programs and services are offered at the four regional campuses of New River to meet both employer needs throughout the region and specific community needs. Opportunities for state certified professional development hours in continuing education exist in nursing, real estate and engineering. New programs are developed as training demand warrants. Community programs are offered for persons of all ages in a wide variety of areas at all campuses, again based upon identified needs. Past programs have included Kids Kollege programs for public school students, Elderhostel programs for older adults, and computer programs for all ages.

Online Courses

Update your skills, discover a new talent, or chart a new career path at your own pace and at your convenience.

These online courses are instructor-facilitated by subject matter experts. These courses are highly interactive between students and the instructors. On-line courses are a convenient way to learn a new skill, explore an interest or receive continuing education units that are necessary to stay competitive in your field or career.

Course Format

These online courses are unique. Our courses are offered monthly and have specific start dates. Two lessons are released per week over a six-week period. Each lesson takes the student about 2 hours to complete. Over six weeks, the student will invest approximately 24 hours of their time. Students have the ability to interact with the instructor and other students at times that are most convenient to them.

Upon completion of one of these courses you will receive a certificate of completion from New River with the allotted Continuing Education Units.

Class Offerings

A variety of topics are offered in computers such as: Creating Web Pages, Designing Effective Web-Sites, Introduction to XML, Introduction to Windows XP, Computer Skills for the Workplace, Introduction to Microsoft Access, Introduction to Microsoft Word, Introduction to QuickBooks, Performing Payroll in QuickBooks, Introduction to Peachtree First Accounting, Introduction to TurboTax, Introduction to PC Troubleshooting, Introduction to Networking, A+ Certification Preparation.

There are also business enhancement topics such as: A to Z Grant writing, Become a Grant Writing Consultant, Resume Writing Workshop, Effective Business Writing, Marketing Your Business or Organization on the Internet, Creating a Successful Business Plan, Start and Operate your own Home Based Business, Effective Selling

We also offer personal enhancement topics such as: 12 Steps to a Successful Job Search, High Powered Communication, Individual Excellence: Secrets of Career Success, Personal Finance, Stocks, Bonds, and Investing: Oh My!, GRE Preparation, SAT/ACT Preparation.

Don't forget special interest topics including: Adventures in Writing, Write Your Life Story, Discover Digital Photography, Speed Spanish, Certificate in Gerontology, Assisting Aging Parents.

To obtain a complete listing of courses available or to register for these courses visit the Continuing Education Department at your campus or call 304-327-4109, 304-647-6570, or 304-872-4520 for more information.

ACADEMIC POLICY AND PROCEDURES

ACADEMIC YEAR

The academic year at New River Community and Technical College is divided into three semesters. The fall semester begins in late August and runs through December. The spring semester begins in January and runs through May. The fall and spring semesters consist of 15 weeks and a final exam period during the 16th week. The summer semester may vary in length and number of terms. Summer class periods are lengthened to reflect the shorter terms.

The basic unit of college credit at New River Community and Technical College is the semester hour. Generally a semester hour is equivalent to one hour per week for a semester in a lecture section.

Students who have a 3.0 or better average overall may request permission from the Campus Dean to carry one or two additional hours. In no case shall the semester load exceed 21 semester hours.

FULL-TIME ENROLLMENT

For the purposes of tuition the number of credit hours for a full-time student is 12 per semester. The standard academic load is 16-18 hours. The maximum permissible load each semester is as follows: (a) fourteen hours for those students who are on academic probation; (b) eighteen hours for those students who are not on academic probation; and (c) those with a 3.00 or greater GPA may take more than 18 hours with the permission of the Campus Dean or Vice President and Chief Academic Officer.

Students should always consult the program outline in this catalog and their advisors to make sure they will complete degree requirements in a timely fashion. Most associate degree programs require that a student take more than 15 hours each semester in order to complete within a two-year period.

For other college purposes, students are classified as follows:

- Freshmen - Students who have completed 31 or fewer credit hours.
- Sophomore - Students who have completed 32 or more credit hours.
- Unclassified - Students who have completed their degree (associate or higher) or those who do not have a high school diploma or GED or who are not pursuing a degree objective.

AUDITING COURSES

Students at the College, and in some cases certain non-degree students, may be permitted to audit lecture classes with the permission of the Campus Dean and the class instructor. Students are required to register and pay all appropriate fees.

In no case shall a student be permitted to change his/her audit status and receive credit for a class, nor shall a student change from credit to audit status after the last day for dropping and adding classes without permission of the Vice President and Chief Academic Officer.

GRADING

Academic Grading System

The grading system at New River Community and Technical College is as follows:

A — Superior, given for exceptional performance

B — Good, distinctly above average

C —Average

D — Below average, lowest passing grade

NGR — No grade reported by faculty

F — Failure, no quality points are received but the semester hours will be included when computing grade point average.

I — Incomplete, given only if the student has a valid reason for missing the latter part of the course. Grades of "I" must be made up before the end of succeeding regular semester, excluding summer school, by contacting the course instructor and not through course re-enrollment. If not made up within the time limitation, the grade automatically becomes an "F".

W — Withdraw

The grading system for developmental-level courses (course numbers beginning with zero) is as follows:

S — Satisfactory, student has attained entry level proficiency sufficient to enroll in the   first   100 level course in the discipline. Hours not counted towards graduation.

U — Unsatisfactory, student must repeat course.

A "W" grade cannot be assigned to a developmental course except when students entirely withdraw from the College, or when an advisor or Student Services counselor approves the grade.

Transcript Grades

The following grades are used on a transcript and are included here for explanation:

X — Audit

NI — Non-instructional credit – usually military credit or non-traditional credit

* — Indicates a grade that is counted in hours attempted, but not in hours earned toward   a degree.

K — Prefix placed in front of transfer grades; grades count in the GPA.

KCR — Credit awarded from other institutions which does not count in the GPA.

Incomplete Grade

If a student is absent from the final examination in a course on account of illness or other reasons considered valid by the instructor, the instructor may report an "I" grade provided:

2.   The student has informed the instructor prior to the final examination and the instructor considers the reason valid.

3.   The instructor files with the Registrar along with the grade report:

   c)   An Incomplete Grade Status Report in duplicate stating under "Reasons for I Grade" exactly the same reason given by the student.

   d)   Instructor who is not returning the following semester will also file a copy of the final examination with a key indicating the score at which the student would earn each letter grade. This material is to be filed with the Campus Dean.

Pass-Fail Grades

Students may choose to take continuing education courses on a pass or fail basis instead of the regular grading system. The decision to take a course on this basis must be made during the registration period and may not be changed after the add/drop deadline. Courses taken on a pass or fail basis will not be considered in determining the student's grade point average (GPA). A student may earn a maximum of 12 semester hours on the pass or fail basis.

Forgiveness Grade Policy

If a student earns a grade of "D" or "F" in any course taken no later than the semester or summer term during which he/she attempts the sixtieth semester hour, the original grade shall be disregarded and the grade earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. The grade in a course may be forgiven only once. For students who have attended a college in another country for which they have received only credit and not grades, the sixty hours shall begin with enrollment in an institution in the United States and forgiveness will be applied only to freshman and sophomore level classes taken in the United States.

Dean's List

To be eligible for the Dean's List, a student must carry a minimum of 12 semester hours (excluding developmental-level courses), earn a grade point average for the semester of 3.25 or better, and fail no courses.

President's List

To be eligible for the President's List, a student must carry a minimum of 12 semester hours (excluding developmental-level courses) and earn a grade point average for the semester of 4.00.

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 the summer semester, nor does it affect a student's enrollment for a summer term.

Part-time

A part-time student may be placed on "academic warning" at the end of his first semester of enrollment. "Academic Probation" may be imposed after a part-time student completes 10 semester hours and "suspension" may be imposed after 19 semester hours have been attempted. A part-time student may be dismissed only after having attempted 24 semester hours.

Full-time

Good Standing

For a full-time student who enters the College in good standing, his status will remain "Good Standing" so long as each semester's grade point average is at least 2.0.

Academic Warning

Any semester that a student's semester grade point average falls below 2.0 or the student receives a grade of "F" in any course, the student will be placed on "Academic Warning." Academic Warning does not appear on the student's permanent academic record.

After Academic Warning, a student returns to "Good Standing" by achieving a semester average of 2.0 and no grade of "F" and a cumulative GPA of at least 1.5. A student stays on Academic Warning if his semester GPA falls below 2.0 or he makes an "F", with his cumulative average between 1.5 and 1.99.

Academic Probation

If, at the end of the semester of enrollment after academic warning, the student's cumulative average falls below 1.5, the student is placed on "Academic Probation." Such a student must consult with his academic advisor and may register for no more than 13 credit hours in the next semester of enrollment. "Academic Probation" will appear on the student's permanent academic record. A student on "Academic Probation" who maintains at least a 2.0 GPA during his next

semester of enrollment will return to "Academic Warning" and after another semester's GPA of at least 2.0 will return to good standing. If, during this second semester, the semester GPA is below 2.0, the student returns to "Academic Probation" with its limitations on enrollment.

Academic Suspension

A student on "Academic Probation" who fails to achieve a semester GPA of 2.0 will be suspended for one semester. A suspended student is not eligible to attend New River Community and Technical College in his/her regular curriculum during a period of suspension nor will credits earned at other schools during this period be accepted in transfer.

Readmitted During Suspension Semester

Under some conditions students on suspension from New River Community and Technical College may be allowed to register for courses during their suspension semesters, with the approval of the Vice President and Chief Academic Officer. All students who are on suspension must be advised by a full-time instructor. A suspension student is restricted in his/her selection of courses. Under this program, the student may enroll in a maximum of thirteen credit hours per semester. After the student has successfully completed one semester of study, he/she may request re-instatement to academic probation. This will be approved if the student has earned a 2.0 semester grade point average. If a student does not make a 2.0 semester grade point average, he/she is placed on academic suspension again. He/She must fulfill the suspension period of one year and may then request readmission to the College.

ADDING/DROPPING COURSES

To add or drop courses before the add/drop deadline as published in the academic calendar, students should fill out add/drop forms and have them signed by appropriate persons. The signatures required to add a course are the advisor and the instructor (if the course is full). The signatures required to drop a course are the advisor and course instructor. After obtaining the appropriate signatures, students must submit the add/drop forms to the Office of Student Services. Blank copies of the add/drop form are available in the Office of Student Services.

After obtaining the required signatures, the student must submit, prior to the deadline date, the change in schedule form to the Office of Student Services.

A student withdrawing from the College on or before the twelfth Friday after the first class day of the semester will receive a grade of "W". During the summer semesters the "W" period ends on the Friday immediately following the fourth week (eighth week for a 10 week term) of the summer semester. A student who does not meet attendance requirements and/or who fails to turn in assignments in a timely fashion as specified in the course syllabus may be withdrawn from class and receive a grade of "W."

Withdrawing from courses after the "W" deadline date will be approved only through action by the President or his/her designee. The Registrar will accept and process change in schedule forms during the period only   as authorized by the President.

WITHDRAWAL FROM CLASS/COLLEGE

Students considering withdrawal from the College are urged to discuss their situation with their academic advisors, their instructors, Student Services representatives, Campus Deans, or other representatives of the College before making the decision. Early action leads to better informed, less stressful decisions.

A student considering withdrawal will be given the opportunity to speak with a responsive, caring representative of the College. The Student Services representative, therefore, will conduct a brief exit interview with the student to facilitate his/her positive action, whether that means withdrawing, remaining, or planning on returning to school at a later date.

A student who decides to withdraw from the college must complete a withdrawal form which is obtained from the Student Services office on any campus.

A student withdrawing from the College on or before the twelfth Friday after the first class day of the semester will receive a grade of "W." During the summer short terms the "W" period ends on the Friday immediately before the last week of the term.

ATTENDANCE POLICY

Attendance. Students are expected to attend all classes for which they are enrolled. Regular attendance for satisfactory completion of a course is an important part of the student's educational experience.

Absences. The College recognizes two types of absences: (1) an institutional absence resulting from participation in an activity in which the student is officially representing the College; and (2) an unavoidable absence resulting from illness, death in the immediate family, or unnatural cause beyond the control of the student. **All other absences are considered willful.**

It is the responsibility of the student to provide a proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon return to class will automatically make the absence willful. The student should provide supporting documents for institutional and unavoidable absences. Make-up work is the responsibility of the student and at the acceptance of the instructor.

When the number of clock hours of willful absences exceeds the number of semester hours of credit, the instructor will notify the Registrar that the student has exceeded the permissible number of absences and should be withdrawn from class. Instructors may make variations to the above attendance regulations. However, in no case shall the instructor's attendance regulations be more rigid than those stated above. The instructor shall file a copy of his/her attendance requirements with the Vice President and Chief Academic Officer and include them in course syllabi.

If the student wishes to appeal the drop from a course decision, he/she must first contact the Campus Dean on which the course is taught within three (3) days of the notification of the drop notice. Students will be permitted to attend class during the time required for this appeal. The Campus Dean, under the leadership of the Vice President and Chief Academic Officer, will investigate, review, and hear any evidence presented within five (5) days. The Campus Dean will then present his/her recommendation to the instructor. If the student is not satisfied or the instructor fails to act on the Campus Dean's recommendation, the student may appeal the case to the Vice President and Chief Academic Officer.

The Vice President and Chief Academic Officer will convene a meeting of no less than three faculty members to consider the appeal. The student must notify the Dean of the appeal within seven (7) calendar days of the Campus Dean's decision. Students will be permitted to attend class until after the Dean reaches a decision. The committee shall make its recommendation to the President who will notify the student, the registrar, and the class instructor as to whether or not the student is to be reinstated.

If a student is not reinstated, he/she will be assigned the grade of "W" if the action was initiated prior to the deadline date for dropping courses as published within the academic calendar. Reinstatement means only that the student is readmitted to the class and does not imply that the instructor will be required to provide the opportunity for the student to make up time lost in lectures, laboratories, at hospitals, on field trips, and/or in other similar learning experiences.

ACADEMIC APPEALS

Appeals of a final course grade assigned by an instructor. Student rights and responsibilities, with regard to these appeals, are addressed here and in the New River Board of Governors' Policy No. 15. If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously or prejudicially, he/she registers within ten (10) school days of the beginning of the next semester the complaint with the director of the campus on which the grade was received.

The Campus Dean will attempt an informal reconciliation and may schedule a meeting of a campus committee to consider the complaint and present its recommendation in writing to the instructor and the student within five school days. If no faculty from the academic area in which the questioned grade was received is available on the campus, a faculty member from an adjacent campus must be included on the campus committee. If the student is not satisfied with, or if the instructor fails to act on, the Campus Dean's recommendation, the student may appeal in writing to the Vice President and Chief Academic Officer.

If it is not reconciled at this level, it may be appealed to the Academics Committee within five (5) school days from the written response of the appeal by the Dean. To convene a meeting of the Academics Committee the student must complete the request form available in the office of the chief academic officer. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within five (5) working days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will direct the Registrar to modify the grade in accordance with the findings of the Committee. Grade appeals shall end at the institutional level. **Under no circumstances will grade appeals initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.**

ACADEMIC DISHONESTY

Charges of academic dishonesty (plagiarism, cheating, falsifying records, etc.) on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the campus level by the director, faculty member, and student involved with a maximum penalty of "F" in the course. If the penalty is "F", then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the "F" grade can be placed on the student's academic record.

If the student denies guilt, or the Campus Dean believes the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the President. The case may be resolved at this level, or if thought warranted by the President or requested in writing by the student, the case shall be forwarded to the Academics Committee.

The Academics Committee shall present to the accused student and the person making the accusation written notification of the charges which shall include:

- A statement that a hearing will be held before the academics committee, together with the notice of the date, time, and place of the hearing.
- A clear statement of the facts and evidence to be presented in support of the charges made.

A recommendation by the Academics Committee for imposition of sanctions in a case of academic dishonesty is final. The Academics Committee may also recommend that the imposition of sanctions be held in abeyance where appropriate.

PROGRAM DISMISSAL PROCEDURES

Dismissal from undergraduate academic programs. The individual in question is counseled by a departmental representative or committee concerning the problem as soon as is reasonable after discovery. Appeals are not applicable as this is a counseling procedure. Two such counseling meetings are required before proceeding to a formal review of the student's status by a departmental or program committee. This formal review will determine (1) if the student is to be retained or recommended for dismissal from the program; (2) what counseling or remediation steps may be required of the student as a condition of retention; (3) what appeal procedures are available if the student is recommended for dismissal from a program.

A program or departmental committee recommendation for dismissal may be appealed to the Academics Committee. If the student elects to appeal dismissal from an undergraduate program, the student may be advised by a person of the student's choice in the dismissal proceedings of the academics committee.

The Academics Committee may recommend dismissal or retention. A recommendation for dismissal from an undergraduate academic program by the Academics Committee must be reviewed by the Vice President and Chief Academic Officer who may confirm or remand the recommendation to the Academics Committee for review. A remand for review must include specific conditions for the review process.

A recommendation for dismissal by the Academics Committee may be appealed to the President, whose decision is final.

Appeal of academic status. If, after conferring with the Registrar and/or a counselor, a student wishes to appeal his/her academic suspension, dismissal, or probation status, he/she requests a meeting with the Academics Committee and presents in writing any reasons or evidence supporting a change in his/her status. Student rights and responsibilities with regard to these appeals are addressed in the New River Community and Technical College Student Handbook. The committee will make its recommendation to the President.

Appeal of academic requirements. A student who wishes to have an exception made to the requirements for completion of an academic program (course substitutions, etc.) should, in consultation with his/her advisor, state his case for exception in writing and submit it to the Campus Dean. The requested exception must be approved by the advisor. If the exception involves a course in an academic area other than that of the advisor, the requested exception must be approved by a faculty member from the academic area in which the substituted course is requested. In cases where either the advisor or the alternate faculty member disapproves the requested exception, the student may appeal in writing to the Academics Committee. In such cases the Academics Committee will hear the request and make its recommendation to the President.

NON-TRADITIONAL CREDIT

Students will be permitted to waive certain basic courses if they can demonstrate proficiency in these courses. Students will not receive credit for omitted courses and cannot use such courses as credit toward graduation.

Students who make a standard score of 26 or above on the mathematics section of the ACT test are eligible to enroll in MATH 220. Students with an ACT score of 22 or above on the English main section and a score of 17 on the Reading portion of the ACT, or a 500 on the SAT Verbal section, are eligible to take the English CLEP test and receive three (3) hours credit for English 101 provided they (1) are not enrolled in English 101, (2) they have not previously received a grade other than "W" in English 101, and (3) have not already been institutionally exempt from English 101. Students must take the CLEP test and score 500 before enrolling in English 102/103 in order to receive three (3) hours credit for English 101. CLEP information is available from the Student Services Offices.

In the Subject Examination, the applicant's test score must be equal to or above the institutionally established score. The credit will be equated with existing course offerings. A complete listing is available in the Student Services Offices.

High school students who have taken college-level subjects offered in their schools in cooperation with the College Entrance Examination Board (CEEB) Advanced Placement (AP) program and who have scored a minimal score of 3 on the three hour examination administered by the Advanced Placement Service may receive credit. The course credits granted will be determined after receipt of scores and enrollment in the College. Scores are to be sent from CEEB to the Office of Registrar.

Advanced Placement Examinations

Exam	Min Score	Credit Hours	New River Equivalent
English			
Composition and Literature	3	3	ENGL 101
English Language and Composition	3	6	ENGL 101/102
Foreign Languages			
French Language	3	6	FREN 101/102
French Literature	3	6	Elective
German Language	3	6	Elective
Spanish Language	3	6	SPAN 101/102
Spanish Literature	3	6	Elective
Geography			
Human Geography	3	3	GEOG 150
Government and Politics			
United States	3	3	POSC 200
Comparative	3	3	Elective
History			
United States	3	6	HIST 105/106
European	3	6	Elective
World	3	6	HIST 101/102
Mathematics			
Calculus AB	3	4	MATH 220
Calculus BC	3	8	MATH 220/230
Music			
Theory	3	3	MUSC 109
Physics			
Physics B	3	8	PHYS 201/223 PHYS 202/224
Physics C Mechanics	3	4	PHYS 211/223
Physics C	3	4	PHYS 212/224

Elec & Magnetism			
Psychology			
Introductory Psych	3	3	PSYC 103

College Level Examination Program (CLEP)

New River accepts and awards credit through successful completion of CLEP tests. CLEP was developed to serve the non-traditional student who has acquired knowledge through correspondence, university extension courses, educational TV, adult education programs, on-the-job training or independent study.

There are two types of CLEP examinations, general and subject. General examinations are designed to measure basic knowledge of natural sciences, humanities and social sciences. The general exams may be used to fulfill unrestricted electives. The subject examinations are designed to measure knowledge of specific undergraduate courses. These CLEP exams may be applied to specific course requirements in degree programs at New River Community and Technical College. For more information regarding CLEP contact a counselor.

Military Service

New River Community and Technical College may grant a maximum of two (2) semester hours of physical education activity credit and two (2) semester hours of safety and first aid credit to an individual who presents evidence of having completed military basic training. Appropriate documentation of completion of training must be furnished to the Registrar's Office.

Additional credit may be awarded after evaluation of Military Occupational Specialties (MOS) and other training in accordance with ACE guidelines. A transcript from the Community College of the Air Force or copies of appropriate certificates should be sent to the Admissions Office. Credit for Reserve MOSs will be awarded only when the College receives documentation of a minimum of two annual Enlisted Evaluation Reports in the same MOS.

EDGE – Earn a Degree – Graduate Early

EDGE credits are college credits that have been earned in high school. Specific courses and the number of hours have been determined by New River through a state-wide agreement. Please bring your official EDGE transcript or notify the registrar that you have EDGE credits when enrolling in New River.

A grade of CR will be recorded on the student's transcript for EDGE courses. A course with the grade of CR will meet program of study requirements at New River. Transferability of EDGE credit to any other institution of higher education is not guaranteed by New River.

Tuition Reciprocity Agreements

New River Community and Technical College participates in tuition reciprocity agreements with three Virginia community colleges: Dabney S. Lancaster (Clifton Forge), Southwest Virginia (Richlands), and Wytheville (Wytheville). The terms of the agreements permit students from specified counties in Virginia to enroll in the specialized courses of selected New River Community and Technical College programs and to pay West Virginia resident tuition. The agreements also permit students from selected West Virginia counties to enroll as Virginia residents in the specialized courses of specified programs at the participating community colleges and to pay Virginia resident tuition.

Programs of the reciprocity agreements are subject to change at any time and new programs may be added. Students interested in exploring enrollment under the terms of the reciprocity agreement should contact the Dean of Student Services for the most current information.

The Certificate and Associate of Applied Science programs of study currently available to West Virginia residents under reciprocity are as follow:

Program	Partnering College
Computer Aided Drafting and Design	Southwest Virginia Community College
Computer Aided Drafting and Design	Wytheville Community College
Dental Hygiene	Wytheville Community College
Early Childhood Development	Southwest Virginia Community College
Program	**Partnering College**
Electronics and Computer Technology	Dabney S. Lancaster Community College
Environmental Management	Southwest Virginia Community College
Fine Arts Specialization	Southwest Virginia Community College
Forestry	Dabney S. Lancaster Community College
Human Services Technology (Mental Health)	Southwest Virginia Community College

Extended Learning

Courses are available through a variety of modalities including interactive video, instructional television, asynchronous distance learning, and satellite-delivery. Interactive video courses are available over the Interactive Video Network (IVN) and are two way audio and video between Bluefield, Beckley, Greenbrier Valley and Nicholas County campuses. Instructional television courses consist of video segments offered on local public television stations (such as WSWP-TV) in combination with limited on-campus classes. Distance learning classes are often delivered to the students' homes by videotape, text-workbook, e-mail, and the World Wide Web.

Computer Science Certifications

For students who have passed and received Microsoft, Comp TIA, or Cisco Certification, equivalent credit will be given. In order to receive credit, student's certifications **will be** independently verified though the certifying agency.

Microsoft Certifications	New River Classes	Hours
Exam 70-270 Installing, Configuring, and Administering Microsoft Windows XP Professional	COSC 245 Windows Operating Systems	3
Exam 70-290 Managing and Maintaining a Microsoft Windows Server 2003 Environment	COSC 246 Server Configuration and Administration	3
Exam 70-291 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	COSC 248 Managing Server Network Environments	3
CompTIA Certifications		
Exam 220-301 A+ Core Hardware Exam	COSC 130 Microcomputer Maintenance and Repair	3
Exam 220-302 A+ Operating Systems Technologies	COSC 131 Basic System Operations and Applications	3
EXAM N10-003 Network + Exam	COSC 125 Introduction to Networking – Network+	4
Cisco CCNA Certification		
	COSC 120 Introduction to Networking	4

	– Cisco	
Exams (840-821 and 840-8811) or 840-801	COSC 121 Introduction to Network Routing	4
	COSC 218 Advanced Router Configurations	4
	COSC 221 WAN Theory and Design	4
	Total Credit Hours	**16**

DEGREES, GRADUATION, AND TRANSCRIPTS

Degrees

New River Community and Technical College grants degrees or certificates of completion in more than 20 program areas. Some of these programs are career oriented and prepare graduates for entry into job opportunities requiring a certificate or associate degree. Other programs are designed for the student who expects to transfer to a bachelor's degree program at a four year institution. Associate Degree programs are structured to include career courses, courses in related fields and general education courses. Students are expected to work closely with the academic advisor in selecting courses that meet the degree or certificate program requirements. A suggested sequence of courses for each program of study is provided in this catalog to help guide the student in meeting graduation requirements. Not all courses for every program are scheduled every semester therefore it is important to follow the sequence suggested as closely as possible to avoid unnecessary delays in meeting program completion requirements.

Earning Multiple Degrees

Students who have received an associate degree or a certificate consisting of 30 or more semester hours and who wish to receive an additional degree or certificate may count all previously earned course credits toward the desired additional associate degree or certificate. All course requirements for the additional degree/certificate must be met. A minimum of fifteen (15) additional semester hours of approved work (approved by the Vice President and Chief Academic Officer) will be required beyond the requirements of the previous Associate Degree(s). A student can receive no more than two degrees at a given commencement. All time limitations on course relevancy must be observed.

Graduation

New River Community and Technical College operates under the philosophy that all aspects of campus life are an integral part of the educational program. The commencement program is regarded as part of the academic program; therefore, participation in these activities is considered academic in nature. In recognition of this perspective, and in addition to earning certain specified hours of academic credits in prescribed programs, the prospective graduate is required to attend and participate in the commencement exercises in accordance with the following regulations:

• New River Community and Technical College has a formal graduation ceremony which is held at the close of the spring semester. Students who graduate during the previous summer are invited to take part in the annual commencement program. Students who graduate at the end of the fall or spring semester are expected to attend and participate in commencement ceremonies.

• All applicants for graduation who have the work in progress necessary to complete degree

requirements will participate in the graduation program. The actual awarding of degrees will be made after all final grades are received. Diplomas will be available within four weeks of graduation to those successfully completing graduation requirements.

- **The Work Keys examination is a requirement for graduation.** A student should contact student services at his/her respective campus to schedule the exam.

- Students who will be able to complete their graduation requirements in the summer term and who are registered and paid for the course(s) needed to graduate may participate in the spring commencement.

Annual reports of completion rates of students are made available in the Registrar's Office to comply with federal Student Right-to-Know regulations.

WorkKeys Graduation Policy

The New River Board of Governors has mandated that each student graduating from New River Community and Technical College with an associate degree major complete a final institution-wide assessment instrument in addition to any Capstone assessment measures for each major field of study. This final assessment instrument is administered to students in the final semester before graduation. It measures student skill levels on general education competencies described in the *Plan for Assessing Student Academic Achievement for New River Community and Technical College*. The outcomes-oriented assessment instrument shall enable graduates to demonstrate their competency in job-related skills. Two fundamental tasks of the final assessment requirement include: (1) to measure both the individual and the institutional effectiveness and its graduates' performance-based workplace skills against the requirements of their chosen careers and (2) to improve student learning and teaching effectiveness. This job-profiling assessment is a valuable addition to the graduate's résumé. Each student shall receive a skill report that helps the graduate understand how they did on each subtest and identifies specific skill strengths and weaknesses

Students who do not participate in this final assessment shall be allowed to participate in the graduation exercise, but the diploma shall be withheld until the final assessment requirement has been completed. Students may appeal this decision to the Vice President and Chief Academic Officer.

Graduation with Honors

Those students completing requirements for the associate degree programs with a minimum of 3.40 cumulative grade point average are eligible to graduate with honors. Developmental studies courses in the less than 100 level series **are not** counted toward meeting graduation requirements and **are not** used in the calculation of the graduation grade point average.

Requests for Transcripts

Transcripts will be forwarded to the student or to other institutions, organizations, or businesses provided a written request is submitted by the student to the Records Office. The first transcript request will be granted free of charge. Subsequent requests will be granted on payment of a $5.00 fee for each transcript. Transcript requests will not be honored if the student has an obligation with the institution.

INSTRUCTIONAL PROGRAMS

GENERAL STUDIES REQUIREMENTS

General Studies Philosophy. The purpose of general education at New River is to ensure that every student, regardless of major or career objective, receives a broad-based education in the liberal arts, develops basic skills competency, and acquires a body of knowledge fundamental to that of an educated person.

General Studies Learning Outcomes. New River graduates will be able to:

- Think critically and analytically in order to solve problems and to formulate informed, reasoned opinions.
- Communicate clearly, effectively, and confidently when writing, listening, speaking, or reading.
- Use mathematical skills to solve problems and communicate data.
- Use information access and research skills to retrieve, process, and evaluate information.
- Demonstrate computer competency in organizing, accessing, creating, and communicating information.
- Develop scientific inquiry and research skills and apply the scientific method toward problem solving.
- Explore issues involving political, historical, economic, and social concerns.
- Develop an ethical framework that encourages a sense of civic responsibility.

To meet graduation requirements, each student must complete the general studies program specific to her/his degree. These programs include a basic skills component and a core component in addition to the specific course requirements as listed in this catalog. General studies programs are meant to ensure basic skills competency and to encourage the acquisition of a body of knowledge basic to that of an educated person.

Basic Skills Component

Area	Hrs
Composition (ENGL 101, 102, 103)	6
Math (MATH 101, 102, 109, 210, 220; GNET115)	3
Statistics (MATH 210, 301)	
or	
Computer Prog (COSC 110, 202, 230)	3
or	
Computer Apps (COSC 102, BUSN 130, 140)	
Core Components (A-D)	6
Total Semester Hours	**18**

Core A Component

(One discipline selected must be literature)
Art (ARTS 101, 205, 208)
Music (MUSC 150, 200)
Foreign Language (FREN 102, SPAN 102)
Literature (ENGL 201, 205, 250, 255)
Humanities (HUMN 150, 222)
Speech (SPCH 208)
Theater (THEA 101)

Core B Component

(Selected from a minimum of three disciplines)
Economics (ECON 211, 212)
Geography (GEOG 150)
History (HIST 101, 102, 105, 106)
Political Science (POSC 200, 218)
Psychology (PSYC 103, 210)
Sociology (SOCI 210)

Core C Component

(Selected from laboratory courses)
Biology (BIOL 101/103, 102/104, 201/203, 202/204)
Chemistry (CHEM 101/103, 102/104)
Physical Science (PHSC 101/103, 102/104, 314)
Physics (PHYS 201/223, 202/224, 211/223, 212/224)
General Engineering Technology (GNET 101, 102)

Core D Component

Physical Education (PHED 104, 106, 108, 261, HLTH 110, 201)

SKILL SET CERTIFICATE (SSC)

Accounting Data Entry Clerk

The Accounting Data Entry Clerk technical certificate program provides enough accounting and computer training to qualify the student for entry-level employment in data entry positions. The program provides an alternative to students who chose not to pursue the full associate degree in accounting, but who need more than is offered in regular continuing education courses.

REQUIRED COURSES

Number	Title	Hours
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
BUSN 130	Word Processing & the Internet	3
BUSN 140	Spreadsheets and Databases	3
BUSN 245	Microsoft Excel	3
COSC 201	PC Software Applications	3
MATH 101	General Mathematics	3
POST 114	Office Math Applications	3
	Total Semester Hours	**24**

Allied Health

The purpose of the program is to provide employment skills to those who are seeking entry-level positions in the field of healthcare. The certificate will provide base courses for those seeking to further develop skills in increasing higher-level jobs.

REQUIRED COURSES

Number	Title	Hours
ENGL 101	Composition I	3
MATH 101	General Mathematics	3
GNED 100	Life Management Skills	2
BIOL 201	Human Anatomy and Physiology	3
BIOL 203	Human Anatomy and Physiology Lab	1
MDST 120	Phlebotomy	4
MDST 121	Phlebotomy Lab	3
BICO 101	Medical Coding/ICD-9-CDM	3
BICO 103	Medical Coding/CPT & HCPCS	3
	Total Semester Hours	**25**

Banking And Financing Fundamentals

This program will provide educational opportunities that will enable individuals to obtain the necessary knowledge and skills required for job acquisition, retention, and advancement in banking. Students are exposed to situations that will assist them in developing skills and attitudes necessary to succeed in the banking and finance fields. The certificate program is designed for those students who do not wish to seek an associate degree in banking.

REQUIRED COURSES

Number	Title	Hours
BANK 101	Principles of Banking	3
BANK 102	Law and Banking	3
COSC 201	PC Software Applications	3
MATH 101	General Math	3
MGMT 110	Principles of Management	3
POST 201	Office Accounting	3
	Total Semester Hours	**18**

Building Construction

The purpose of the Building Construction Skill Set Certificate is to provide an improved supply of trained, entry-level workers for the construction industry. This program was designed by members of the Green-brier Valley Homebuilders Association.

REQUIRED COURSES

Number	Title	Hours
BCON 101	Fundamentals of Building Construction/Safety	3
BCON 102	Foundations and Framing + Hip and Valley Framing	4
BCON 103	Finish Carpentry	3
BCON 104	Blueprint Reading	3
BCON 105	Masonry and Plumbing	1
	Written and Oral Communications	1
BCON 106	45-Hour Internship	3
	Total Semester Hours	18

Upon completion of the required hours, the Homebuilders Association for certification will give a written and practical exam.

Certified Customer Service Specialist

The Certified Customer Service Specialist certificate program is designed to provide the basic technical and interpersonal skills to students for a wide array of customer service positions. The certificate program would meet the needs of many of our regional employers.

REQUIRED COURSES

Number	Title	Hours
MRKT 120	Service Industry Environment	3
MRKT 121	Interpersonal Contact Skills	3
COSC 201	PC Software Applications	3
MRKT 122	Business Practices Applications for the Customer Service Environment	3
POST 272	Career and Professional Development	3
	Total Semester Hours	15

Computer Software Application Specialist

The Computer Software Application Specialist certificate program offers occupational specific training for students who chose not to complete the POST or TOPS programs. The certificate prepares students for entry-level jobs using word processing, database, spreadsheet, and desktop publishing software.

REQUIRED COURSES

Number	Title	Hours
POST 111	Keyboarding and Document Processing	3
BUSN 130	Word Processing and the Internet	3
BUSN 230	Desktop Publishing	3
BUSN 245	Microsoft Excel	3
BUSN 255	Microsoft Access	3
POST 251	Office Practice and Administration	3
POST 114	Office Math Application	3
ENGL 101	Composition	3
	Total Semester Hours	**24**

Fine Woodworking

The purpose of the Fine Woodworking program is to develop furniture making skills for the participants by teaching the techniques of fine and creative craftsmanship used in building and designing advanced furniture in order to provide them with effective and marketable talents. The program covers the techniques necessary for custom furniture construction. Upon completion of the program, students should be able to lay out and construct custom furniture appropriate to their level of studies.

The Job Skills Set course of study will provide the student with the basic furniture making skills necessary to work or operate in the typical small shop environment.

REQUIRED COURSES

Number	Title	Hours
FINW 110	Hand Tools/Basic Machines	7
FINW 120	Furniture Making Process	2
FINW 150	Equipment Maintenance	2
FINW 111	Furniture Construction Intro.	7
FINW 126	Basic Finishing	1
FINW 121	Furniture Drawing	1
	Total Semester Hours	**20**

Fire Science Technology

This career-oriented curriculum provides technical training for entry-level positions in fire protection and response. Students learn fundamentals of public and private fire protection and response, the organization and management of fire departments; the structure and function of key governmental agencies involved in fire protection and response; legal issues associated with fire protection and response; and professional traits necessary for success in the work world.

REQUIRED COURSES

Number	Title	Hours
FIRT 101	Fundamentals/Fire Protection	3
FIRT 102	Building Construction/Fire Service	3
FIRT 200	Legal Aspects/Fire Protection	3
FIRT 210	Teaching Methods/Fire Safety	3
FIRT 220	Internship	3
	Total Semester Hours	**15**

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Hardware Specialist

The Hardware Specialist certificate program offers instruction in microcomputer hardware, operating systems, networking, and communication, and enables the student to upgrade his/her hardware and operating systems skills and prepares for certification. This certificate program is designed for those students who have completed a related technical diploma or degree or who have appropriate work experience in the computer field.

REQUIRED COURSES

Number	Title	Hours
COSC 111	Intro to Computer Science (May be waived due to work experience)	3
COSC 201	PC Applications	3
COSC 120	Introduction to Networking	3
COSC 130	Micro. Computer Main. Repair	3
COSC 131	Basic System Operations & Applications	3
COSC 245	Windows Operating System	3
COSC xxx	Restricted electives Excludes COSC 102, but may include courses with the prefix ITEC.	6
	Total Semester Hours	**24**

MIG Welding

The MIG Welding certificate consists of 24 credit hours of training that provides the student with the education and skills to become a MIG (Gas Metal ARC) welder in today's modern manufacturing industry. Upon completion of this series, a student will have knowledge in good health and safety practices and welding codes and standards. Completers will be able to define and identify gas metal arc welding machines and parts, select proper gas and wire for operations, and make exact measurements. Eads, bead patterns and joints in all positions will be produced.

REQUIRED COURSES

Number	Title	Hours
MATH 101	General Mathematics	3
COSC 102	Computers and Society	3
MATT 130	Introduction to Welding	6
MATT 131	Oxyfuel Cutting	3
MATT 290	Blueprint Reading I	3
MATT 132	Gas Metal ARC Welding (MIG)	6
	Total Semester Hours	**24**

Physical Plant Welding Technician

The Physical Plant certificate program is designed to provide maintenance personnel with the basic skills required to perform routine welding duties.

REQUIRED COURSES

Number	Title	Hours
MATT 130	Introduction to Welding	6
MATT 131	Oxyfuel Cutting	2
MATT 133	Gas Tungsten Arc Welding (TIG)	6
	Total Semester Hours	**14**

Retail Department Manager

The purpose of the Retail Department Manager technical certificate program is to provide individuals with the knowledge, skills, and attitudes necessary to succeed in the field of retail. The certificate program is designed for students who chose not to complete an associate degree in business administration.

REQUIRED COURSES

Number	Title	Hours
ENGL 101	Composition	3
MATH 101	General Mathematics	3
MGMT 110	Principles of Management	3
MGMT 226	Human Resources	3
MRKT 110	Principles of Marketing	3
MRKT 252	Advertising and Promotion	3
MRKT 272	Selling/Sales Management	3
POST 201	Office Accounting	3
	Total Semester Hours	**24**

Receptionist

The Receptionist certificate program is to provide opportunities to individuals that will enable them to obtain knowledge and skills necessary to secure a position as an office receptionist. Business offices need employees with strong office skills, as well as a basic understanding of business practices and business communication skills.

REQUIRED COURSES

Number	Title	Hours
ENGL 101	Composition	3
BUSN 100	Introduction to Business	3
BUSN 130	Word Processing & the Internet	3
BUSN 232	Business & Electronic Communications	3
COSC 201	PC Software Applications	3
POST 111	Keyboarding & Document Processing I	3
POST 251	Office Practice and Administration	3
POST 272	Career & Professional Development	3
	Total Semester Hours	**24**

Phlebotomy Technician

The Phlebotomy Technician program provides short-term job skills training to participants to provide area medical facilities with potential employees who have the training necessary for entry-level positions as phlebotomy technicians and thus meet local employer needs. Students must successful sit for the national phlebotomy exam to receive the technical certificate.

REQUIRED COURSES

Number	Title	Hours
BIOL 105	Intro to Anatomy & Physiology	3
MAST 105	Medical Terminology	3
MDST 120	Principles of Phlebotomy	4
MDST 121L	Principles of Phlebotomy Lab	3
COSC 201	PC Software Applications	3
	Total Semester Hours	**16**

Technical Sales Specialist

The Technical Sales Specialist certificate program prepares students for employment opportunities that exist in the field of technical sales. Students are prepared for technical sales positions including internal sales support, external sales support, external sales, and help desk support.

REQUIRED COURSES

Number	Title	Hours
COSC 111	Introduction to Computer Science	3
COSC131	Basic System Operations and Applications	3
COSC 130	Microcomputer Maintenance and Repair	3
MRKT 110	Principles of Marketing	3
MRKT 272	Selling/Sales Management	3
	Total Semester Hours	**15**

TIG Welding

TIG Welding is a technical certificate program that provides the student with the knowledge and skills to become a TIG (Gas Tungsten Arc) welder in today's modern manufacturing industry. Training includes hand tool and power machine use and setup, measurement, welding codes and standards, fabrication practices, selection of filler rods, weld positions and production of beads and joints in all positions.

REQUIRED COURSES

Number	Title	Hours
MATH 101	General Mathematics	3
COSC 102	Computers and Society	3
MATT 130	Introduction to Welding	6
MATT 131	Oxyfuel Cutting	3
MATT 290	Blueprint Reading	3
MATT 133	Gas Tungsten ARC Welding (TIG)	6
	Total Semester Hours	**24**

Fine Woodworking (CP)

The purpose of the Fine Woodworking program is to develop furniture making skills for the participants by teaching the techniques of fine and creative craftsmanship used in building and designing advanced furniture in order to provide them with effective marketable talents.

The program covers the techniques necessary for custom furniture construction. Upon completion of the program, students should be able to lay out and construct custom furniture appropriate to their level of studies.

The One-year Collegiate Certificate course of study will provide the student with the basic furniture making skills necessary to work or operate in the typical small shop environment plus additional mathematical and literacy skills.

REQUIRED COURSES

Fine Woodworking

Total Certificate Hours: 30

Fall Semester		
Number	**Title**	**Hrs**
FINW 110	Hand Tools/Basic Machines	7
FINW 120	Furniture Making Process	2
ENGL 101	Composition	3
MATH 101	General Mathematics	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
FINW 111	Furniture Construction Intro.	7
FINW 126	Basic Finishing	1
FINW 121	Furniture Drawing	1
ENGL 103	Technical Writing	3
MATH 211	Informal Geometry	3
	Total Semester Hours	**15**

Fire Science Technology (CP)

This career-oriented curriculum provides technical training for entry-level positions in fire protection and response. Students learn fundamentals of public and private fire protection and response, the organization and management of fire departments; the structure and function of key governmental agencies involved in fire protection and response; legal issues associated with fire protection and response; and professional traits necessary for success in the work world. Students may pursue either a skills-set certificate (15 semester hours) or a collegiate certificate (38 semester hours).

REQUIRED COURSES

Collegiate Certificate, Fire Science Technology

Total Certificate Hours: 38

First Semester		
Number	**Title**	**Hrs**
EMGT 101	Intro to Emergency Mgmt	3
ENGL 101	Composition	3
FIRT 101	Fundamentals/Fire Protection	3
FIRT 102	Building Const/Fire Service	3
	Total Semester Hours	**12**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
GNET 115	Technical Mathematics I	4
FIRT 200	Legal Aspects/Fire Protection	3
FIRT 201	Fire Administration I	3
	Total Semester Hours	**13**

Third Semester		
Number	**Title**	**Hrs**
GNET 116	Technical Mathematics II	4
FIRT 202	Fire Administration II	3
FIRT 210	Teaching Methods/Fire Safety	3
FIRT 220	Internship	3
	Total Semester Hours	**13**

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Technical Office Procedures & Skills (CP)

Technical Office Procedures and Skills is a two-semester certificate program designed to prepare students for entry-level positions in an office setting. This curriculum provides students with the knowledge and training necessary to succeed in current office positions as well as in the high-tech office environments that now characterize organizations.

REQUIRED COURSES

Office Procedures and Skills

Total Certificate Hours: 36

First Semester		
Number	**Title**	**Hrs**
BUSN 245	Microsoft Excel	3
ENGL 101	Composition	3
POST 111	Keyboarding/Doc Processing I	3
POST 121	Text Editing Rules & Applications	3
Restricted Math Elective: choose from		3
MATH 101	General Math (or higher)	
POST 114	Office Math Applications	
Restricted Accounting Elective: choose from		3
ACCT 101	Principles of Accounting I	
POST 201	Office Accounting	
	Total Semester Hours	**18**

Second Semester		
Number	**Title**	**Hrs**
BUSN 232	Business & Electronic Comm	3
POST 112	Keyboarding/Doc Processing II	3
POST 231	Records Systems	3
POST 242	Machine Transcription	3
POST 272	Career &Professional Dev	3
Restricted Elective: choose from		3
BUSN 230	Desktop Pub/Presentations	
BUSN 255	Microsoft Access	
CRMJ 212	Legal Research & Methodology	
MGMT 110	Principles of Management	
MAST 105	Medical Terminology	
	Total Semester Hours	**18**

CERTIFICATE IN TECHNICAL STUDIES PROGRAMS (CTS)

Allied Health (CTS)

The Certificate in Allied Health provides employment skills to those who are seeking entry-level positions in the field of health care. The Certificate will provide base courses for those seeking to further develop skills in increasing higher-level jobs.

REQUIRED COURSES

Certificate in Allied Health

Total Certificate Hours: 33

Number	Title	Hrs
ENGL 101	Composition I	3
MATH 101	General Mathematics	3
GNED 100	Life Management Skills	2
BIOL 201	Human Anatomy and Physiology	3
BIOL 203	Human Anatomy and Physiology Lab	1
MDST 120	Phlebotomy	4
MDST 121	Phlebotomy Lab	3
BICO 101	Medical Coding/ICD-9-CM	3
BICO 103	Medical Coding/CPT & HCPCS	3
BIOL 202	Microbiology	3
BIOL 204	Microbiology Lab	1
CHEM 100	Introduction to Chemistry	4
	Total Hours	**33**

Computer Repair and Operating Systems (CTS)

The Certificate in Computer Repair and Operating Systems will prepare students for entry level careers in the computer industry. Along with the general education requirements, students will take courses preparing them for a number of industry recognized certifications, including CompTIA A+, and CompTIA Network+.

REQUIRED COURSES

Certificate in Computer Repair and Operating Systems

Total Certificate Hours: 34

First Semester		
Number	**Title**	**Hrs**
BUSN 100	Introduction to Business*	3
Or MGMT 110	Principle of Management	
COSC 102	Computers and Society	3
ENGL 101	Composition	3
COSC 111	Microcomputer Maintenance	3
COSC 245	Windows Operating Systems	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
COSC 131	Basic Systems Operations	3
COSC 246	Server Config. and Admin.	3
COSC 125	Intro to Networking Network +	4
MATH 102	Intermediate Algebra	3
SPCH 208	Fundamentals of Speech	3
	Total Semester Hours	**19**

* Can be EDGE Credit

Legal Office Assistant (CTS)

This Certificate in Technical Studies in Legal Office Assistant prepares the student in specific occupationally related instruction includes enough office training to qualify certificate students for entry-level legal office secretarial jobs. The purpose of this program is to provide training in the Legal Assisting field for those who chose not to pursue an associate degree program.

REQUIRED COURSES

Certificate in Legal Office Assistant

Total Certificate Hours: 36

Number	Title	Hours
BUSN 232	Business Communications	3
COSC 201	PC Software Applications	3
ENGL 101	Composition I	3
LAST 101	Introduction to Legal Assisting	3
LAST 105	Legal Terminology	3
LAST 242	Legal Office Transcription	3
LAST xxx	Restricted Legal Assisting Elective	3
POST 111	Keyboarding and Document Processing I	3
POST 112	Keyboarding and Document Processing II	3
POST 114	Office Math Applications	3
POST 231	Records Systems	3
POST 251	Office Practice and Administration	3
	Total Hours	**36**

Licensed Practical Nurse (CTS)

The LPN program is a one-year certificate program designed to prepare students for entry-level positions within a health-care setting. This curriculum is designed to provide the graduate with both classroom theory and practical experience in a variety of clinical settings. The program also is designed for career laddering and awarding appropriate transfer credit into other programs, allowing for seamless transfer into advanced degrees.

REQUIRED COURSES

Licensed Practical Nurse

Total Certificate Hours: 49

First Semester		
Number	**Title**	**Hrs**
LPNU 105	Foundations of Nursing	4
LPNU 115	Nursing Foundations Clinical Lab	3
LPNU 116	Geriatrics	2
LPNU 117	Geriatrics Clinical Lab	2
LPNU 118	Introduction to Practical Nursing	3
LPNU 124	Prin of Nursing Pharmacology	2
LPNU 126	Prin of Nutrition for Nursing	1
	Total Semester Hours	**17**

Second Semester		
Number	**Title**	**Hrs**
LPNU 120	Adult Medical-Surgical Nursing I	4
LPNU 121	Adult Med-Surgical Nursing I Lab	5
LPNU 122	Maternal-Child Nursing	2
LPNU 123	Mat-Child Nursing Clinical Lab	2
LPNU 125	Clinical Pharmacology/Nursing	2
LPNU 127	Clinical Nutrition for Nurses	2
	Total Semester Hours	**17**

Third Semester		
Number	**Title**	**Hrs**
LPNU 130	Adult Medical-Surgical Nursing II	4
LPNU 131	Adult Med-Surg Nursing II Lab	4
LPNU 132	Mental Health Nursing for PN	2
LPNU 132	Mental Health Clinical Lab	2
LPNU 138	PN: Practice, Issues, & Trends	3
	Total Semester Hours	**15**

Machining Technology (CTS)

The Machining Technology Certificate program is offered on the Greenbrier Valley Campus of New River Community and Technical College in partnership with the Monroe County Manufacturing Center and area industries that employ machinists in the manufacture or assembly of their products. The program includes classroom work in general education, support skills, and technical courses, as well as hands-on instruction and practice on basic machine tools in the College's shops and laboratories. Students also will intern in a working shop under direction of the College's instructor and supervision of a working machinist. Instruction in the operation of computer numeric controls (CNC) for machine tools is also available in the College's curriculum.

REQUIRED COURSES

Machining Technology

Total Certificate Hours: 35

First Semester		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
GNET 115	Technical Math I	4
MATT 101	Machine Tool Technology I	6
MEET 112	Computer Aided Drafting	3
	Total Semester Hours	**16**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
GNET 116	Technical Math II	4
MATT 103	Machine Tool Technology II	6
PSYC 155	Interprnsl Rel/Group Dynamics	3
	Total Semester Hours	**16**

Third Semester (Summer)		
Number	**Title**	**Hrs**
MATT 125	Internship	3
	Total Semester Hours	**3**

Management & Supervisory Development (CTS)

This Certificate in Technical Studies in Management and Supervisory Development prepares for specific occupationally related instruction includes enough management training to qualify certificate students for entry-level management positions. The purpose of this program is to provide training in the Business Management Field for those who chose not to pursue a full associate degree program.

REQUIRED COURSES

Management and Supervisory Development

Total Certificate Hours: 36

Number	Title	Hours
General Core Courses		
PSYC 155	Interpersonal Relations & Prof. Development	3
ENGL 101	Composition	3
BUSN 232	Business & Electronic Communication	3
MATH 101	General Math	3
COSC 201	PC Software Applications	3
Occupational Courses		
ACCT 101	Principles of Accounting I	3
BUSN 100	Introduction to Business	3
BUSN 210	Business Law & the Legal Environment	3
ECON 211	Principles of Economics I	3
MGMT 110	Principles of Management	3
BUSN 155	Supervisory Management and Team Leadership	3
MGMT 226	Human Resources	3
	Total Semester Hours	**36**

Medical Assisting (CTS)

This program is designed to prepare graduates to be multi-skilled Medical Assistants who work with and under the direction of a physician in clinical and administrative aspects of the physician's office or other medical setting.

This specialized certificate program will focus on clinical techniques including examining room procedures, obtaining vital signs and medical histories, performing routine laboratory procedures, sterilizing and maintaining equipment, and the proper technique for administering medications as directed by the physician, combined with administrative functions and duties.

As a unique feature of the program, students will complete clinical rotations in a physician's office, clinic or related health care facility under the supervision of a physician, nurse, or health service professional.

Upon successful completion of this program, the student should be able to:

- Function in a health care setting by providing clinical and administrative skills in a medical setting.
- Prepare and maintain the examination treatment area under the supervision of a physician.
- Use computer technology and administrative skills in a health care environment.
- Coordinate a successful job search.

The program accepts one class each year beginning in the fall semester. Students must maintain a 2.0 GPA or better in the program of study and within the institution.

To be eligible for admission into this program, students must:

- Meet general admission requirements, including eligibility for ENGL 101 and MATH 102.
- Have maintained an overall high school grade point average of 2.5 or better on a 4.0 grade scale, or a 40 on each of the GED subtests and an average score of 45.
- Students must maintain a minimum of "C" in each of the medical assisting courses, MATH 102, and functional

anatomy, as well as all required general education courses.
- Students exceeding these academic standards and course requirements will be given first priority.

REQUIRED COURSES

Medical Assisting

Total Certificate Hours: 40

First Semester		
Number	**Title**	**Hrs**
BIOL 110	Functional Anatomy	3
ENGL 101	Composition	3
MAST 101	Intro to Medical Assisting	3
MAST 105	Medical Terminology	3
POST 111	Keyboarding I	3
MATH 102	Intermediate Algebra	3
	Total Semester Hours	**18**

Second Semester		
Number	**Title**	**Hrs**
BICO 102	Medical Insurance Billing	3
MAST 102	Pharmacologic Principles	3
MAST 104	Clinical Procedure	3
POST 201	Office Accounting	3
POST 242	Machine Transcription	3
BUSN 140	Microsoft Excel and Access	3
	Total Semester Hours	**18**

Third Semester (Summer, 10 weeks)		
Number	**Title**	**Hrs**
MAST 100	Clinical I	2
MAST 210	Clinical II	2
	Total Semester Hours	**4**

Medical Insurance Billing and Coding (CTS)

The Medical Insurance Billing and Coding program is a two-semester certificate program designed to prepare students for employment as medical insurance specialists and/or medical coders in physicians' offices, hospital billing offices, outpatient departments, and insurance companies. Depending on the health care setting where employed, the job duties could include both specializations of insurance billing and coding, or employees could specialize in either area. With a combination of both coding and insurance billing skills, graduates of this program can offer more flexibility to an employer in a medical setting.

The number of people seeking health care services has increased as a result of an aging population, technologic advances, and better access to health care. Health care in America has undergone tremendous changes in the recent past, and more changes are promised for the future. Health insurance claim processing and diagnostic and procedural coding skills are in demand in various health care settings.

Upon completion of the one-year certificate program, students may find employment in a combination of skills–coding and/or insurance billing. The skills employers need are dependent upon the type of medical setting.

Coding: Health care providers are reimbursed according to the codes submitted for the procedures and services rendered. Therefore, the role of medical coders is integral to most medical practices.

Insurance Billing: The insurance specialist is responsible for patient billing in physician, clinical, or hospital settings. Chart analysis, billing procedures, and correspondence with insurance carriers are part of the duties. Jobs are available in consulting firms, clinics, hospitals, multi-specialty medical groups, and private practices and are available in every state, ranging, from non-management to management positions.

Insurance billing specialist's salaries may range widely, depending on knowledge, experience, locale, and size of the employing institution. Students completing this program will also have the choice of becoming their own boss by setting up a business in their homes, establishing an office, or accepting employment in an establishing settlement.

REQUIRED COURSES

Health Insurance Billing & Coding

Total Certificate Hours: 32-33

First Semester		
Number	Title	Hrs
BICO 101	Medical Coding ICD-9-CM	3
BICO 103	Medical Coding/CTP & HCPCS	3
MAST 105	Medical Terminology	3
POST 111	Keyboarding/Document Proc I	3
POST 201	Office Accounting	3
	Total Semester Hours	15

Second Semester		
Number	Title	Hrs
BICO 102	Medical Insurance Billing	3
ENGL 101	Composition	3
MATH 101	General Mathematics	3
POST 112	Keyboarding/Document Proc II	3
POST 251	Office Practice & Admin	3
Restricted Biology Elective: choose from		2-3
BIOL 105	Human Anatomy & Physiology	
BIOL 110	Functional Anatomy	
	Total Semester Hours	17-18

Paramedic (CTS)

An Emergency Medical Technican-Paramedic, through performance of patient assessments and provision of emergency medical care, strives to meet the goals of preventing and reducing mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. The Paramedic program prepares the graduate for a career as a certified EMT-Paramedic. A graduate of the Paramedic Program is a highly-skilled, health care provider.

The curriculum includes a balance of paramedic and college-level courses. The paramedic courses are designed to assist the student to maintain high-quality patient care. The graduate will be able to recognize, assess, and manage medical emergencies of acutely ill or injured persons in any pre-hospital settings. Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics work in the field under the direction of a physician through written standing orders and radio communications. Graduates of the program are eligible to sit for the National Registry (NREMTP) Certification Exam.

REQUIRED COURSES

Paramedic

Total Certificate Hours: 44

First Semester		
Number	**Title**	**Hrs**
BIOL 105	Human Anatomy & Physiology	3
BIOL 106	Human Anatomy/Physiology Lab	1
PMED 100*	Basic Emergency Medical Tech	5
PMED 101	Intro to Emer Medical Services	2
PMED 102	Pharmacology	3
	Total Semester Hours	**14**

*Waived for current EMTs

Second Semester		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
PMED 103	Rescue and Operations	2
PMED 104	Patient Assessment	2
PMED 105	Paramedic Field Clinical I	2
PMED 106	Trauma Management in Field	3
PMED 200	Cardiopulmonary Prehosp Care	4
	Total Semester Hours	**16**

Third Semester (Summer)		
Number	**Title**	**Hrs**
PMED 201	General Medical Care	4
PMED 202	Special Patient Considerations	3
PMED 203	Paramedic Field Clinical II	2
PMED 204	Paramedic Field Internship	5
	Total Semester Hours	**14**

New River Community and Technical College

Paraprofessional Education (CTS)

The certificate program in Paraprofessional Education—developed in cooperation with other community and technical colleges in West Virginia—is designed to meet the needs of public school aides who wish to upgrade skill levels, but who do not wish to complete the associate degree program in Paraprofessional Education. In the classroom, education paraprofessionals facilitate educational instruction and provide direct or indirect supervision of students under the direction of a classroom teacher. They also provide instructional and clerical support for teachers in elementary, middle, and high school settings.

REQUIRED COURSES

Education Paraprofessional

Total Certificate Hours: 37

General Education		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
ENGL 102	Research	3
MATH 101	General Mathematics (or higher)	3
PHSC 101	Physical Science Survey (w/lab)	4
Restricted Computer Elective: choose from		3
COSC 102	Computers and Society	
BUSN 130	Word Processing and Internet	
Restricted Elective: choose from		3
ARTS 101	Introduction to Visual Arts	
ARTS 105	Creative Expression	
GEOG 150	Introduction to Geography	
HIST 105	American History I	
HIST 106	American History II	
HUMN 150	Introduction to Fine Arts	
MUSC 130	Music Skills/Classroom Teachers	
POSC 200	American Gov and Economy	
SOCI 210	Principles of Sociology	
	Total General Education	**19**

Paraprofessional Coursework		
Number	**Title**	**Hrs**
EDUC 295*	Special Education	3
EDUC 295*	Classroom Management	3
EDUC 200	Human Growth and Development	3
SPCH 208	Speech	3
Restricted Elective: choose from		6
COMM 242	Instructional Technology	
EDUC 110	Foundations of Education	
EDUC 160	Diversity and Education	
HLTH 201	Safety and First Aid	
	Total Semester Hours	**18**

*Special Topics in Education

Liberal Studies (AA)

The Associate of Arts Degree in Liberal Studies allows adults who have jobs and family responsibilities an opportunity to complete college credits that meet college general studies requirements and can transfer into a baccalaureate degree program. The program consists of 65 college credits offered in a two-year sequence. The program takes advantage of distance education technologies available at New River Community and Technical College in order to serve adults who cannot take day classes because of conflicting responsibilities. Students should check each semester's schedule for a complete listing of distance learning courses that will meet the requirements for the AS in Liberal Studies.

The program objectives are as follows:

- To improve access to higher education for nontraditional students;

- To accelerate degree completion for nontraditional students;
- To provide better access and service to students in the College's service region;
- To better utilize the resources provided through the WV Higher Education Instructional Television Consortium; and
- To support the Public Broadcasting Service "Going the Distance Degree" Project.

Instructional television (ITV) courses meet seven times on campus in a semester and require students to view programs broadcast on WSWP-TV, Channel 9, or students may copy the entire video series in the Center for Extended Learning (CEL) at BSC. Students who live outside the WSWP coverage area and the NEW RIVER COMMUNITY AND TECHNICAL COLLEGE service area may arrange for the CEL to mail the entire video series to their homes. Interactive video courses (IVN) are regular college courses in which the instructors are at one site and students are located at any one of four other sites. Students must attend these courses each time they meet. Courses delivered by satellite (SATNET) meet weekly. Also, New River Community and Technical College offers some courses completely online (Web-DL) and with a combination of videos created by New River Community and Technical College instructors. Descriptions of these courses are available on the NEW RIVER COMMUNITY AND TECHNICAL COLLEGE website along with a link to the Southern Regional Education Board Virtual Campus through which students can earn college credit from some 100 southern colleges and universities.

REQUIRED COURSES
Liberal Studies
Total Degree Hours: 65

First Semester		
Requirement	**Suggested Course**	**Hrs**
Composition	Composition I (ITV-DL) using A Writer's Exchange	3
General Math	General Math (IVN) or College Algebra (ITV)	3
Humanities	ITV or IVN Course of Choice	3
Natural Science	The Earth Revealed (ITV) or equal	3
Social Science	World Civilization I (IVN) or equal	3
	Total Semester Hours	**15**

Second Semester		
Requirement	**Suggested Course**	**Hrs**
Natural Science	Race to Save the Planet (ITV)or equal	3
Research	Composition II (ITV-DL) using Literary Visions	3
Social Science	World Civilization II (IVN) or equal	3
General Elect	ITV or IVN Course of Choice	3
Computer Science Elective: choose from		3
	Computer Works (ITV)	
	Internet Literacy (ITV)	
	Computers & Society (IVN)	
	Total Semester Hours	**15**

Third Semester		
Requirement	**Suggested Course**	**Hrs**
Humanities	Art of the Western World (ITV) or equal	3
Literature	Modern Tradition (IVN or DL) using Voices and Visions (ITV)	3
Social Science	The Civil War (ITV) or equal	3
Health/Wellness	Health Promotion & Protection (IVN or DL)	2
General Elect	ITV or IVN Courses	6
	Total Semester Hours	**17**

Fourth Semester		
Requirement	**Suggested Course**	**Hrs**
Humanities	Ethics in America (ITV) or equal	3
Social Science	People's Century (ITV) or equal	3
General Elect	ITV, IVN, or DL Courses	12
	Total Semester Hours	**18**

Commercial Aquaculture (AS)

Aquaculture is the farming of plants and animals in a water environment. The two-year aquaculture program prepares individuals for careers in aquaculture, currently the fastest growing, agriculture-related industry in the world. In West Virginia, the aquaculture industry deals mostly with "finfish" – different trout, bass and baitfish. An aquaculturalist must know how to keep fish healthy and grow them quickly in order to make a profit. The two-year program therefore has a mix of basic science, business skills, and specialized topics and techniques. Upon completion of the program, an individual will understand the basic culture needs of fish, the government regulations and laws governing aquaculture enterprise, and the business concerns of aquatic farming. Program graduates will be able to safely work on and contribute to an established farm or start their own farming operation.

An integral part of the aquaculture program is work sessions (practicums) on active aquaculture farms. These work sessions occur at various times throughout the growing cycle of the fish and require students to work alongside the farm workers. Each farm has different work schedules. Students, while on practicum, will be expected to meet the work schedule requirements of the work site. The College will be responsible for arranging the work sessions for each student. Students will be responsible for their own transportation, and room and board (if necessary) during these work sessions.

Students will require special gear for work on the farms. Students are responsible for having steel-toed rubber boots and a set of heavy-duty rain pants and raincoat. All sophomore students are required to have, and maintain until graduation, a valid CPR certificate. Aquaculture work is usually physically demanding.

This is a restricted enrollment program, and students will be admitted once a year. All courses except AQUA 101 Introduction to Aquaculture are restricted to students accepted into the program. Fifteen students will be admitted each Fall. Students should meet the following criteria for admission to this program:

- Meet general admission requirements;

- Have ACT composite score of 18 or better; and

- Have an overall high school grade point average of 2.5 or better on a 4.0 scale.

REQUIRED COURSES
Commercial Aquaculture
Total Degree Hours: 64

First Semester		
Number	Title	Hrs
AQUA 101	Introduction to Aquaculture	3
AQUA 102	Safety in Aquaculture	2
BIOL 101	General Biology	3
CHEM 100	Introduction to Chemistry	4
ENGL 101	Composition	3
	Total Semester Hours	15

Second Semester		
Number	Title	Hrs
AQUA 201	Biology of Fish	3
BIOL 204	Microbiology Lab	1
COSC 201	PC Software	3
ENGL 103	Technical Writing	3
GNET 115	Technical Math I	4
	Elective from Core A, B, or C	3
	Total Semester Hours	17

Third Semester		
Number	Title	Hrs
AQUA 202	Aquaculture Techniques I	3
AQUA 203	Water Quality	4
AQUA 205	Feeding and Nutrition	3
AQUA 206	Early Autumn Activities Pract	3
AQUA 207	Spawning/Egg Fertilization Pract	3
	Total Semester Hours	16

Fourth Semester		
Number	Title	Hrs
AQUA 204	Aquaculture Techniques II	3
AQUA 208	Fish Diseases and Treatments	3
AQUA 212	Early Life Stage Practicum	3
AQUA 213	Late Spring Practicum	3
AQUA 215	Specialty Practicum	4
	Total Semester Hours	16

Communications Technology (AS)

The Associate of Science Degree in Communications Technology is a focused, career-oriented program in the field of digital computer and video creations. The program provides students with training which will assist them in entering the many-faceted communications industry. These industries include printing, broadcasting, public relations, marketing, journalism, and computer services. It also provides training which can lead to further educational degree opportunities.

Students trained in this program will:

- Produce brochures, newsletters, and the like, utilizing current page layout software;

- Produce a complete video program, including the script, shooting, editing, and final production, utilizing modern television facilities;

- Write copy for brochures, newsletters, newspapers, advertisements, and computer software manuals;

- Produce original computer graphics and multimedia utilizing a variety of current software packages;

- Know a variety of current word processors, graphics packages, page layout software, spreadsheets, and database software; and

- Know both Mac and IBM operating systems, methods of networking and troubleshooting, and be able to utilize the Internet and the World Wide Web as they relate to the communications industry.

To be admitted to the program, students must meet the general education development (GED) requirements or have a high school diploma. The Associate Degree program in Communications Technology is an open admissions degree program and, as such, conforms to New River Community and Technical College admissions requirements.

Performance standards consist of maintaining a 2.0 or better grade point average in the program and within the institution. Students must also successfully complete a supervised internship in a local communications business in order to complete the program of study.

The overall program outcome is to produce trained individuals employable in the communications industry as desktop publishers, graphic artists, television production assistants, marketing assistants, and public relations assistants. The graduate will be able to produce finished brochures, write copy, produce a video, write an advertisement and the like, utilizing current microcomputers, graphics devices, and video equipment. The program provides an affordable, accessible open admissions undergraduate associate degree program that will prepare students for challenging careers in the burgeoning and developing field of communications technology.

REQUIRED COURSES
Communications Technology
Total Degree Hours: 66

First Semester		
Number	**Title**	**Hrs**
COMM 240	Foundations of Layout & Design	3
COSC 111	Intro to Computer Science	3
ENGL 101	Composition	3
MATH 109	College Algebra	3
MRKT 110	Principles of Marketing	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
COSC 110	Visual BASIC	3
COMM 207	Photography	3
COMM 250	Digital Illustration	3
COMM 260	Desk-Top Publishing (Mac)	3
ENGL 103	Technical Writing	3
	General Elective	3
	Total Semester Hours	**18**

Third Semester		
Number	**Title**	**Hrs**
COMM 270	Microcomputer Networking	4
COMM 280	Radio/TV Broadcasting	3
COSC 201	PC Software Applications	3
SPCH 208	Fundamentals of Speech	3
	Core B Elective	3
	Total Semester Hours	**16**

Fourth Semester		
Number	**Title**	**Hrs**
COMM 242	Instruction and Technology	2
COMM 298	Communications Internship	3
COSC 216	Adv Programming Concepts	3
ENGL 235	Applied Studies in Language Arts	3
MRKT 252	Advertising/Promotion	3
	General Elective	3
	Total Semester Hours	**17**

Computer Science: Cisco Networking (AS)

This course of study is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or continue education and training in the computer networking field. Students will plan and implement network designs, including Local Area Networks (LANs) and Wide Area Networks (WANs). Using the various protocols with hardware components will be stressed in hands-on coursework. Completion of this degree prepares the student to take the CISCO Certified Network Associate (CCNA) examination. In addition, this course of study provides basic computer knowledge necessary to provide support for network environments, including operating systems and simple programming.

REQUIRED COURSES

Computer Science: Cisco Networking Option

Total Degree Hours: 65

First Semester

Number	Title	Hrs
COSC 111	Intro to Computer Science	3
COSC 120	Intro to Networking	4
ENGL 101	Composition	3
COSC 130	Microcomputer Maintenance	3
MATH 109	Algebra*	3
	Total Semester Hours	**16**

*GNET 115 may be substituted

Second Semester

Number	Title	Hrs
COSC 121	Introduction to Network Routing	4
COSC 230	Structured Programming	3
ENGL 103	Technical Writing	3
MATH 110	Trigonometry*	3
COSC 131	Basic System Operations	3
	Total Semester Hours	**16**

*GNET 116 may be substituted

Third Semester

Number	Title	Hrs
COSC 218	Advanced Router Configuration	4
COSC 231	Object Oriented Programming	3
COSC 245	Windows Operating Systems	3
SPCH 208	Fundamentals of Speech	3
	Core B Elective	3
	Total Semester Hours	**16**

Fourth Semester

Number	Title	Hrs
COSC 221	WAN Theory and Design	4
COSC 225	Computer Operations	3
GNET 102	Technical Physics II*	4
	Core B Elective	3
	*Computer Science Elective***	3
	Total Semester Hours	**17**

*PHYS 202 may be substituted
**COSC 200-level or above

Computer Science: Programming (AS)

Students will gain experience in using the most common computer programming languages and will be exposed to operating procedures commonly encountered in the data processing field.   Students work on small and large computer systems, ranging from on-site micro-computer systems to powerful, multi-user systems at the West Virginia Network for Educational Telecomputing (WVNET) which are accessed via telecommunications.   Associate degree graduates are prepared for career entry-level positions as applications programmers, network administrations, or information technology specialists.   Students who transfer into and complete baccalaureate computer science programs at other institutions are additionally prepared as systems analysts, software designers, network professionals and webmasters, depending upon options chosen.

Students successfully completing the programming option of the computer science degree will be prepared for entry-level programming and computer support positions. Structured programming techniques, implementation in current industry-standard languages, and web programming are included in the curriculum. In addition, students will learn to use various operating systems for hardware and software management.   This course of study is for students seeking traditional computer positions or planning to continue their computer education at the baccalaureate level.

REQUIRED COURSES

Computer Science: Programming Option

Total Degree Hours: 65

First Semester		
Number	**Title**	**Hrs**
COSC 111	Intro to Computer Science	3
ENGL 101	Composition	3
COSC 130	Microcomputer Main. And Repair	3
MATH 109	Algebra*	3
BUSN 100	Intro to Business	3
	Total Semester Hours	**15**

* GNET 115 may be substituted

Second Semester		
Number	**Title**	**Hrs**
COSC 230	Structured Programming	3
ENGL 103	Technical Writing	3
COSC 211	Intro to System Analysis	3
MATH 110	Trigonometry*	3
SPCH 208	Fundamentals of Speech	3
	Core B Elective	3
	Total Semester Hours	**18**

* GNET 116 may be substituted

Third Semester		
Number	**Title**	**Hrs**
COSC 231	Object Oriented Programming	3
IT 267	Project Management	3
Networking Elective: choose from		4
COSC 120	Intro to Networking (Cisco)	
COSC 125	Into to Networking Network+	
	Core B Elective	3
	*Technical Elective**	3
	Total Semester Hours	**16**

*ACCT, or ELEC 200-level or above, COSC 200-level or above

Fourth Semester		
Number	**Title**	**Hrs**
COSC 224	Web Programming	3
COSC 225	Computer Operations	3
GNET 102	Technical Physics II*	4
COSC 290	Topics in Computer Science	3
	*Programming Elective***	3
	Total Semester Hours	**16**

*PHYS 202 may be substituted
**COSC 200-level or above

Corrections (AS)

The Associate of Science Degree (Corrections) is designed to prepare New River Community and Technical College students for introductory-level careers in the field of corrections. Graduates of this program may find employment as correctional officers, parole or probation officers, or counselors at the federal, state and local level.

Up to 13 hours credit will be awarded to individuals within this discipline who present to the registrar a photocopy of graduation certificate from either an accredited police academy or an accredited state or federal correctional academy.

Number	Title	Hrs
CRMJ 151	Intro to Criminal Justice	3
CRMJ 221	American Correctional Systems	3
CRMJ 132	Criminal Justice Writing	3
HLTH 201	Safety and First Aid	2
PHED		2
	Total Hours	**13**

REQUIRED COURSES
Corrections
Total Degree Hours: 64

First Semester		
Number	**Title**	**Hrs**
CRMJ 151	Intro to Criminal Justice	3
CRMJ 163	Criminal Law	3
ENGL 101	Composition	3
SOCI 210	Principles of Sociology	3
	Statistics or Computer Programming/Applications	3
Restricted Core D Elective: choose from		2
PHED 104	Aerobics	
PHED 106	Tennis/Racquetball	
PHED 108	Swimming Mechs/Water Safety	
	Total Semester Hours	**17**

Second Semester		
Number	**Title**	**Hrs**
CRMJ 164	Criminal Procedure/Evidence	3
CRMJ 252	Sub Abuse/Crim Justice Sys	3
MATH 101	General Math (or higher)	3
PSYC 103	General Psychology	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**15**

Third Semester		
Number	**Title**	**Hrs**
CRMJ 132	Criminal Justice Writing/Comm	3
CRMJ 208	Criminology	3
CRMJ 221	American Corrections	3
HLTH 201	Safety and First Aid	2
	General Elective	3
Restricted Social Science Elective: choose from		3
PSYC 210	Life Span/Human Development	
PSYC 212	Psychology of Women	
SOCI 223	Social Deviance	
SOCI 224	Marriage/Family Relations	
	Total Semester Hours	**17**

Fourth Semester		
Number	**Title**	**Hrs**
CRMJ 210	Correctional Management	3
CRMJ 292	Juvenile Delinquency	3
POSC 218	State and Local Government	3
Restricted History Elective: choose from		3
HIST 101	World Civilization I	
HIST 102	World Civilization II	
HIST 105	American History I	
HIST 106	American History II	
Restricted Social Science Elective: choose from		3
PSYC 210	Life Span/Human Development	
PSYC 212	Psychology of Women	
SOCI 223	Social Deviance	
SOCI 224	Marriage and Family Relations	
	Total Semester Hours	**15**

General Business: Accounting (AS)

The curriculum is career-oriented and designed to provide academic training for entry-level accounting positions. Students learn to perform such duties as maintaining journals and ledgers, preparing financial statements and special reports, conducting financial analyses, preparing cost data, and summarizing financial information. Graduates might assume positions in the areas of general accounting, auditing, payroll, credit, and other specialized fields.

REQUIRED COURSES
General Business: Accounting
Total Degree Hours: 64-65

First Semester		
Number	**Title**	**Hrs**
ACCT 101	Principles of Accounting I	3
BUSN 100	Introduction to Business	3
BUSN 130	Word Processing & the Internet	3
ENGL 101	Composition	3
MATH 101	General Math (or higher)	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ACCT 102	Principles of Accounting II	3
BUSN 140	Spreadsheets & Databases	3
MGMT 110	Principles of Management	3
MRKT 110	Principles of Marketing	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
Restricted Core B Elective: choose from		3
POSC 200	American Government/Economy	
PSYC 103	General Psychology	
SOCI 210	Principles of Sociology	
	Total Semester Hours	**18**

*The appropriate Campus Dean must approve student choices to meet this restricted elective.

Third Semester		
Number	**Title**	**Hrs**
ACCT 211	Intermediate Accounting I	4
ACCT 215	Managerial Accounting	3
BUSN 210	Business Law/Legal Environment	3
ECON 211	Principles of Economics I	3
Restricted Core A Elective: choose from		3
ENGL 201	Humanistic Tradition	
ENGL 205	Modern Tradition	
SPCH 208	Fundamentals of Speech	
	Total Semester Hours	16

Fourth Semester		
Number	**Title**	**Hrs**
ACCT 212	Intermediate Accounting II	4
ACCT 250	Tax, Pers/Bus Dec Making	3
BUSN 232	Business & Electronic Comm	3
ECON 212	Principles of Economics II	3
	General Elective	2-3
	Total Semester Hours	**15-16**

General Business: Management (AS)

The curriculum is career-oriented and designed to provide academic training in management. Students acquire knowledge of various management and business-related areas, including human resources, small business management, accounting, and economics. Students also gain basic computer skills that will assist them in managerial decision making. Positions available include management trainee, supervisor, department head, office manager, and personnel administrator.

REQUIRED COURSES
General Business: Management
Total Degree Hours: 64-66

First Semester		
Number	**Title**	**Hrs**
ACCT 101	Principles of Accounting I	3
BUSN 100	Introduction to Business	3
BUSN 130	Word Processing & Internet	3
ENGL 101	Composition	3
MATH 101	General Math (or higher)	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ACCT 102	Principles of Accounting II	3
BUSN 140	Spreadsheets & Databases	3
MGMT 110	Principles of Management	3
MRKT 110	Principles of Marketing	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**15**

Third Semester		
Number	**Title**	**Hrs**
BUSN 210	Business Law/Legal Environment	3
ECON 211	Principles of Economics I	3
MGMT 230	Organizational Behavior	3
	General elective	3
Restricted Core A Elective: choose from		3
ENGL 201	Humanistic Tradition	
ENGL 205	Modern Tradition	
SPCH 208	Fundamentals of Speech	
Restricted Core B Elective: choose from		3
POSC 200	American Government/ Economy	
PSYC 103	General Psychology	
SOCI 210	Principles of Sociology	
	Total Semester Hours	**18**

Fourth Semester		
Number	**Title**	**Hrs**
BUSN 232	Business & Electronic Comm	3
ECON 212	Principles of Economics II	3
MGMT 226	Human Resources	3
MGMT 244	Small Business Management	3
	General Elective	1-3
	Restricted Business Elective*	3
	Total Semester Hours	**16-18**

*Any 200 level ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST course.

General Business: Marketing (AS)

The curriculum is career-oriented and designed to provide academic training in marketing. Students acquire knowledge of various marketing and business-related areas, including advertising, selling, retailing, consumer behavior, accounting, and economics. Students also gain basic computer skills that will assist them in making marketing-related decisions. Positions available include marketing management trainee, retail manager, advertising manager, and sales professional.

REQUIRED COURSES
General Business: Marketing
Total Degree Hours: 64-66

First Semester		
Number	Title	Hrs
ACCT 101	Principles of Accounting I	3
BUSN 100	Introduction to Business	3
BUSN 130	Word Processing & the Internet	3
ENGL 101	Composition	3
MATH 101	General Math (or higher)	3
	Total Semester Hours	**15**

Second Semester		
Number	Title	Hrs
ACCT 102	Principles of Accounting II	3
BUSN 140	Spreadsheets and Databases	3
MRKT 110	Principles of Marketing	3
MGMT 110	Principles of Management	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**15**

Third Semester		
Number	Title	Hrs
BUSN 210	Business Law/Legal Environment	3
ECON 211	Principles of Economics I	3
PSYC 103	General Psychology	3
BUSN 230	Desktop Publishing	3
MRKT 231	Retailing	3
Restricted Core A Elective: choose from		3
ENGL 201	Humanistic Tradition	
ENGL 205	Modern Tradition	
SPCH 208	Fundamentals of Speech	
	Total Semester Hours	**18**

Fourth Semester		
Number	Title	Hrs
ECON 212	Principles of Economics II	3
MRKT 252	Advertising/Promotion	3
MRKT 272	Selling/Sales Management	3
MRKT 281	Consumer Behavior	3
	Restricted Business Elective*	3
	General Elective	1-3
	Total Semester Hours	**16-18**

*Any 200 level ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST course.

General Education (AS)

The Associate of Science Degree in General Education is offered as a two-year degree program designed to meet the needs of a variety of students including those who enter New River Community and Technical College without a specific major in mind; those who wish to take the courses necessary to transfer with junior status; or those who plan to attend college for only two years at the present but intend to pursue a four-year degree at a later date.

REQUIRED COURSES
General Education
Total Degree Hours: 64

First Semester		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
MATH 101	General Math (or higher)	3
	Core B Elective	3
	Core C Elective	3
	General Elective	4
	Total Semester Hours	**16**

Second Semester		
Number	**Title**	**Hrs**
ENGL 102	Research	3
	Core B Elective	3
	Core C Elective	3
	General Elective	4
	Technical Elective*	4
	Total Semester Hours	**16**

*Choose from statistics, computer programming, or software application courses.

Third Semester		
Number	**Title**	**Hrs**
	Core A Elective	3
	Core B elective	3
	General Electives (200-level or above)	10
	Total Semester Hours	**16**

Fourth Semester		
Number	**Title**	**Hrs**
	Core A Elective	3
	Core B elective	3
	General Electives (200-level or above)	10
	Total Semester Hours	**16**

Law Enforcement (AS)

The Associate of Science Degree (Law Enforcement) is designed to prepare New River Community and Technical College students for introductory level careers in the field of federal and state law enforcement. Graduates of this program may find employment in any of many different law enforcement agencies in the United States.

Up to 13 hours credit will be awarded to individuals within this discipline who present to the registrar a photocopy of graduation certificate from either an accredited police academy or an accredited state or federal correctional academy.

Students pursuing this degree program must complete 66 semester hours to include all courses listed in the typical schedule below.

Number	Title	Hrs
CRMJ 151	Intro to Criminal Justice	3
CRMJ 163	Criminal Law	3
CRMJ 215	Criminal Investigations	3
HLTH 201	Safety & First Aid	2
PHED		2
	Total Hours	**13**

REQUIRED COURSES
Law Enforcement
Total Degree Hours: 66

First Semester		
Number	**Title**	**Hrs**
CRMJ 151	Intro to Criminal Justice	3
CRMJ 163	Criminal Law	3
ENGL 101	Composition (or higher)	3
SOCI 210	Principles of Sociology	3
Restricted Core D Elective: choose from		2
PHED 104	Aerobics	
PHED 106	Tennis and Racquetball	
PHED 108	Swimming Mechs/Water Safety	
	Technical Elective*	3
	Total Semester Hours	**17**

*Choose from statistics, computer programming, or software application courses.

Second Semester		
Number	**Title**	**Hrs**
CRMJ 164	Criminal Procedure & Evidence	3
CRMJ 170	Police and Community Relations	3
MATH 101	General Math (or higher)	3
PSYC 103	General Psychology	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**15**

Third Semester		
Number	**Title**	**Hrs**
CRMJ 208	Criminology	3
CRMJ 132	Criminal Justice Writing & Comm	3
CRMJ 215	Criminal Investigation	3
HLTH 201	Safety and First Aid	2
PHED 261	Strength Training	2
Restricted Social Science Elective: choose from		3
PSYC 210	Life Span/Human Development	
PSYC 212	Psychology of Women	
SOCI 223	Social Deviance	
SOCI 224	Marriage and Family Relations	
	Total Semester Hours	**16**

Fourth Semester		
Number	**Title**	**Hrs**
CRMJ 280	Police Organization and Admin	3
CRMJ 292	Juvenile Delinquency	3
POSC 200	American Government	3
POSC 218	State and Local Government	3
CRMJ 250	Police Operations*	3
CRMJ 252	Subst Abuse/Crim Justice Sys	3
	Total Semester Hours	**18**

*This course may be replaced with restricted electives approved by the Criminal Justice faculty.

Legal Assisting (AS)

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients and include such tasks as client interviewing, case investigation, preparation of pleadings, and conduct of legal research. The Legal Assisting program was planned in accordance with the American Bar Association and the American Association for Paralegal Education guidelines.

The complexity of legal concepts and procedures requires a demanding curriculum. Upon successful completion of the program, graduates receive an Associate of Science Degree. Legal assisting courses are usually offered in the evening so those employed may have the opportunity to enter this degree program.

REQUIRED COURSES
Legal Assisting
Total Degree Hours: 64

First Semester

Number	Title	Hrs
ENGL 101	Composition	3
LAST 101	Legal Assisting	3
MATH 101	General Math (or higher)	3
POST 121	Text Editing Rules & Applications	3
Restricted POST Elective: choose from		3
POST 111	Keyboarding/Document Proc I	
POST 112	Keyboarding/Document Proc II	
	Total Semester Hours	**15**

Second Semester

Number	Title	Hrs
BUSN 210	Business Law/Legal Environment	3
LAST 104	Administrative Agency Advocacy	3
LAST 106	Law of Domestic Relations	3
LAST 141	WestLaw Research	1
POSC 200	American Government/Economy	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**16**

Third Semester

Number	Title	Hrs
CRMJ 163	Criminal Law	3
LAST 201	Business Org/Gov Relations	3
LAST 203	Estate Planning & Prob Adm	3
POST 201	Office Accounting	3
POSC 218	State and Local Government	3
	Total Semester Hours	**15**

Fourth Semester

Number	Title	Hrs
CRMJ 164	Criminal Procedure	3
CRMJ 212	Legal Research & Methodology	3
LAST 205	Civil Litigation	3
LAST 208	Real Estate Law	3
LAST 210	Legal Internship	3
LAST 242	Legal Machine Transcription	3
	Total Semester Hours	**18**

Medical Assisting (AS)

The two-year program in medical assisting prepares students to work in a medical office to perform both administrative and clinical procedures. Duties may vary from office to office, but they usually include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms and advance directive forms, scheduling appointments, arranging for hospital admission, and handling billing and accounting procedures.

The clinical duties may vary but include taking medical histories, recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. They may also collect blood specimens by both capillary or venipuncture technique, perform basic laboratory tests, dispose of contaminated supplies, sterilize equipment, instruct patients about medication and special diets, prepare and administer medications as directed by the physician, authorize drug refills, telephone prescriptions to a pharmacy, and perform EKGs.

As a unique feature of the program, students will complete clinical rotations in a physician's office, clinic or related health care facility under the supervision of a physician, nurse, or health service professional.

Graduates are qualified to accept positions in medical offices, clinics, health maintenance organizations, insurance companies, hospitals, ambulatory care centers, or any other area where their broad basic skills are needed.

The program accepts one class each year beginning in the fall semester. Students must maintain a 2.0 GPA or better in the program of study and within the institution.

To be eligible for admission into this program, students must:

- Meet general admission requirements, including eligibility for ENGL 101 and MATH 102.
- Have maintained an overall high school grade point average of 2.5 or better on a 4.0 grade scale, or a 40 on each of the GED subtests and an average score of 45.
- Students must maintain a minimum of "C" in each of the medical assisting courses, MATH 102, and functional

anatomy, as well as all required general education courses.
- Students exceeding these academic standards and course requirements will be given first priority.

REQUIRED COURSES
Medical Assisting
Total Degree Hours: 65-69

First Semester		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
MAST 101	Introduction to Medical Assisting	4
MATH 102	Intermediate Algebra	3
POST 111	Keyboarding/Doc Processing I	3
MAST 105	Medical Terminology	3
BIOL 110	Functional Anatomy	2
	Total Semester Hours	**18**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
BUSN 140	Spreadsheets and Databases	3
MAST 102	Pharmacology Principles	3
MAST 104	Clinical Procedures	3
MAST 110	Clinical I	2
POST 231	Records System	3
	Total Semester Hours	**17**

Third Semester		
Number	**Title**	**Hrs**
BUSN 232	Business/Electronic Comm	3
MAST 204	Advanced Clinical Procedures	3
MAST 210	Clinical II	2
PSYC 103	General Psychology	3
Restricted elective: chose from		3-7
ACCT 101	Principles of Accounting or	3
POST 201	Office Accounting or	3
MDST 120	Principles of Phlebotomy AND	4
MDST 121L	Principles of Phlebotomy Lab	3
	Total Semester Hours	**14-18**

Fourth Semester		
Number	**Title**	**Hrs**
BICO 102	Medical Insurance Billing	3
MAST 212	Clinical III	3
MAST 206	Medical Assisting Seminar	4
POST 242	Machine Transcription	3
SPCH 208	Fundamentals of Speech	3
	Total Semester Hours	**16**

Professional Office Systems Technology (AS)

Administrative assistants, secretaries, clerks, and other workers in administrative support or general office positions are necessary for business, industry, government, and the professions. The curriculum provides students with the knowledge and training necessary to succeed in traditional and high-tech office environments. Along with the basic skills of English, math, keyboarding, and computer applications skills, students will obtain an understanding of office procedures, accounting, records management, human relations, basic management principles, and the place of business and industry in the American economic system. This two-year associate degree can be used as one of the two specializations required for the BS in Business Administration degree in cooperation with Bluefield State College.

Advanced Placement for POST 111 Keyboarding and Document Processing I: A student who has prior skills and knowledge in both keyboarding and word processing concepts and applications may take the departmental advance placement test for possible waiver of POST 111 Keyboarding and Document Processing I. If students are placed directly into POST 112 Keyboarding and Document Processing II, they must take an additional three-hour course with either a(n) ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST prefix so long as the course is not a program requirement.

Credit for the Certified Professional Secretary's (CPS) Examination: New River Community and Technical College awards nine credit hours for students who have passed the Certified Professional Secretary's (CPS) Examination. For students passing a test version that is November 2004 or later, the specific courses for which credit is granted are:

- MGMT 110 Principles of Management
- POST 201 Office Accounting
- POST 231 Records Systems

The student earning CPS credit must select three additional credit hours from the ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST prefix so long as the course is not a program requirement.

REQUIRED COURSES
Professional Office Systems Technology
Total Degree Hours: 63

First Semester		
Number	**Title**	**Hrs**
BUSN 130	Word Processing & Internet	3
ENGL 101	Composition	3
MGMT 110	Principles of Management	3
POST 111	Keyboarding/Doc Processing I	3
POST 121	Text Editing Rules & Applications	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
MRKT 110	Principles of Marketing	3
POST 112	Keyboarding/Doc Processing II	3
POST 231	Record Systems	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
Restricted Math Elective: choose from		3
MATH 101	General Math	
POST 114	Office Math Applications	
	Total Semester Hours	**15**

Third Semester		
Number	**Title**	**Hrs**
BUSN 210	Business Law/Legal Environment	3
BUSN 230	Desktop Pub Presentations	3
BUSN 245	Microsoft Excel	3
ECON 211	Principles of Economics I	3
POST 251	Office Practice & Administration	3
Restricted Accounting Elective: choose from		3
ACCT 101	Principles of Accounting I	
POST 201	Office Accounting	
	Total Semester Hours	**18**

Fourth Semester		
Number	**Title**	**Hrs**
BUSN 232	Business & Electronic Comm	3
BUSN 255	Microsoft Access	3
POST 242	Machine Transcription	3
POST 252	Office Internship and Seminar	3
POST 272	Career/Prof Development	3
	Total Semester Hours	**15**

ASSOCIATE OF APPLIED SCIENCE (AAS)

Board of Governors (AAS)

The Board of Governors Associate of Applied Science Degree is a nontraditional program specifically devised for adult learners to meet occupational goals and employment requirements, to establish professional credentials, or to achieve personal goals. This degree program provides the opportunity for adult learners to gain credit for earlier learning experiences via licenses, certificates, military duty, and other non-collegiate sources, while assuring maximum credit transferability.

Through the Board of Governors Associate of Applied Science Degree program, adult students can establish deserved credentials, achieve a personal sense of accomplishment, and position themselves for advancement into a baccalaureate program. The degree program also provides educational access and degree opportunities for adults who have deferred or interrupted their educational plans. This program provides the base level of the educational ladder for adults to accomplish educational advancement, as well as to develop self-confidence and to gain an incentive to move toward the completion of a baccalaureate degree. This associate degree program is designed to articulate with the West Virginia Board of Regents Bachelor of Arts Degree.

The Board of Governors Associate of Applied Science requires 60 credit hours, which include a general education core of 21 credit hours and 39 credit hours of general electives. Optional features include a capstone experience and a defined area of emphasis selected from a broad range of content areas. Prospective students should talk with college advisors regarding NEW RIVER COMMUNITY AND TECHNICAL COLLEGE's specific requirements to earn this degree. Students are eligible for admission to the program two years after graduation from high school. In the case of those passing a high school equivalency examination, admission must be two years after their high school class has graduated.

General Education

Number	Title	Hrs
ENGL 101	Composition	3
MATH 101	General Mathematics (or higher)	3
Restricted Communications Elective: choose from		3
BUSN 232	Business/Electronic Comm.	
SPCH 208	Speech	
Restricted Comp Science Elective: choose from		3
BUSN 130	Word Processing & the Internet	
BUSN 140	Spreadsheets and Databases	
COSC 102	Computers and Society	
Restricted Science Elective: chose from		3
BIOL 101	General Biology I	
BIOL 102	General Biology II	
CHEM 100	Introduction to Chemistry	
CHEM 101	General Chemistry	
PHSC 101	Physical Science Survey I	
PHSC 102	Physical Science Survey II	
PHYS 201	General Physics I	
Social Science Component: Courses must be divided between two disciplines in History, Sociology, Psychology, Political Science, or Geography		6
	Total General Education Hours	**21**

General Electives

Course work distributed among general education courses, including (if applicable) credit hours for optional area of emphasis, portfolio course, and capstone course	39
Total Semester Hours	**60**

Laboratory Science (AAS)

This two-year program is designed to provide a means whereby qualified students who complete an accredited one-year medical laboratory technician clinical program may be granted associate degrees. The students would then qualify to take the Board of Registry General Certification Examination for Medical Laboratory Technician. The degree is based upon successful completion of the following:

- 34 required hours of course work with a cumulative grade point average of 2.0 (see below);
- acceptance to and completion of an accredited Medical Laboratory Technician clinical program, and
- passage of the Board of Registry MLT exam.

The Medical Laboratory Technician program is offered at the Bluefield Regional Medical Center and is accredited by:

National Accrediting Agency for Clinical
Laboratory Sciences (NAACLS)
8410 West Bryn Mawr Avenue, Suite 670
Chicago, Illinois 60631

REQUIRED COURSES

Laboratory Science
Total Certificate Hours: 64

Individual Courses		
Number	**Title**	**Hrs**
BIOL 201	Human Anatomy and Physiology	3
BIOL 203	Human Anatomy/Physiology Lab	1
BIOL 202	Microbiology	3
BIOL 204	Microbiology Lab	1
CHEM 101	General Chemistry I	3
CHEM 103	General Chemistry Lab I	1
CHEM 102	General Chemistry II	3
CHEM 104	General Chemistry Lab II	1
ENGL 101	Composition	3
ENGL 103	Technical Writing	3
MATH 109	Algebra	3
PSYC 103	General Psychology	3
Restricted Elective: choose from		3
MATH	Statistics Course	
COSC	Computer Prog/Apps Course	
	Restricted Technical Elective	3
	Total Course	**34**

Block Credit for MLT Program   30

Occupational Development: Child Care Practitioner

The Associate of Applied Science degree in Occupational Development—Child Care Practitioner is designed to provide special career training for employed individuals who wish to expand and upgrade their specific occupational skills. Primarily for those working in pre-elementary job positions, this program provides training in basic early childhood education as well as language arts, math, humanities, sciences, and cognate fields. The program is open only to those persons currently working in the specified educational area, and permission of the Vice President and Chief Academic Officer *is required prior to registration* in the program.

Component I consists of a minimum of 22 college credits taken in the area of General Studies. Based on ACT/SAT or COMPASS scores, developmental courses in English or math may be required.

Component II consists of Technical Core/Occupational Specialty courses delivered by the College, Apprenticeship Program, or designated training program in the occupational area. The College awards 29 hours for this component.

Component III consists of on-the-job training in the occupational area. Clock hours are converted to credit hours for an award up to 13 credit hours.

REQUIRED COURSES
Occupational Development
Child Care Practitioner
Total Degree Hours: 64

Component I		
Number	**Title**	**Hrs**
BIOL 101	General Biology	3
BIOL 103	General Biology Laboratory	1
ENGL 101	Composition	3
ENGL 102	Research	3
MATH 101	General Math (or higher)	3
PSYC 103	General Psychology	3
SOCI 210	Principles of Sociology	3
SPCH 208	Fundamentals of Speech	3
	Minimum Semester Hours	**22**

Component II		
Number	**Title**	**Hrs**
COSC 102	Computers and Society	3
EDUC 110	Foundations of Education	2
EDUC 160	Diversity and Education	1
EDUC 200	Human Growth & Development	3
	Registered Apprenticeship Training	20
	Minimum Semester Hours	**29**

Component III		
Number	**Title**	**Hrs**
	Portfolio credit of approved on-the job-training in the occupational area	13
	Total Semester Hours	**13**

ASSOCIATE OF APPLIED SCIENCE, TECHNICAL STUDIES DEGREE PROGRAMS (AASTS)

Banking (AASTS)

Graduates of this program prepare for careers in commercial banks, thrift institutions, government lending agencies, and credit companies. The program is designed to facilitate initial employment in the banking industry or to increase the upward mobility potential of students currently employed in the banking or finance industry.

REQUIRED COURSES
General Business: Banking
Total Degree Hours: 62-66

First Semester

Number	Title	Hrs
ACCT 101	Principles of Accounting I	3
BUSN 130	Word Processing & the Internet	3
ENGL 101	Composition	3
MATH 101	General Math (or higher)	3
Restricted Elective: choose from		3
BUSN 100	Introduction to Business	
MGMT 110	Principles of Management	
	Total Semester Hours	**15**

Second Semester

Number	Title	Hrs
ACCT 102	Principles of Accounting II	3
BANK 101	Principles of Banking	3
BANK 102	Law & Banking: Applications	3
BUSN 140	Spreadsheets & Databases	3
Restricted English Elective: choose from		3
ENGL 102	Research	
ENGL 103	Technical Writing	
	Total Semester Hours	**15**

Third Semester

Number	Title	Hrs
BANK 103	Analyzing Financial Statement	3
BANK 201	Financial Accounting	3
BUSN 210	Business Law/Legal Environ	3
ECON 211	Principles of Economics I	3
SPCH 208	Fundamentals of Speech	3
	General Elective	1-3
	Total Semester Hours	**16-18**

Fourth Semester

Number	Title	Hrs
BANK 202	Money and Banking	3
BANK 203	Consumer Lending	3
BANK 290	Internship	3
BUSN 232	Business & Electronic Comm	3
ECON 212	Principles of Economics II	3
	General Elective	1-3
	Total Semester Hours	**16-18**

Paraprofessional Education (AASTS)

The degree program in Paraprofessional Education—developed in cooperation with other community and technical colleges in West Virginia—is designed to meet the needs of public school aides who wish to upgrade skill levels or who wish to seek permanent paraprofessional certification (as defined in WV Code 126-136-25). Paraprofessionals serve in a support capacity including but not limited to facilitating the educational instruction and direct or indirect supervision of students under the direction of a classroom teacher. They provide instructional and clerical support for teachers in elementary, middle, and high school settings. The degree program has two options: 1) Workforce Program, allowing the student to seek immediate employment upon degree completion, or 2) Transfer Program, allowing the student to transfer into a four-year teacher education program.

REQUIRED COURSES
Paraprofessional Education
Total Certificate Hours: 64

Component 1: General Education		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
ENGL 102	Research	3
MATH 101	General Mathematics (or higher)	3
PHSC 101	Physical Science Survey (w/lab)	4
Restricted Computer Elective: choose from		3
COSC 102	Computers and Society	
BUSN 130	Word Processing & the Internet	
Recommended Elective: choose from		3
ARTS 101	Introduction to Visual Arts	
ARTS 105	Creative Expression	
GEOG 150	Introduction to Geography	
HIST 105	American History I	
HIST 106	American History II	
HUMN 150	Introduction to Fine Arts	
MUSC 130	Music Skills/Classroom Teachers	
POSC 200	American Government/Economy	
SOCI 210	Principles of Sociology	
	Total General Education	**19**

Component 2: Paraprofessional Coursework		
Number	**Title**	**Hrs**
EDUC 295	Special Education (ST)	3
EDUC 295	Classroom Management (ST)	3
EDUC 200	Human Growth and Development	3
SPCH 208	Speech	3
Restricted Elective: choose from		6
COMM 242	Instruction and Technology	
EDUC 110	Foundations of Education	
EDUC 160	Diversity and Education	
HLTH 201	Safety and First Aid	
	Total Semester Hours	**18**

Of the following, choose A or B.

Component 3a: Workforce Program		
Number	**Title**	**Hrs**
ENGL 205	The Modern Tradition (or higher)	3
MATH 101	General Mathematics (or higher)	3
Restricted Science Elective: choose from		3
BIOL 101	General Biology I	
BIOL 102	General Biology II	
CHEM 100	Introduction to Chemistry	
PHSC 102	Physical Science Survey II	
	Social Sciences, Humanities or Fine Arts electives	9
	Restricted Electives	9
	Total Semester Hours	**27**

Component 3b: Transfer Program (Teacher Ed)		
Number	**Title**	**Hrs**
ENGL 201	Humanistic Tradition (or higher)	3
MATH 106	Math/Early/Mid Grade Teach	3
Restricted Science Elective: choose from		4
BIOL 101/3	General Biology I/lab	
BIOL 102/4	General Biology II/lab	
CHEM 101/3	General Chemistry I	
PHSC 102/4	Physical Science Survey II/lab	
	Social Science Electives	6
	Fine Arts Electives	6
	Restricted Electives	5
	Total Semester Hours	**27**

Environmental Science (AASTS)

The Associate of Applied Science, Technical Studies degree in Environmental Science provides training to become an Environmental Technician. In this position, technicians monitor and reduce levels of pollution in soil, air, and water. Environmental Technicians are hired by various employers, including private consulting firms, laboratories, government agencies, and major corporations

REQUIRED COURSES
Environmental Science
Total Degree Hours: 65

First Semester		
Number	**Title**	**Hrs**
MATH 109	Algebra	3
BIOL 101	General Biology I	4
BUSN 130	Microsoft Word and the Internet	3
ENGL 101	Composition	3
ENVR 101	Introduction to Ecology	4
	Total Semester Hours	**17**

Second Semester		
Number	**Title**	**Hrs**
BIOL 102	General Biology ll	4
BUSN 140	Spreadsheets and Databases	3
ENVR 102	Environmental Policy	3
BIOL 202	Microbiology	4
ENG 102 or 103	Research or Technical Writing	3
	Total Semester Hours	**17**

Third Semester		
Number	**Title**	**Hrs**
ENVR 201	Freshwater Quality and Ecology	4
CHEM 101	General Chemistry I	4
ENVR 202	Environmental Science Internship	3
MATH 210	Elementary Statistics	3
ENVR 203	Natural Resource Conservation and Management	3
	Total Semester Hours	**17**

Fourth Semester		
Number	**Title**	**Hrs**
ENVR 204	Environmental Ethics and Society	3
ENVR 205	Special Topics in Environmental Science	4
CHEM 102	General Chemistry II	4
ENVR 206	Environmental Science Seminar	3
	Total Semester Hours	**14**

Emergency Management (AASTS)

The degree program in Emergency Management was developed by NEW RIVER COMMUNITY AND TECHNICAL COLLEGE to allow students to earn a college degree based, in part, on prior experience and training in emergency services and emergency management. College credit is awarded for successful completion of Federal Emergency Management Agency, West Virginia Office of Emergency Services, and other qualified career training and workshops. Graduates of this program will qualify for employment in the burgeoning field of emergency management and homeland security.

This program is open to all who are interested in the emergency management field. Those with prior experience are encouraged to explore the possibility of the award of credit commensurate with these experiences. To be eligible for this program, students must have a high school diploma or GED certificate; they must meet the college entrance requirements to enter general studies English and math courses; and they must have met with the Emergency Management Program Coordinator for a pre-admission transcript evaluation and are certified as eligible for admission.

REQUIRED COURSES
Emergency Management
Total Degree Hours: 64

Component I		
Number	**Title**	**Hrs**
CRMJ 151	Intro to Criminal Justice	3
EMGT 101	Intro to Emergency Management	3
ENGL 101	Composition	3
ENGL 103	Technical Writing	3
GEOG 150	Intro to Geography	3
MATH 101	General Math	3
Restricted Technical Elective: choose from		3
BUSN 130	Word Processing/Internet	
COSC 102	Computers and Society'	
Restricted Economics Elective: choose from		3
ECON 211	Principles of Economics I	
ECON 212	Principles of Economics II	
	Total Component Hours	**24**

Component II		
Number	**Title**	**Hrs**
	Approved FEMA courses from West Virginia Office of Emergency Services	30
	Total Component Hours	**30**

Component III		
Number	**Title**	**Hrs**
	Portfolio credit of approved on-the-job training in the occupational area.	10
	Total Component Hours	**10**

Fine Woodworking (AASTS)

The purpose of the Fine Woodworking program is to develop furniture making skills for the participants by teaching the techniques of fine and creative craftsmanship used in building and designing advance furniture in order to provide them with effective and marketable talents.

The program covers the techniques necessary for custom furniture construction. Upon completion of the program, students should be able to lay out and construct custom furniture appropriate to their level of studies.

The AAS course of study will provide the student with the advance furniture making skills and general studies knowledge necessary to work or operate in the professional woodworking environment.

REQUIRED COURSES
Fine Woodworking
Total Degree Hours: 61

First Year

Fall Semester		
Number	**Title**	**Hrs**
FINW 110	Hand Tools/Basic Machines	7
FINW 120	Furniture Making Process	2
ENG 101	Composition	3
MATH 101	General Math	3
	Total Credit Hours	**15**

Spring Semester		
Number	**Title**	**Hrs**
FINW 111	Furniture Construction Intro.	7
FINW 126	Basic Finishing	1
FINW 121	Furniture Drawing	1
ENG 103	Technical Writing	3
MATH 211	Informal Geometry	3
	Total Credit Hours	**15**

Second Year

Fall Semester		
Number	**Title**	**Hrs**
FINW 211	Furniture Construction Adv.	8
FINW 150	Equipment Maintenance	2
FINW 140	Wood Turning	3
	Core Elective	3
	Total Credit Hours	**16**

Spring Semester		
Number	**Title**	**Hrs**
FINW 210	Furniture Design	3
FINW 142	Veneer and Inlay	3
FINW 144	Woodbending	3
	Core Elective	3
	General Elective	3
	Total Credit Hours	**15**

Hospitality and Tourism Management (AASTS-HM)

Event Management Emphasis

Lodging and food service jobs within West Virginia's fast-growing field of tourism represent a promising area for career development. The Associate in Applied Science in Technical Studies Degree in Hospitality and Tourism Management, offered at the College's Greenbrier Valley Campus, prepares students to enter, with appropriate work experience in the field, mid-management, management, or entrepreneurial positions in resorts, restaurants, hotels or motels, inns, or bed and breakfast enterprises. The curriculum is comprised of general education and business support courses, knowledge- and skill-based courses in lodging and food service management, and experiential-based internships in local resorts, motels, and restaurants. This combination of knowledge, experience, and skills will enable the customer service oriented, hard-working graduate to perform with excellence in the expanding tourism industry.

The Event Management concentration is designed for students seeking careers within the hospitality industry concentrating on convention services and event and meeting management and those already employed in the industry wishing to attain advanced positions. This program provides an internship opportunity to give students real-world experience in their last semester. The program will also provide students with courses that are easily transferable to undergraduate degrees in Hospitality and Tourism.

REQUIRED COURSES
Hospitality and Tourism Management
Event Management Emphasis
Total Degree Hours: 69

First Semester		
Number	**Title**	**Hrs**
BUSN 100	Introduction to Business	3
COSC 102	Computers and Society	3
ENGL 101	Composition I	3
HOSP 101	Lodging & Food Service Industry	3
HOSP 209	Event Management I	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
HOSP 102	Hospitality Supervision	3
HOSP 211	Event Management II	3
MRKT 110	Principles of Marketing	3
MATH 101	General Math (or higher)	3
	Total Semester Hours	**15**

Summer Term		
Number	**Title**	**Hrs**
HOSP 110	Internship I	3
	Total Semester Hours	**3**

Third Semester		
Number	**Title**	**Hrs**
HOSP 204	Convention Sales and Service	3
HOSP 207	Food & Beverage Management	3
HOSP 215	Event Design and Production	3
HOSP 230	Destination Marketing	3
HOSP 235	Fairs and Festivals	3
POST 201	Office Accounting	3
	Total Semester Hours	**18**

Fourth Semester		
Number	**Title**	**Hrs**
HOSP 202	Hospitality Law	3
HOSP 206	Hospitality Human Resources	3
HOSP 210	Internship	3
HOSP 280	Catering Management	3
HOSP 275	Meeting Management	3
PSYC 155	Inter. Relations & Grp Dynamics	3
	Total Semester Hours	**18**

Hospitality and Tourism Management (AASTS-HM)

Hotel/Motel Management Emphasis

Lodging and food service jobs within West Virginia's fast-growing field of tourism represent a promising area for career development. The Associate in Applied Science in Technical Studies Degree in Hospitality and Tourism Management, offered at the College's Greenbrier Valley Campus, prepares students to enter, with appropriate work experience in the field, mid-management, management, or entrepreneurial positions in resorts, restaurants, hotels or motels, inns, or bed and breakfast enterprises. The curriculum is comprised of general education and business support courses, knowledge- and skill-based courses in lodging and food service management, and experiential-based internships in local resorts, motels, and restaurants. This combination of knowledge, experience, and skills will enable the customer service oriented, hard-working graduate to perform with excellence in the expanding tourism industry.

REQUIRED COURSES
Hospitality and Tourism Management
Hotel/Motel Management Emphasis
Total Degree Hours: 64

First Semester		
Number	**Title**	**Hrs**
BUSN 100	Introduction to Business	3
COSC 102	Computers and Society	3
ENGL 101	Composition	3
HOSP 101	Lodging & Food Service Industry	3
HOSP 103	Sanitation/Safety (ServSafe Cert)	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
HOSP 102	Hospitality Supervision	3
HOSP 108	Front Office Procedures	3
HOSP 112	Housekeeping Management	3
MATH 101	General Math (or higher)	3
	Total Semester Hours	**15**

Summer Term		
Number	**Title**	**Hrs**
HOSP 110	Internship I	3
	Total Semester Hours	**3**

Third Semester		
Number	**Title**	**Hrs**
HOSP 203	Managing for Quality	3
HOSP 207	Food & Beverage Management	3
MRKT 110	Principles of Marketing	3
POST 201	Office Accounting	3
PSYC 155	Interpers Rel/Group Dynamics	3
	Total Semester Hours	**15**

Fourth Semester		
Number	**Title**	**Hrs**
HOSP 202	Hospitality Law	3
HOSP 210	Internship II	4
MRKT 252	Advertising and Promotion	3
SPCH 208	Fundamentals of Speech	3
Restricted Hospitality Elective: choose from		3
HOSP 204	Conv/Conf Sales & Services	
HOSP 206	Managing Hosp Human Rscrcs	
	Total Semester Hours	**16**

Hospitality and Tourism Management (AASTS-RF)

Restaurant/Food Service Management Emphasis

Lodging and food service jobs within West Virginia's fast-growing field of tourism represent a promising area for career development. The Associate in Applied Science in Technical Studies Degree in Hospitality and Tourism Management, offered at the College's Greenbrier Valley Campus, prepares students to enter, with appropriate work experience in the field, mid-management, management, or entrepreneurial positions in resorts, restaurants, hotels or motels, inns, or bed and breakfast enterprises. The curriculum is comprised of general education and business support courses, knowledge- and skill-based courses in lodging and food service management, and experiential-based internships in local resorts, motels, and restaurants. This combination of knowledge, experience, and skills will enable the customer service oriented, hard-working graduate to perform with excellence in the expanding tourism industry.

REQUIRED COURSES
Hospitality and Tourism Management
Restaurant/Food Service Management
Emphasis
Total Degree Hours: 64

First Semester		
Number	**Title**	**Hrs**
BUSN 100	Introduction to Business	3
COSC 102	Computers and Society	3
ENGL 101	Composition	3
HOSP 101	Lodging & Food Service Industry	3
HOSP 103	Sanitation/Safety (ServSafe Cert)	3
	Total Semester Hours	**15**

Second Semester		
Number	**Title**	**Hrs**
ENGL 103	Technical Writing	3
HOSP 102	Hospitality Supervision	3
HOSP 104	Food and Beverage Controls	3
HOSP 106	Food and Beverage Principles	3
MATH 101	General Mathematics	3
	Total Semester Hours	**15**

Summer Term		
Number	**Title**	**Hrs**
HOSP 110	Internship I	3
	Total Semester Hours	**3**

Third Semester		
Number	**Title**	**Hrs**
HOSP 203	Managing for Quality	3
HOSP 207	Food & Beverage Management	3
MRKT 110	Principles of Marketing	3
POST 201	Office Accounting	3
PSYC 155	Interpers Rel/Group Dynamics	3
	Total Semester Hours	**15**

Fourth Semester		
Number	**Title**	**Hrs**
HOSP 202	Hospitality Law	3
MRKT 252	Advertising and Promotion	3
SPCH 208	Fundamentals of Speech	3
HOSP 210	Internship II	4
Restricted Hospitality Elective: choose from		3
HOSP 204	Conv/Conf Sales & Services	
HOSP 206	Managing Hosp Human Rscrcs	
	Total Semester Hours	**16**

Information Technology (AASTS)

The Associate of Science Degree in Information Technology emerged as part of a statewide information technology (IT) curriculum, West Virginia Excelling in Information Technology Education (WV-ExcITE). This program offers students a solid background in computer technology complemented by a full array of vendor certification training choices. Developed in a web delivery format, various colleges deliver the program throughout the state, so students may take courses locally, where provided, or they may take the statewide courses via the web. Each semester NEW RIVER COMMUNITY AND TECHNICAL COLLEGE offers a number of web-based courses within this program, as part of the College's regular schedule of online courses.

All students in this degree program must complete a series of courses in four components:

- General Education (Component I)
- Technical Core (Component II);
- Certification Specialty (Component III); and
- On-the-Job Training (Component IV).

Component III offers the student a choice from a variety of vendor certifications.

REQUIRED COURSES
Information Technology
Total Degree Hours: 66-67

Component I: General Education		
Number	Title	Hrs
BUSN 232	Business Communications	3
ENGL 101	Composition	3
MATH 109	College Algebra	3
SPCH 208	Speech Fundamentals	3
Restricted Science Elective: choose from		3-4
GNET 101	Technical Physics	
PHSC 101	Physical Science Survey	
PHYS 201	General Physics I	
Restricted Social Science Elec: choose from		3
HIST 101	World Civilization	
POSC 200	American Govt & Economy	
PSYC 103	General Psychology	
SOCI 210	Principles of Sociology	
	Elective	3
	Total Component Hours	**21-22**

Component II: Technical Core		
Number	Title	Hrs
GNED 100	Life Management Skills	3
IT 100	Critical Thinking	2
IT 101	Principles of Information Systems	3
IT 114	Survey of Operating Systems	3
IT 269	Project Management	3
A+ Certification		
IT 180*	PC Maintenance	3
IT 181**	Advanced PC Maintenance	3
Restricted Programming Elective: choose from		3
IT 188	Intro to Programming Logic	
IT 190***	Intro to Programming/Visual C++	
IT 192***	Intro to Programming/Vis BASIC	
IT 194***	Intro to Programming/Java	
	Total Component Hours	**23**

* Leads to CompTIA A+ Hardware Certification; COSC 130 will substitute for this course.

** Leads to CompTIA A+ Software Certification; COSC 131 will substitute for this course.

*** COSC 230 will substitute for IT 190; COSC 210 for IT 192; and COSC 209 for IT 194.

Component 3: Certification Specialty		
Number	Title	Hrs
IT 183*	Network +	4
IT 210**	Network Administration I	3
IT 215***	Network Administration II	3
IT 216+	Network Administration III	3
IT 217++	Network Administration IV	3
IT 260+++	Intro to Oracle SQL and PL/SQL	3
	Total Component Hours	**19**

* Leads to CompTIA Network+ Certification; COSC 125 will substitute for this course.

** Prepares for MCSA Exam #70-270; COSC 245 will substitute for this course.

*** Prepares for MCSA Exam #70-290; COSC 246 will substitute for this course.

+ Prepares for MCSA Exam #70-291; COSC 248 will substitute for this course.

++ Prepares for MCSA Exam #70-217.

+++ Prepares for OCP Application Development Exam.

Component IV: On-The-Job Training

Number	Title	Hrs
IT 272	Internship	2
IT 274*	Capstone	1
	Total Component Hours	**3**

* This course may be completed under COSC 290 (Special Topics).

Network Operating Systems Administration (AASTS)

The AASTS Degree in Network Operating Systems Administration will prepare students for careers in the computer industry. Along with the general education requirements, students will take courses preparing them for a number of industry recognized certifications, including CompTIA A+, CompTIA Network+, and Microsoft Certified Professional certification (MCP).

REQUIRED COURSES

Network Operating Systems Administration

Total Degree Hours: 65

First Semester		
Number	**Title**	**Hrs**
COSC 111	Intro to Computer Science	3
ENGL 101	Composition	3
COSC 130	Microcomputer Maintenance	3
MATH 109	Algebra*	3
SPCH 208	Fundamentals of Speech	3
	Total Semester Hours	**15**

*Technical Mathematics I may be substituted

Second Semester		
Number	**Title**	**Hrs**
COSC 131	Basic Operating Systems	3
ENGL 103	Technical Writing	3
COSC 211	Systems Analysis	3
MATH 110	Trigonometry*	3
	Core B Elective	3
	Total Semester Hours	**15**

*Technical Mathematics II may be substituted

Third Semester		
Number	**Title**	**Hrs**
COSC 230	Structured Programming	3
COSC 245	Windows Operating Systems	3
	General Elective	3
Networking Elective: choose from		4
COSC 120	Intro to Networking (Cisco)	
COSC 125	Into to Networking Network+	
	Core B Elective	3
	Total Semester Hours	**16**

Fourth Semester		
Number	**Title**	**Hrs**
COSC 224	Web Programming	3
COSC 246	Server Configurations & Admin	3
BUSN 100	Intro to Business	3
GNET 102	Technical Physics II*	4
Computer Science Elective: choose from		3
COSC 209 Java Programming COSC 210 Visual Basic		
Technical Elective: choose from		3
ACCT	any 100 level accounting course	
COSC 248	Managing Server Network Env	
	Total Semester Hours	**19**

*PHYS 202 may be substituted

New River Community and Technical College

Social Services Management (AASTS)

The Social Services Management degree is designed for students seeking careers within the social services industry and want to concentrate on the management of a social service organization and those already employed in the industry wishing to attain advanced positions. This program provides an internship opportunity to give students real-world experience in their last semester. The program will also provide students with courses that are transferable to undergraduate degrees in social work or management.

REQUIRED COURSES

Social Services Management

Total Degree Hours: 68

First Semester		
Number	**Title**	**Hrs**
ENGL 101	Composition	3
BUSN 100	Introduction to Business	3
SSMG 161	Introduction to Social Work	3
SOCI 210	Principles of Sociology	3
	MATH 101 or higher	3
PHED	Any PHED course or Health and Safety	2
	Total Semester Hours	**17**

Second Semester		
Number	**Title**	**Hrs**
ENGL 102	Composition II	3
SSMG 230	Group Dynamics/Inter. Relations	3
PSYC 103	General Psychology	3
MGMT 110	Principles of Management	3
ACCT 101	Principles of Accounting I	3
POSC 200	American Government and Econ.	3
	Total Semester Hours	**18**

Third Semester		
Number	**Title**	**Hrs**
SPCH 208	Speech	3
SSMG 236	Human Beh. and Social Beh. Across the Life Span	3
SOCI 206	Cultural Anthropology	3
MGMT 226	Human Resources	3
BUSN 190	Social Services Mgmt Internship	3
	Total Semester Hours	**15**

Fourth Semester		
Number	**Title**	**Hrs**
SSMG 237	Human Behavior/Social Environ.	3
SOCI 238	Social Psychology	3
MATH 210	Elementary Statistics	3
POSC 218	State and Local Government	3
	Intro to Music/Theatre/Visual Arts	3
	Total Semester Hours	**15**

Summer Term I		
Number	**Title**	**Hrs**
BUSN 290	Social Services Mgmt Internship	3
	Total Semester Hours	**3**

ACADEMIC CREDIT COURSE DESCRIPTION

GENERAL COURSE POLICIES

Please note that, because of the nature of New River Community and Technical College, no listing of course descriptions such as the one found here can remain complete for many weeks after being compiled. New River Community and Technical College attempts to offer courses in nearly any subject that a reasonable number of people want to study, provided a qualified instructor can be found. This list of courses is up-to-date as of the start of the fall semester 2005. A schedule of the courses to be offered during any particular semester, along with the times and day they will meet, will be distributed in advance of each semester. This course listing is provided for information purposes only and is not to be considered binding. New River Community and Technical College reserves the right to make changes in course content, course offerings, and other curricular areas.

Some courses have specifically designated prerequisite or co-requisite courses (sometimes both). If courses have prerequisites, then the work in those courses requires the knowledge or skills gained in the prerequisite courses, and therefore students are not allowed to enroll in the advanced courses until they complete the prerequisite courses. Courses with co-requisites require that the skills and knowledge of the co-requisite courses must be attained at the same time as the main course, and therefore students are not allowed to enroll in certain courses unless they also enroll in co-requisites during the same semester.

Courses numbered 290 are reserved for special topics to be offered in a particular area, for example, ENGL 290, MATH 290, and so on. A 290 course may be repeated for additional credit provided that a specific topic is not repeated.

Each course description listed below includes information detailing the semester(s) in which the course is *most likely* to be taught. Not all courses are offered every semester or every year. Semester designations are as follows: **F (Fall), S (Spring), SU (Summer), or O (occasionally in response to specific needs).**

Code Explanation: (x-y-z), where x=lecture hours, y=laboratory hours, and z=total hours (for example, "3-2-4 would mean 3 hours lecture and 2 hours laboratory for a total of 4 hours credit

ACCOUNTING (ACCT)

101 Principles of Accounting I (3-0-3). A survey of accounting principles, concepts, and procedures. Recognition of accounting as a device to measure financial activity of for-profit organizations, using financial statements. Introduction of the accounting information cycle, journals, ledgers, and appropriate accounts. PR: Eligibility to enroll in MATH 101 or higher.

102 Principles of Accounting II (3-0-3). A continuation of ACCT 101. Introduction to cost accumulations and allocations, financial statement analysis, and the use of accounting information for internal and external decision making. PR: ACCT 101.

211 Intermediate Accounting I (4-0-4). Financial reporting for business enterprises under AAP. A review of the theoretical foundations of financial concepts and reporting, and their practical application to accounting procedures. Emphasis is on income and expense measurement, asset and liability measurement, and accounting for owners' equity. PR: ACCT 102.

212 Intermediate Accounting II (4-0-4). A continuation of ACCT 211. Emphasis is on financial statement disclosure requirements under GAAP. A review of reporting requirements for long-term liabilities, stockholders' equity, revenue measurement, earning per share, leases, pensions, cash flows, and other contemporary accounting issues. PR: ACCT 211.

215 Managerial Accounting (3-0-3). Use of the internal accounting system in the preparation of relevant data for effective managerial planning and control decisions. PR: ACCT 102.

216 Cost Accounting (3-0-3). Principles underlying determination of cost and control of certain business activities. Manufacturing accounting is emphasized. PR: ACCT 215.

225 Business Law for Professional Accountants (3-0-3). This course is a continuation of BUSN 210, Business Law and the Legal Environment. It provides an in-depth study of business law subjects encountered by the professional accountant. Topics covered include commercial transactions under the UCC, real and personal property, contracts, government regulation, estates and trusts, and business organizations. The purpose of the course is to provide students with the business law background to enable them to use good judgment in the practice of their profession and to understand and exercise sound professional judgment in their careers. PR: BUSN 210.

240 Advanced Computer Applications (1-2-3). Advanced detailed accounting problems are adapted to the microcomputer. Topics include the preparation of complex financial statements and the adaptation of existing software to specialized accounting situations. PR: BUSN 140.

250 Taxation for Personal and Business Decision Making (3-0-3). This course provides a summary of income taxes at the federal and state level as they affect business and personal investment decision-making. Emphasis is on income tax concepts and their effect on decision making, not form preparation. Topics covered include: types of taxes at various governmental jurisdictional levels; tax policy issues; fundamentals of tax planning; measuring taxable income; property acquisitions, cost recovery, and dispositions; non-taxable exchanges; taxes and the choice of a business entity; proprietorship taxation; partnership and Sub S taxation; corporate taxation; compensation and retirement planning; investment and personal financial planning; tax consequences of personal activities, and simple personal tax preparation. PR: ACCT 102, ECON 212.

ART (ARTS)

101 Introduction to Visual Arts (3-0-3). A study of the art and culture of various periods with emphasis on the artists' conceptual and perceptual basis, materials and techniques, and artistic style. The course is designed to develop an understanding of the process and product of visual arts activity. For the non-art major.

105 Creative Expression (2-1-2). An arts and crafts education course that emphasizes the development of a creative arts and crafts program for the needs of the early and middle school child, with laboratory experience in various media.

205 Art History (3-0-3). A survey of the history and development of architecture, sculpture, painting, and the minor arts from pre-historic times to the present.

208 Twentieth Century Art (3-0-3). A study of the visual arts including painting, sculpture, architecture, printmaking, photography and the media, and crafts in the twentieth century.

220 Drawing (1-4-3). Studio arts course in freehand drawing with various media and techniques; emphasis on proportion, interpretation, and expression.

290 Topics in Arts (3-0-3). Formal courses in diverse areas of art. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript. PR: Consent of instructor.

BANKING (BANK)

The following courses are offered in conjunction with the American Institute of Banking (AIB), either online or through a local banking establishment sponsoring the courses.

101   Principles of Banking (3-0-3).   Long recognized as the standard introduction to the banking profession, this course touches on nearly every aspect of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. It is the foundation for all AIB training.

102   Law and Banking (3-0-3). This course is devoted to the laws and regulation that govern funds transactions, whether by check, EFT, wire transfers, or letters of credit. In addition, focus is placed on issues of liability, wrongful payment and dishonor, electronic banking, deposit accounts, mutual funds, and annuities.

103   Analyzing Financial Statements (3-0-3). A practical introduction to financial analysis from the viewpoint of the commercial loan officer, this course provides the skills needed to effectively assess a borrower's ability to repay loans.

201   Financial Accounting (3-0-3).   Financial Accounting teaches students the information needed to create financial statements, including trial balances, t-accounts, balance sheets, and various other accounts and their respective functions. This course emphasizes current practices of accounting procedures and includes coverage of the latest principles set forth by the Financial Accounting Standards Board (FASB).

202   Money and Banking (3-0-3). This course presents a fundamental treatment of how money functions in the US and world economies. Topics include the concept of money supply and the role banks play as a money creator and participant in the nation's payment mechanism. Money and Banking also explains how the various types of financial institutions operate, the workings of monetary and fiscal policies, the functions and powers of the Federal Reserve, and more.

203   Consumer Lending (3-0-3).   In this comprehensive overview of the consumer lending business, participants learn the essentials about closed-end loans, indirect loans and related credit products, and open-end credit products. They also trace the consumer lending process from developing and taking loan applications to collection and recovery. The course explores what's involved in a credit investigation, decision making, loan pricing, and loan policy. Participants develop a greater understanding for relationship building, new lending technologies, and the importance of consumer regulations.

290   Internship (3-0-3). Supervised office training in a financial institution at least 10 hours a week for the purpose of gaining on-the-job experience.

BIOLOGY (BIOL)

101   General Biology (3-0-3).   An introductory course concerned with the chemical and physical organization of life, cytology, plant anatomy and physiology, plant diversity, and ecology. PR: Eligibility for enrollment in ENGL 101.

102   General Biology (3-0-3). An introductory course concerned with heredity, gene function, evolution, human anatomy and physiology, and animal diversity. PR: Eligibility for enrollment in ENGL 101.

103   General Biology Laboratory (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 101. CO/PR: BIOL 101.

104   General Biology Laboratory (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 102. CO/PR: BIOL 102.

105 Introduction to Anatomy and Physiology (3-0-3). This course provides a comprehensive understanding of the structure and function of the human organ system. Not intended for students planning to enroll in associate degree nursing or radiologic technology degree programs. Not a General Studies eligible course. PR: Eligibility for ENGL 101.

106 Introduction to Anatomy & Physiology Laboratory (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 105. CO/PR: BIOL 105.

110 Functional Anatomy (2-0-2). This course provides students the opportunity to attain the knowledge and understanding of the human body as a whole using systems. Topics include basic chemistry, cells, tissues, and the anatomic systems. This course will not satisfy CORE C requirements.

201 Human Anatomy & Physiology (3-0-3). A study of the structure and function of organs of the human body and their relationships to the health of the individual. PR: Eligibility for enrollment in ENGL 101, high school Biology, Biology 101 or consent of instructor.

202 Microbiology (3-0-3). Control of microorganisms and disease; microbiology of water, sewage, air, milk, soil, food, and industry. PR: BIOL 201/203/231 or consent of instructor.

203 Human Anatomy & Physiology Laboratory (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 201. Sessions consist of observing, reporting, and interpreting biological phenomena. CO/PR: BIOL 201.

204 Microbiology Laboratory (0-2-1). Laboratory session designed to complement BIOL 202 lectures. The student will learn basic microbiological techniques through a combination of lectures, demonstrations, and in vitro experiments.

231 Human Anatomy and Physiology I (3-0-3). An in-depth study including biochemistry, cells, tissues, and organs of the integumentary, skeletal, muscular, nervous, and endocrine systems. The structure and functions of these systems and their role in the maintenance of homeostasis are addressed. PR: Eligibility for enrollment in English 101, high school Biology, Biology 101 or consent of instructor. CR: BIOL 233.

232 Human Anatomy and Physiology II (3-0-3). A continuation of Biology 231. Studies include cells, tissues, and organs of the cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems and human development. PR: BIOL 231, BIOL 233. CR: BIOL 234.

233 Human Anatomy and Physiology I Laboratory(0-2-1). Laboratory sessions are designed to reinforce lecture in BIOL 231. Sessions consist of observing, reporting, and interpreting biological phenomena.

234 Human Anatomy and Physiology II Laboratory(0-2-1). Laboratory sessions are designed to reinforce lecture in BIOL 232. Sessions consist of observing, reporting, and interpreting biological phenomena.

290 Topics in Biology (1-4 hours credit). Formal courses in diverse areas of biology. Course may be repeated for different topics. Specific courses will be announced and indicated by subtitle on the student transcript. PR: Consent of instructor.

BUILDING CONSTRUCTION (BCON)

110 **Fundamentals of Building Construction (3-0-3).** This course will introduce the basic knowledge of building and safety in the general building construction professions. The course objective is to introduce students to the following: Career opportunities, basic safety and introduction to basic safety practices, hand tools, power tools, ladders and scaffolds, blueprints, basic rigging and framing materials. Prerequisite: None. This course is a prerequisite to all other building construction courses.

102 **Foundations and Framing (4-0-4).** This course will introduce students to safe, efficient and acceptable practices involved in estimating for and constructing building foundations and rough framing.

103 **Finish Carpentry (3-0-3).** This course will introduce students to safe, efficient and acceptable practices involved in estimating for and installing interior and exterior wall, ceiling and floor coverings.

104 **Blueprint Reading (3-0-3).** This course will introduce students to basic knowledge of blueprints. The course objective is to introduce students to the following: Blueprint objectives, dimension objectives, classification objectives and construction task objectives.

105 **Masonry and Plumbing (1-0-1).** This course will introduce students to safe, efficient and acceptable practices involved in estimating for and constructing masonry and plumbing systems.

106 **Building Construction Internship (3-0-3).** This capstone internship will provide students with the opportunity to demonstrate the skill sets learned in the previous coursework, under the direct supervision of construction owners, professionals, and educators. This course may not be taken until all other courses in the certificate program have been completed. Upon completion of this course, the Greenbrier Valley Homebuilders Association will administer a written and practical certification examination.

BUSINESS (BUSN)

100 **Introduction of Business (3-0-3).** This is an orientation course. Areas covered include the role of management, functions of business, and the structure of private business.

130 **Word Processing and Internet (3-0-3).** This course is designed to prepare students to effectively use a major word processing package. Topics include: formatting, editing, file management, tables, columns, and graphics. Students learn to access and research the internet by using a major software browser. This course meets the computer skill requirement under the General Studies requirements.

140 **Microsoft Excel and Access (3-0-3).** This introductory course is designed to introduce students to effective use of a major spreadsheet software package and a major database software package. Spreadsheet topics include: usage, calculations, charting, and forecasting. Database topics include: creation, modification, querying, and report preparation. Students will be required to complete three units of study and application using the Microsoft Excel software package and three units of study and application using the Microsoft Access software package. This course meets the computer skills requirement under the General Studies requirements.

210 **Business Law and the Legal Environment (3-0-3).** Function and evolution of law, courts and procedures, torts, contracts, sales agency, business organizations, property, estates, employment law, and bankruptcy.

230 Desktop Publishing and Presentations (3-0-3). This course assumes a knowledge and understanding of basic word processing procedures. The focus of this course is the desktop publishing capabilities of word processing software and presentation software. Application projects will include letterheads, logos, schedules, advertisements, newsletters, brochures, forms, and organizational charts. Layout and design concepts that enable students to produce attractive published documents will be studied. Development of electronic presentations and experience in delivery of electronic presentations.

232 Business and Electronic Communications (3-0-3). This course is designed to help the student write clear and concise business letters, memos, reports, and e-mail communications. Students will also participate in group presentations. Other topics covered are the communication process, verbal and nonverbal communication, job and employment processes, résumés, and cover letters. Electronic communication is integrated into this course by using the internet, e-mail, library electronic reserves, and presentation software. PR: ENGL 101 or equivalent.

245 Microsoft Excel (3-0-3). This course is designed to prepare students to effectively use a major spreadsheet software package. Topics include: usage, calculations, charting, forecasting, financial functions, data tables, amortization schedules, hyperlinks, lists, templates, object linking and embedding, macros, VBA, formula auditing, data validation, XML, PivotCharts and PivotTables, trend lines, and complex problem solving. Students will be required to complete nine units of study and application using the Microsoft Excel software package. This course meets the computer skills requirement under the General Studies requirements.

250 Quantitative Techniques in Business (3-0-3). The theory and application of mathematical models as they are applied to business problem solving. Topics include integrals, quadratic and exponential powers, limits and derivatives, and introductory probability and statistical concepts. This course is not a substitute for any course in the calculus sequence. This course will satisfy the Basic Skills mathematics requirement for students in the POST program. PR: ACT main math score of 26 (COMPASS 46 or above) or MATH 109; and either ECON 211 or 212.

255 Microsoft Access (3-0-3). This course is designed to prepare students to effectively use a major database software package. Topics include: creation, modification, querying, report preparation, report and form wizards, OLE fields, hyperlinks, sub forms and sub reports, controls, macros, filters, PivotTables and PivotCharts using the Microsoft Access software package. Students will be required to complete nine units of study and application. This course meets the computer skills requirement under the General Studies requirements.

CHEMISTRY (CHEM)

100 Introduction to Chemistry (4-0-4). This course is designed to provide a basic background in the area of chemistry for students planning to take general chemistry. This course will not meet the general studies requirements, but will meet the chemistry requirement for acceptance into health-related programs. PR: Eligibility for MATH 101 or higher.

101 General Chemistry (3-0-3). A presentation of the principles of chemistry through a study of the structure and reactions of representative elements and compounds. Principles covered include stoichiometry, thermochemistry, chemical bonding, and the gaseous state. CO/PR: MATH 109 or GNET 115.

102 General Chemistry (3-0-3). A continuation of CHEM 101. Includes solutions, chemical kinetics, equilibrium, acids and bases, and chemical thermodynamics. PR: CHEM 101.

103 General Chemistry Laboratory (0-3-1). Sessions consist of observing, reporting, and

interpreting chemical phenomena. CO/PR: CHEM 101.

104 General Chemistry Laboratory (0-3-1). Sessions consist of semicro qualitative analysis. CO/PR: CHEM 102.

201 Analytical Chemistry (2-6-4). Includes a study of gravimetric and volumetric methods of analysis. Laboratory experiments are designed to illustrate and reinforce the concepts discussed in lecture. PR: CHEM 102, CHEM 104.

202 Analytical Chemistry (2-6-4). A continuation of CHEM 201. Includes a study of potentiometric, electrogravimetric, and optical methods of analysis. Laboratory experiments are designed to illustrate and reinforce the concepts discussed in lecture. PR: CHEM 201.

211 Organic Chemistry (3-3-4). A study of the principles of organic chemistry with emphasis on modern, mechanistic, synthetic, and spectroscopic problems. The laboratory includes experiments for developing techniques and synthesis projects for perfecting these techniques. PR: CHEM 102, 104.

212 Organic Chemistry (3-3-4). A continuation of CHEM 211. Includes alcohol, ethers, aldehydes, ketones, and carboxylic acids. The laboratory includes experiments for developing techniques and synthesis projects for perfecting these techniques. PR: CHEM 102, 104, 211.

290 Topics in Chemistry (3-0-3). Formal course in diverse areas of chemistry. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript. PR: Consent of instructor.

COMMERCIAL AQUACULTURE (AQUA)

101 Introduction to Aquaculture (3-0-3). This course is an introductory unit intended to give the student a global, national and regional perspective of aquaculture in terms of its historical development and current status. The course gives an overview of the culture of some of the various species under commercial production. Students will also examine the differences in the life cycle of a species under natural conditions and under cultured conditions and discuss culture practices to enhance growth.

102 Safety in Aquaculture (2-0-2). This course provides learning experiences in general first aid, CPR, allergic reactions, hypothermia, use of electrical equipment near water, safety regarding lifting, carrying and pulling heavy loads, and safety in the handling, use and storage of hazardous materials.

201 The Biology of the Fish (3-0-3). A study of fish taxonomy and salmonid anatomy and physiology in relationship to aquaculture activities and processes.

202 Aquaculture Techniques I (3-0-3). This course focuses on the concepts, principles, resource requirements and safety and legal issues surrounding the application of different culture and research techniques used in the salmonid aquaculture industry. Techniques discussed will include: broodstock handling and spawning, egg fertilization and lay-down, egg incubation, egg shocking and transport, hatch and care of sac-fry, transportation of fish. PR: AQUA 101, 102, 201; CO: AQUA 203, 205.

203 Water Quality (3-2-4). This course studies the physical, biological and chemical aspects of water. Students will gain practice in the use of instruments used in water analysis and learn proper care and maintenance procedures of equipment. PR: AQUA 201; CO: AQUA 202.

204 Aquaculture Techniques II (3-0-3). This course builds upon the material studied in Aquaculture Techniques I. This course focuses on the concepts, principles, resource requirements and safety and legal issues surrounding the application of different culture and research techniques used in the salmonid aquaculture industry. Techniques discussed will include: first-feeding, tank husbandry, measuring and inventory techniques, anaesthetizing fish, tagging, vaccination, grading of fish, harvesting and primary processing. PR: AQUA 101, 102, 201, 202.

205 Feeding and Nutrition (3-0-3). This is an introductory course in fish feeding and nutrition as it relates to aquaculture objectives of increasing fish growth and enhancing fish health. Topics covered include: the energy and nutrient requirements of cultured fish, the digestibility and bio-availability of common fish feed ingredients, good quality control practices and proper storage of fish feed, the consequence of using poor quality feed relative to nutritional deficiencies and dietary toxicity. Students will study various feeding strategies and the optimization of feed conversions for salmon at all stages of their life cycle. PR: AQUA 201; CO: AQUA 202, 203.

206 Early Autumn Activities Practicum (0-9-3). This is a practicum course that integrates concepts from AQUA 202 and AQUA 203 through skill development. The student is required to work a minimum of 80 hours (2 consecutive weeks) in a hatchery facility. PR: AQUA 201, CO: AQUA 202.

207 Spawning and Egg Fertilization Practicum (0-9-3). This is a practicum course that integrates concepts from AQUA 202, AQUA 203 and the student is required to work a minimum of 80 hours (2 consecutive weeks) in a hatchery facility involved in spawning. PR: AQUA 201, AQUA 203; CO: AQUA 202.

208 Fish Diseases and Treatments (3-0-3). This is an introductory course that examines the relationships between fish, the environment and the onset of disease. Common diseases found at different stages of the life cycle of the fish are discussed as well as the appropriate treatments. Government policy, regulations and programs in relationship to fish health and disease control are also discussed. PR: AQUA 202, AQUA 203, AQUA 205.

212 Early Life Stages Practicum (0-9-3). This is a practicum course that integrates concepts from AQUA 202 through skill development. The student is required to work a minimum of 80 hours (2 consecutive weeks) in a hatchery facility holding eggs and first-feeding fry. PR: AQUA 202; CO: AQUA 202, 203.

213 Late Spring Practicum (0-9-3). This is a practicum course that integrates concepts from AQUA 202 and AQUA 203. The student is required to work a minimum of 80 hours (2 consecutive weeks) in a hatchery facility. PR: AQUA 201, AQUA 202; CO: AQUA 203.

215 Specialty Practicum (0-12-4). This is a practicum course that integrates concepts from the entire two year program. The student is required to work a minimum of 160 hours (4 consecutive weeks) in an area of interest in aquaculture. Prior approval of instructor is required. PR: All other aquaculture practicums successfully completed.

290 Topics in Aquaculture (3-0-3). A formal course in diverse areas of Aquaculture. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

COMMUNICATIONS TECHNOLOGY (COMM)

207 Photography (1-4-3). A studio arts course in photography as an art medium with knowledge and experience in camera use and darkroom procedures. PR: Consent of instructor.

240 Foundations of Layout and Design (2-1-3). This course is designed to familiarize the student with the basic concepts of contrast, balance, and proportion using pictures, graphics, headlines, copy, design, and color. In the lab portion of the course, the student will be guided step-by-step to design brochures, newsletters, and advertisements using common page layout programs.

242 Instruction and Technology (1-3-2). This course develops knowledge and skills in media production, utilization, and selection, instructional design, computer software applications, Internet and WWW utilization, authoring packages, and instructional television.

250 Digital Illustration (2-2-3). This course introduces the student to the production of graphics by computer for use individually or in conjunction with desktop publishing programs. Topics include production of EPSF graphics from sketch to finished product, modification of existing clip art, digital photo retouching, and digital photo composing.

260 Desk Top Publishing (Mac) (2-1-3). The student will apply the principles of layout and design to master word processing and photo and graphic scanning and placement to produce a newsletter, tabloid newspaper, and advertisement brochure. Students will write their own copy, take their own photographs, and select their own graphics.

270 Microcomputer Networking (3-3-4). An introductory level course in data networking. Topics include networking terminology, data communications protocols, networking standards, number systems, microcomputer hardware and software, basic electricity, structured wiring installations, OSI Reference Model, LANS (local area networks) and WANs (wide area networks), LAN topologies, physical (MAC) and logical (IP) addressing, and network management. Instruction and training are provided in the care, maintenance, and use of networking tools, software, and hardware.

280 Radio/Television Broadcasting (2-1-3). Direct, applied use of television and radio equipment in a small studio setting leading to basic skills in all aspects of video and audio production including lighting, camera operation, special effects, character generation, recording, editing, audio, set construction, script writing, and program production.

298 Communications Internship (0-10-3). A practical, hands-on experience working as an assistant in a communications business in the local area. PR: COMM 240, 250, 260, 270, 280.

COMPUTER SCIENCE (COSC)

102 Computers and Society (3-0-3). A beginning course introducing the student to the use of computers and requiring no previous computer experience or technical background. The impact of computers on society is discussed, along with an overview of the types, classifications, and functions of various computer hardware, software, and peripherals. The hands-on use of microcomputers is stressed, and the ability to use word processing software is emphasized.

111 Introduction to Computer Science (3-0-3). A study of fundamental computer concepts for computer science majors. The course covers the parts of a computer, how computers store and process information, and how operating systems and common software applications work. The terminologies, number bases, and standardized codes involved in processing digital information are studied. Orientation to the Windows operating system and its basic commands is included, along with some simple word processing. Problem solving and programming techniques are introduced using the C++ language. CO: GNET 115 or MATH 109.

120 Introduction to Networking – Cisco (3-3-4). An introductory course in data networking. Topics include networking terminology, data communications protocols, networking

standards, number systems, microcomputer hardware and software, basic electricity, structured wiring installations, OSI Reference Model, LANS (local area networks) and WANs (wide area networks), LAN topologies, physical (MAC) and logical (IP) addressing, and network management. Instruction and training are provided in the care, maintenance, and use of networking tools, software, and hardware. CO: COSC 111.

121 **Introduction to Network Routing (3-3-4).** This course is designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and continue education and training in the computer networking field. Instruction includes, but is not limited to, networking safety, network terminology and protocols, network standards, Ethernet, Token Ring, Fiber Distributed Data Interface, TCP/IP addressing protocol, routing, dynamic routing, and the role and function of the network administrator. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. Instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment. PR: COSC 120.

125 **Introduction to Networking – Network+ (3-3-4).** This course will take an in depth look at some advanced networking concepts and techniques. It will examine theoretical concepts that make the world of networking unique. Also, this course will adopt a practical hands-on approach when examining networking techniques.   Along with examining different networking strategies, this course will explore the advancement of network development, as well as, timeless problem solving strategies. Note: **This course cannot be substituted for COSC 120.** CO: COSC 111.

130 **Microcomputer Maintenance and Repair (3-0-3).** This is an introductory course on PC management, maintenance and troubleshooting. Topics covered include operating systems and OS architecture, software/hardware relationships, hardware, hardware assembly, hardware/software diagnosis and troubleshooting. Included in this course are all the elements required for the A+ certification. CO: C0SC 111.

131 **Basic System Operations and Applications (3-0-3).**   The second in a series of two courses required to prepare the student for A+ Certification. Topics covered in this semester will include basic knowledge of Command Line Prompt, Windows 9x, and Windows 2000 for installing, configuring, upgrading, troubleshooting, and repairing microcomputers systems. This course is for preparation for A+ Operating System Technology. CO: C0SC 111.

201 **PC Software Applications (3-0-3).**   This course expands the student's knowledge of microcomputers through the use of various productivity software packages such as word processors, spreadsheets, database management systems, communications, and other available application software. Projects relating to the individual's major and hands-on use of the microcomputer are emphasized. PR: COSC 102 or permission of instructor.

202 **COBOL (3-0-3).** A study of computer programming for use in the business environment. Structured problem solving methodology and structured coding are stressed. Students develop solutions for simple business problems, translate those solutions into COBOL programs, and debug and run programs on the campus computer systems and microcomputers. PR: COSC 111.

205 **Advanced COBOL (3-0-3).** A continuation of COSC 202. A study of more advanced computer programming for use in the business environment. Tables and advanced file handling are stressed using structured problem solving methodology and structured coding. Students gain experience both in coding new programs and modifying existing ones. PR: COSC 202.

209 Java (3-0-3). Java covers the use of pre-written Java classes and methods and the development of new classes and methods. This class emphasizes program structure and documentation along with algorithm development. First, students learn the fundamentals of programming: problem understanding, algorithm development, program design, code and development, and testing and maintenance. Students study, code, debug, and test Java programs using PCs (microcomputers) in the college computer lab or at their preferred arithmetic and logical expressions, compiling and debugging, input/output, selection statements, and looping statements. Next, the focus is on the object-oriented paradigm in more depth: classes and class hierarchy, abstract data types, inheritance, polymorphism, abstract classes, and exception handling. Then, students develop graphical user interfaces (GUIs) using Java-supplied classes. Finally, students develop and execute several Java Applets on the World Wide Web (WWW).

210 Visual BASIC (3-0-3). An introduction to computer problem solving methods and algorithm methods using the Visual BASIC programming language. Includes how to design, debug, execute and document programs using techniques of good programming style. PR: GNET 115 or MATH 109.

211 Introduction to Systems Analysis in Business (3-0-3). This course is designed to provide the student with a generalized knowledge of the Systems Development Process. The student will learn about the five basic phases of a Systems Analysis project: the Problem Definition phase, the Systems Requirement phase, the Systems Design phase, the Implementation phase, and the Evaluation phase. Students will learn the basic elements of a system, the project and design tools at their disposal as well as the proper and ethic approach for deal with both managers and employees in an effort to develop a workable system. PR: MGMT 110, BUSN 130, BUSN 140, COSC 111.

216 Advanced Programming Concepts (3-0-3). An introduction to applied programming concepts for microcomputers with primary emphasis on database programs, and utilizing spreadsheet macros or DOS batch files if appropriate. Students gain hands-on experience in the use, customization, and design of applications software to meet specific needs through appropriate software design and program development. PR: A Programming Language or Consent of instructor (Some prior experience with DOS and Application Software is desirable).

218 Advanced Router Configurations (3-3-4). Topics include Novell IPX protocol, IPX addressing and encapsulation, router operation, LAN segmentation and internetworking devices, LAN switching methods, full- and half-duplex Ethernet operation, network congestion systems, microcomputer hardware and software, basic electricity, structured wiring installations, Spanning Tree protocol, and virtual LANs. PR: COSC 121.

221 WAN Theory and Design (3-3-4). This course focuses on WAN (wide area network) technologies and services. Topics include LAPB, Frame Relay ISDN/LAPB, HDLC, PPP and DDR services, configuring Frame Relay LMIs, maps, and subinterfaces, Frame Relay and PPP operation, ISDN protocols, function groups, reference points, and channels, and Cisco's implementation of ISDN BRI. PR: COSC 218.

224 Web Programming (3-0-3). This course is an introduction to the concepts of Web Programming using HTML. Students will plan, develop, and implement web pages which incorporate text formatting, graphics insertion, internal and external hyperlinks, tables, and frames. Coding will be accomplished using standard HTM codes and a text editor coding environment. PR: Students should possess the following skills: creating, saving, and modifying text files using a text editor such as NotePad and a general familiarity with using a web browser.

225 Computer Operations (2-3-3). Students learn to manage operating systems including Windows, Unix/Linux, and VaxVMS. Hands-on operation of hardware using the various operating systems is emphasized. PR: COSC and IT major with sophomore standing.

230 Structured Programming (3-0-3). Computer programming in the C++ language, with emphasis on programming structures and algorithmic development methods. Includes how to design, code, debug, execute and document programs using structured problem solving techniques. Students will develop, test and debug their programs either on microcomputers or on the college computer system at the instructor's discretion. PR: COSC 111; CO/PR: GNET 116 or PR: MATH 109.

231 Object Oriented Programming (2-3-3). Object Oriented Programming is contrasted with structured programming, involving defining and using objects to simplify the programming process. The relationship between abstract data types and classes of objects will be studied. Program design with objects, reuse of objects, and inheritance properties are also presented. PR: COSC 230 or a programming background and consent of the instructor.

240 Assembly Language (3-0-3). A course designed to give the student a thorough understanding of the internal operation and organization of the modern digital computer while providing hands-on assembly language programming experience. Programs will be implemented on microcomputers. PR: COSC 230.

245 Windows Operating Systems (3-0-3). The first in a series of three courses required to prepare the student for Microsoft MCP certification. Topics covered in this semester include all aspects of Windows OS including OS architecture, OS Administration of Resources, Hardware Devices/ Drivers & the OS, Optimizing OS Performance and Readability, OS Security and troubleshooting. This course is for preparations for Microsoft MPC Exam, Installing, Configuring, and Administering Microsoft Windows 2000 Professional. CO: COSC 131.

246 Server Configuration and Administration (3-0-3). The second in a series of three courses required to prepare the student for Microsoft MCP certification. Topics covered in this semester include all aspects of the Windows 2000 Server, Network access to the server resources, network server hardware devices, server performance, readability, and availability, Windows 2000 network connections, security and server troubleshooting. This course is for preparations for Microsoft MPC Exam 70-215, Installing, Configuring, and Administering Microsoft Windows 2000 Server. PR: C or better in COSC 245.

248 Managing Server Network Environments (3-0-3). The third in the series of three courses required to prepare the student for the Microsoft MCP certification. Topics covered include DNA, DHCO, Remote Access, Network Protocols, WINS, IP Routing, NAT and troubleshooting. PR: C or better in COSC 245.

290 Topics in Computer Science (3-0-3). A formal course in diverse areas of Computer Science. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

CRIMINAL JUSTICE (CRMJ)

132 Criminal Justice Writing and Communication (3-0-3). Specialized instruction in preparing Criminal Justice Documentation; instruction in preparing various types of Business Communications. PR: ENGL 102 or 103.

151 Introduction to Criminal Justice (3-0-3). An introductory course designed to acquaint the student with the three components of the criminal justice system-police, courts, and corrections. The course focuses on the interrelationships that exist among these segments of the system.

163 Criminal Law (3-0-3). A study of the requirements of and protections provided by the substantive and case law of the United States.

164 Criminal Procedure and Evidence (3-0-3). Theory and practice of the criminal justice system from arrest to release. The following areas are covered: rules of evidence, burden of proof, and testimonial privilege. PR: CRMJ 163 or permission from the instructor.

170 Police and Community Relations (3-0-3). A basic course in law enforcement with emphasis on the history of law enforcement, role of the police in a democracy, police and community relations, organizations and career orientation. PR: CRMJ 151 or permission from the instructor.

208 Criminology (3-0-3). A study of current theoretical explanations of crime as a social problem, including structural, social, psychological, and critical theories of crime causation and treatment.

210 Correctional Management (3-0-3). A study of the principles of organization and administration as applied to correctional agencies. An introduction to concepts of organizational behavior and TQM in the correctional setting. PR: CRMJ 151, 163.

212 Legal Research and Methodology (3-0-3). Study of research methodology in criminal justice and social sciences. The course features an in-depth consideration of legal terminology and the mechanics of legal research. PR: ENGL 102 or 103 (see LAST 212).

215 Criminal Investigation (3-0-3). Introduction to fundamentals of criminal investigation, including theory and history, conduct at crime sciences, collection and preservation of evidence.

221 American Correctional Systems (3-0-3). A study of contemporary American corrections, including detention facilities, organizations and personnel, programs and activities, inmate society, and trends.

250 Police Operations (3-0-3). A study of police operations with a focus on patrol procedures to include Auto, Air, Bike, and K-9. Students will learn the police hiring process from the Physical Aptitude Test (PAT) through the oral interview. The course will also examine police use of force, both lethal and non-lethal. The police-military interface will also be explored. PR: Permission of instructor.

252 Substance Abuse and the Criminal Justice System (3-0-3). A history of the social, moral, cultural and economic problems caused by substance abuse in our society.

280 Police Organization and Administration (3-0-3). A study of the principles of organization and administration as applied to law enforcement agencies. An introduction to concepts of organizational behavior.

292 Juvenile Delinquency (3-0-3). A study of deviant behavior and current criminological theories, with emphasis on justice-system applications as related to juvenile offenders.

298 Correctional Internship (0-50-1). A specialized internship program for correctional students designed to orient and expose them to the working correctional environment. Close supervision by instructional staff will be maintained to ensure adequate student participation. PR: Completion of first two semesters of AS Corrections degree.

ECONOMICS (ECON)

211 Principles of Economics I (Macroeconomics) (3-0-3). An introductory analysis of macroeconomics concepts and issues, emphasizing aggregate demand, supply, and fiscal and monetary policies. Analysis of macroeconomic problems related to the American economy.

212 Principles of Economics II (Microeconomics) (3-0-3). Analysis of consumption and production behavior of household and business organizations. Topics include price and resource allocation and the behavior of firms under different types of market structure.

250 Individual and Family Financial Management (3-0-3). An overview of personal and family financial management. Analysis of financial situations of individuals and families; assessment of needs for cash and credit management, insurance, tax savings, and investments; introduction to components of a comprehensive family financial plan.

EDUCATION (EDUC)

100 Basic Skills Development (3-0-3). This course provides developmental activities in reading, writing, and mathematics, with an emphasis on preparation for the Praxis I test.

110 Foundations of Education (2-0-2). An examination of the historical, sociological, and philosophical foundations of education, including introduction to the teaching profession. Students must complete 20 hours of approved volunteer service in a classroom.

160 Diversity and Education (1-0-1). A study of the sociology of ethnicity and its influence on educational needs. The course also examines effective educational approaches for varied groups. PR/CO: EDUC 110.

200 Child/Adolescent Growth and Development (3-0-3). A comprehensive survey to give a broad view of each stage of development, with emphasis placed on cognitive and social factors and disturbances in development.

295 Special Topics in Education (1-3 hours). Seminars, conferences, workshops, or practicum activities focused on current trends and issues in education. Topics and course objectives will vary according to needs of students, and the course may be repeated for credit. PR: Approval of the Director of Teacher Education.

ELECTRICAL ENGINEERING TECHNOLOGY (ELEC)

218 Fundamentals of Computers (3-3-4). A study of the electronic construction and operation of digital computers, integrated components and elements electronically interconnected for obtaining basic digital computer performance, including an introduction to microprocessors. Individual components and elements are analyzed using Boolean algebra and Karnaugh mapping to insure the most simple and most economical networks. Some basic networks studied are: exclusive OP, half adders, full adders, shift registers, comparators, counters, arithmetic, memory units and microprocessors. PR: GNET 116.

ENGLISH (ENGL)

098 Developmental Reading (3-0-3). Credit not applicable toward degree. Required of students scoring below 17 on ACT Reading Main or COMPASS score of 74 or below. Stresses improvement in reading comprehension and vocabulary. CO/PR: GNED 100.

099 Developmental English (3-0-3). Credit not applicable toward degree. Required of students scoring below 18 on ACT English Main or COMPASS score of 69 or below. CO/PR: GNED 100.

100 Basic Grammar (3-0-3). A basic study of English mechanics and grammar, including basic sentence structure, sentence variety, recognition and avoidance of common grammatical errors, designed to prepare students to express themselves effectively in writing. This is not a General Studies eligible course. This course is required of students who score less than 9 on the ACT English mechanics/usage subtest or COMPASS writing diagnostics score of 75% or below. It may be taken concurrently with ENGL 098, 099 OR ENGL 101.

101 Composition (3-0-3). Practice in the techniques of effective writing and reading, stressing rhetorical methods and patterns of organization necessary for clear, correct, and lively presentation of ideas and information. PR: ACT Reading Main score of 17 or "S" in ENGL 098 or COMPASS Reading score of 75 or above *and* ACT English Main score of 18 or "S" in ENGL 099 or COMPASS Writing score of 70 or above *and* Competent writing sample or diagnostic theme.

102 Research (3-0-3). Continued practice in reading and composition with emphasis on the introduction to literary materials applicable toward the construction and presentation of the research paper. PR: C or higher in ENGL 101 *or* CLEP score of 500 or higher *or* advanced placement waiving ENGL 101 *and* C or higher in ENGL 100 *or* ACT English mechanics/usage subtest score of 9 or higher *or* COMPASS Writing Diagnostics test score of 76% or higher.

103 Technical Writing (3-0-3). Applied study in technical communications- written, oral and visual. Includes reading, elementary logic, persuasion, and discipline-related research project. PR: C or higher in ENGL 101 *or* CLEP score of 500 or higher *or* advanced placement waiving ENGL 101 *and* "C" or higher in ENGL 100 *or* ACT English mechanics/usage subtest score of 9 or higher *or* COMPASS Writing Diagnostics test score of 76% or higher.

201 The Humanistic Tradition (3-0-3). An introduction to the cultural heritage of the western world as reflected in Western literature from the Homeric period to the nineteenth century. PR: A grade of "C" or higher in ENGL 102 or 103. (HIST 101 provides excellent background for this course).

205 The Modern Tradition (3-0-3). A study of modern western literature beginning with realism through mid-twentieth century, emphasizing major forms and themes. PR: a grade of "C" or higher in ENGL 102 or 103.

235 Applied Studies in Language Arts (1-3 semester hours). Directed extracurricular activities in the language arts such as school newspaper, yearbook, dramatics, and literary magazines. May be repeated to 6 hours. PR: Permission of directing professor.

250 Survey of American Literature (3-0-3). An in-depth survey of representative writers from the colonial period to the present, reflecting a wide spectrum of literary and philosophic ideas and the cultural and ethnic diversity of the American experience. PR: ENGL 102 or 103.

255 Survey of British Literature (3-0-3). An in-depth survey of major works of poetry and prose of British literature from the Anglo-Saxon period to the present that reflect the cultural, social, historical, and literary issues of the respective times. PR: ENGL 102 or 103.

290 Topics in English (3-0-3). Formal course in diverse areas of English composition or literature. Course may be repeated for different topics. PR: Consent of Instructor.

291 Topics in Writing (3-0-3). A creative writing course with variable topics as announced such as poetry, fiction, drama, children's literature, science fiction. PR: A grade of "C" or better in English 102 or 103.

ENVIRONMENTAL SCIENCE (ENVR)

101 Introduction to Ecology (4-0-4) This course introduces students to ecology--the branch of science dealing with the relationships of living things to one another and to their environment. A general overview of various branches of the science, including evolutionary and behavioral ecology, population ecology, community ecology, and ecosystem ecology is provided.

102   Environmental Policy (3-0-3)   This course focuses on the historical development of environmental politics and policy making in the United States since the 1970s. U.S. efforts to mitigate pollution of the nation's air, land, and water are discussed in relation to social, political, economic, and environmental factors that have influenced or are influencing those efforts. PR: ENVR 101.

201   Freshwater Quality and Ecology (4-0-4) This course is an overview of the physical, chemical, and biological processes in streams, lakes, and wetlands, with an emphasis upon study design and sampling methods for streams. Anthropogenic effects upon aquatic systems that change the structure, composition, and quality of freshwater are also studied. PR: ENVR 101 and ENVR 102 .

202   Environmental Science Internship (3-0-3**)** To successfully complete this course, the student is required to work at least 100 hours in his or her area of environmental interest. The internship must apply the student's ecological knowledge under the supervision of a qualified environmental scientist at a governmental agency, consulting firm, industry, or other acceptable organization.   The student is required to receive prior approval of proposed work from the instructor and will complete Internship Requirements, as provided to the student at the beginning of the course.   PR: Students must have completed the first two semesters of the Environmental Science degree.

203   Natural Resource Conservation and Management (3-0-3) This course reviews the historical evolution of conservation and explores the use of ecological principles to manage natural resources, with an emphasis upon ecosystem management practices that are sustainable and promote biodiversity. PR ENVR 101 and ENVR 102 .

204   Environmental Ethics and Society (3-0-3) This course examines human causes and consequences of environmental change and provides an overview of contemporary moral and ethical perspectives on environmental issues. PR: ENVR 101 and ENVR 102.

205   Special Topics in Environmental Science (4-0-4)   This course provides a study of selected topics in environmental science, depending upon the instructor's specialty. Consequently, topics may vary from semester to semester, but will always be based in ecological principles. PR: ENVR 101 and ENVR 102 .

206   Environmental Science Seminar (3-0-3) This course is designed to teach students the art of reviewing existing environmental literature, designing experiments, collecting data, analyzing data, and presenting research. During the semester, the student will produce an original scientific research paper or extensive literature review that focuses upon his or her area of environmental interest. Topics, methods, and data may be gleaned from previous coursework and internship experience. PR: Students must have completed the first three semesters of the Environmental Science Program in order to enroll in this course.

Fine Woodworking (FINW)

110   Hand Tools/Basic Machines (1-15-7) This course covers hand tool use and basic machining techniques necessary for custom furniture construction. Topics include hand tool options and tune-up for furniture joinery as well as safe and efficient machine use with initial emphasis on table saw, radial arm saw, joiner, and planer. Upon completion, students should be able to properly set up and efficiently use hand tools and basic machines to layout and construct custom furniture.

111   Furniture Construction Intro (2-15-7) This course provides continued skill development in both hand work and machine operation by requiring a more advanced level of difficulty in project selection. Topics include more complex building methodology, fixtures, fitting and assembly, carving, and further machining experience. Upon completion, students should be able to demonstrate competence in general furniture making ability and familiarity with more advanced techniques. PR MATT: 110.

120   Furniture Making Process (1-2-2) This course introduces the planning process from design concept and freehand sketching through consideration of certain properties of wood as a medium. Topics include use of proper woodworking methods considering certain properties of wood and freehand sketching using perspective techniques. Upon completion, students should be able to recognize certain properties of wood in the design process and be able to convey a mental image on paper.

121   Furniture Drawing (1-4-1) This course introduces drawing of furniture forms by use of instrument drawing and PC-based CAD systems. Topics include orthographic, isometric, and perspective drawing techniques and CAD system component use. Upon completion, students should be able to use drawing instruments and a PC-based CAD system to draw furniture forms. PR: MATT 120.

126   Basic Finishing (1-4-1) This course covers finishing applications typical of the small shop environment. Topics include preparation for finishing, wood coloring options, oils and varnishes. and other top coat finishes and special treatments. Upon completion, students should be able to choose and apply the most appropriate finish for a specific application. PR: MATT 110.

140   Wood Turning (1-6-3) This course covers the operation and use of the hand lathe for center work and bowl turning. Topics include hand skills covering beads, coves, fillets. tapers, and their variations in center work and basic bowl turning. Upon completion, students should be able to demonstrate consistent reproduction of shape and center work and bowl work. PR:MATT 110.

142   Veneer and Inlay (1-6-3) This course covers both traditional and current veneering concepts in flat or bent work and techniques of inlaying. Topics include selection of substrates, face veneers and veneer matching, laminating options. inlay materials and techniques. Upon completion, students should be able to demonstrate veneering and inlaying techniques used in custom furniture making. PR: MATT 110.

144   Woodbending (1-6-3) This course covers techniques of woodbending. Topics include forms, solid wood properties, and techniques for bending. Upon completion, students should be able to demonstrate bending techniques used in custom furniture making. PR: MATT 110.

150   Equipment Maintenance (1-3-2) This course covers the proper equipment maintenance procedures necessary within a typical custom or limited furniture woodworking facility. Topics include cleaning, lubricating, adjusting, sharpening, and basic maintenance of electrical equipment including parts replacement and repair. Upon completion. students should be able to demonstrate an understanding of mechanical principles and perform routine repair of most major shop equipment. PR: MATT 110.

210   Furniture Design (1-4-3) This course introduces design concepts as they relate to functional furniture. Emphasis is placed on design. function, form, materials, color, and styles as they relate to furniture. Upon completion, students should be able to draw a furniture design project. PR: MATT 121

211 Furniture Construction II (1-21-8) This course expands furniture making skills by requiring selection of a project that includes a majority of techniques previously presented in the program. Emphasis is placed on fine and creative craftsmanship used in building advanced level projects. Upon completion, students should be able to build an advanced furniture project from their design. AAS students will be required to complete an exit piece to exit this course. PR: MATT 111, MATT 126

FIRE TECHNOLOGY (FIRE)

The following courses are offered online only in conjunction with other institutions across the country, supported by the Community and Technical System of West Virginia.

101 Fire Administration I (3-0-3). Introduces the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes leadership from the perspective of the company officer. Includes the completion of performance skills.

102 Fire Administration II (3-0-3). Studies fire service management pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. Includes the completion of performance skills.

103 Legal Aspects of Fire Protection (3-0-3). Teaches the rights, duties, liability concerns and responsibilities of public fire protection agencies while performing assigned duties.

104 Methods of Teaching (3-0-3). Prepares public safety personnel to effectively teach technical skills, techniques and information.

105 Building Construction for the Fire Service (3-0-3). Explores building construction and design as related to fire spread and suppression in various structures. Examines potential hazards resulting from construction practices and materials.

FRENCH (FREN)

101 Elementary French I. (3-0-3). Grammar and syntax, pronunciation, elementary written and oral composition.

102 Elementary French II. (3-0-3). Continuation of French 101 with introduction of elementary collateral readings. PR: FREN 101.

FUNERAL DIRECTOR PROGRAM (FNDR)

The following courses are offered online only in conjunction with other institutions across the country, supported by the Community and Technical System of West Virginia.

101 Funeral Management/Merchandising (6-0-6). The practices and procedures of establishing a funeral home are covered including personnel management, vital statistics, records and forms. Government regulations of OSHA, FTC and ADA are studied. An in-depth study of merchandising funeral goods including caskets and vaults is covered.

102 Funeral Service Psychology (3 -0-3). This course studies the implications of grief and bereavement and the role of the funeral director in counseling the bereaved. The social role of the funeral director in the dynamic of grief and an investigation into the changing attitudes toward death is also studied.

103 History of Funeral Service (3-0-3). The historic role of the funeral director is investigated from ancient to present day as well as projected directions and functions of the funeral

profession. Ethical and legal implications of these changing trends are discussed. Various religious, ethnic, fraternal and military practices are studied.

104 Funeral Service Law (3-0-3). This course identifies the methods of disposing of human remains and the legal responsibilities of the funeral director. Principles of both mortuary and business law are covered from the local, state and federal level. Cemetery regulations, liability and pre-need are also studied.

GENERAL EDUCATION (GNED)

100 Life Management Skills (3-0-3). This is a course designed to assist students in the acquisition of college survival skills, as well as skills for successful living. The course, designed primarily for freshman students, provides the opportunity for acquiring self management skills and college success skills. Upperclassmen may register for the class with the permission of the instructor.

101 Portfolio Development (3-0-3). This course is designed to assist students enrolled in Board of Governors Associate in Applied Science Degree program with the writing and assembly of the portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning – acquired through professional work experience or other life experiences – to college credit. PR: Admission to the Board of Governors A.A.S. program.

GENERAL ENGINEERING TECHNOLOGY (GNET)

101 Technical Physics I (3-3-4). A study of mechanics and heat. Topics discussed include vectors, concurrent and nonconcurrent forces, kinematics and linear motion, work, energy, simple machines, impulse, momentum, thermal expansion, specific heat, and change of state. PR: ACT score in mathematics of 21 or above, or GNET 098 or COMPASS Engineering Math score of 70 or higher, or a grade of "C" in Math 109.

102 Technical Physics II (3-3-4). A study of the basic concepts of electricity and the application of these concepts to fundamental direct and alternating current circuits. The principles of electromagnetism and
electrostatics are also studied and applied to problems involving the production and utilization of electric energy. PR: ACT score in mathematics of 21 or above, or GNET 101, or a grade of "C" in Math 109. .

115 Technical Mathematics I (4-0-4). A study of fundamental algebraic concepts and operations, functions and graphs, trigonometric functions and their graphs, linear equations and determinants, factoring, fractions, vectors, and triangles. PR: ACT score in mathematics of 21 or above, or a grade of "C" or higher in Math 102.

116 Technical Mathematics II (4-0-4). A study of exponents and radicals, complex numbers, logarithms, systems of equations, theory of equations, inequalities, determinants, matrices, variations, progressions, properties of   trigonometric functions, and inverse trigonometric functions. PR: GNET 115.

GEOGRAPHY (GEOG)

150 Introduction to Geography (3-0-3). An introduction to the study of geography as a social science emphasizing the relevance of geography to human problems, map reading, and place name recognition.

290 Topics in Geography (3-0-3). Formal course in diverse areas of geography. Course may be repeated for different topics. PR: Consent of instructor.

HEALTH (HLTH)

101 Health Science and College Life (3-0-3). An approach toward developing a positive

health behavior in college students through the development of a positive attitude and actualized through application of sound information.

110 **Health Promotion and Protection (3-0-3).** This course involves exploring and identifying factors influencing health and wellness. A personal health promotion plan will be implemented and evaluated. This is a distance learning course, designed for the independent, adult leaner. Classroom instruction consists of twelve 2.5-hour classes per semester. The student will be required to complete outside assignments. This course is also offered asynchronously. If the student chooses this mode of learning, the student may complete the course at his/her pace, within the course of the semester. Outside assignments will be due on the same dates as listed for other students. Exams may be scheduled with a proctor.

201 **Safety and First Aid (2-0-2).** This course is a presentation of current concepts and techniques for prevention and care of emergency situations. Included will be information on various types of accidents, and their causes and preventive measures.

HISTORY (HIST)

101 **World Civilization (3-0-3).** A study of civilization from prehistoric man to the Age of Absolutism with emphasis on the development of World culture.

102 **World Civilization (3-0-3).** A study of world civilization from the Age of Absolutism to the present with emphasis on the development of global culture.

105 **American History (3-0-3).** Study of the European background, colonial beginnings, the historical, economic, social and political growth of America prior to 1865.

106 **American History (3-0-3).** Study of the historical, political, social, economic and cultural aspects of American civilization since 1865.

290 **Topics in History (3-0-3).** Formal course in diverse areas of history. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript.

HOSPITALITY AND TOURISM MANAGEMENT (HOSP)

101 **The Lodging and Food Service Industry (3-0-3).** The text provides an overview of the travel and tourism field, along with insight into each department in a lodging and food service operation. Including the history of lodging, organization and structure of lodging operations; as well as the organization, operation and management of food services. Field trips, guest speakers and projects provide a basic background into this industry. *Credit for this course may be earned with High School ProStart or Lodging Management completion.

102 **Hospitality Supervision (3-0-3)**. Identify key supervisory skills and understand why supervisors fail; develop the communication skills essential for effective leadership; increase productivity and raise performance standards; turn basic human resources functions into motivational strategies. Course will use a text, field trips, projects and student involvement. *Credit for this course may be earned with High School ProStart or Lodging Management completion.

103 **Sanitation and Safety ServSafe Essentials Certification (3-0-3).** ServSafe is a nationally recognized food safety course. The ServSafe program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. You will learn science-based information on how to run a safe establishment--information needed to be a part of the food-safety team. Upon completion of course and exam, the National Restaurant Association, Educational Foundation will issue each student a Certificate of Completion.

104 Food and Beverage Controls (3-0-3). Students will learn processes of controlling resources to reduce costs in food and beverage operations. Learn how to balance effective budgeting and staffing techniques, maximize revenue and still provide quality, desirable services for your customers.

106 Food Production Principles (3-0-3). Learn the relationship between art and science in culinary preparation, the importance of proper presentation of food, how knowledge of kitchen terminology and basic skill affects food preparation. *This text is required for the American Culinary Federation Educational Institute National Apprenticeship Training Program.

108 Front Office Procedures (3-0-3). Learn the role of each staff member in maintaining high-quality service; secrets to keeping the front office profitable; guest safety and key control guidelines and the impact of the latest technology. Students will be required to spend 9 hours at a reservation desk under the supervision of experienced personnel, 3 hours in each of the three types of establishments: resort hotels, bed and breakfasts, inns and motels.

110 Internship I (1-6-3). Students are assigned to local lodging establishments to work under the supervision of facility personnel. Students will have 90 hours of exposure to actual working conditions and gain experiences in various aspects of lodging, plus the equivalent of one classroom hour per week in an on-campus seminar.

112 Housekeeping Management (3-0-3). Housekeeping is critical to the success of today's hospitality operations. Learn to take the day-to-day operations of this department from management to technical details, using text, case studies, field trips, projects and guest speakers.

202 Hospitality Law (3-0-3). A study of the basic legal principles governing hospitality operations; laws about employees, building codes, public health regulation, and tax laws are all subjects to be covered in depth.

203 Managing for Quality in the Hospitality Industry (3-0-3). Students learn how to improve their leadership abilities and develop an understanding of high-performance teams and employee empowerment. The text covers how to put quality management tools into action to enhance service and boost business. Each student will complete a project, managing the class and the project from start to finish.

204 Convention/Conference Sales and Services (3-0-3). Students will take an in-depth look at the nature and scope of today's meetings and conventions market. Students will learn how properties can increase their market share of the convention, meeting and trade show business. How to effectively service this market and what meeting planners look for in a site. Field trips, guest speakers and class project will be part of this class on Convention Sales and Services. PR: HOSP 101, 102, 203, 207. *This course to be offered in alternate years with Managing Hospitality Human Resources--only one is required for degree completion.

206 Managing Hospitality Human Resources (3-0-3). Students will learn to attract and retain productive employees, how to manage the scheduling, training, and job satisfaction needs of employees, and how to handle labor relations and union issues. Students will visit and interview Human Resources departments at The Homestead, The Greenbrier Hotel and Snowshoe Resort, etc. *This course to be offered in alternate years with Convention Sales and Services--only one is required for degree completion.

207 Food and Beverage Management (3-0-3). The text covers how to: increase profits by maximizing service, efficiency, productivity, and technology; satisfy the food-quality and nutritional demands of today's guest; meet legal, safety and sanitation requirements; build business through effective marketing strategies. Field trips, guest speakers and class projects: such as, the Annual Cancer Benefit, completely organized, staffed and managed by students in this class. Class discussion, personal involvement and projects are important in this class on management. PR: HOSP 101, 102, 103, and MRKT 110.

209 Event Management I (3-0-3). This class will cover the role and scope of events in the hospitality industry, as well as the process of planning, organizing, and managing events in small settings, 10-100 participants.

210 Internship II (1-9-4). During this internship, students will choose from several local lodging or food service establishments to work under the supervision of facility personnel, to include 135 hours direct experience in the student's field of choice. Students will also meet with internship administrator, for a total of 20 hours in an on-campus seminar; as well as complete Internship Requirements provided to each student at the beginning of this Internship II course.

211 Event Management II (3-0-3) This class reviews the role and scope of large events in the hospitality industry, as well as the process of planning, organizing, and managing events in large settings, 101-1000 participants. PR: HOSP 209.

215 Event Design and Production (3-0-3) This course covers the many aspects of event production, including art, design, and staging. PR: HOSP 101, 209.

230 Destination Marketing (3-0-3) This course covers the development of destination-oriented marketing goals and strategies with an emphasis on integrated destination marketing. Covers trends and challenges influencing destination marketing. PR: HOSP 101, 209.

275 Meeting Management (3-0-) This course discusses the process of meeting planning, from setting objectives to analyzing the success of the event. PR: HOSP 101, 209.

280 Catering Management (3-0-3)   The focus of this course is on catering sales and operations, with an emphasis on logistics, market segments and service. PR: HOSP 101, 209

HUMANITIES (HUMN)

150 Introduction to Fine Arts (3-0-3). Introduces the student to selected examples of music and the visual arts representing the sociocultural influences and stylistic trends of various periods. The conceptual basis, materials, techniques, and more subtle aspects of creativity will be emphasized.

222 Philosophy (3-0-3). The course introduces the student to the basic concepts of deductive reasoning, the syllogism, and dialectic thought in defining the role of ethics and aesthetics within the humanistic tradition of both the East and the West. PR: ENGL 102 or ENGL 103.

INFORMATION TECHNOLOGY (ITEC)

100 Critical Thinking (2-0-2). This course presents a general picture of the critical thinking process. It provides some of the critical thinking tools that will enable the student to look at a question, think through a problem by identifying and examining the elements involved with the problem, by recognizing that one must understand the discipline of the subject being evaluated, and by using the standards that will support the critical thinking process.

101 Principles of Information Systems (3-0-3). This course is an introduction to basic computer information systems principles and terminology. It offers a broad survey of the discipline and illustrates the importance of determining information system requirements. It will examine the importance of information systems in networked and global business. Topics will include hardware and software selection criteria, scheduling, conversion planning, legal and ethical issues, and security.

114 Survey of Operating Systems (3-0-3). This course provides an exhaustive survey of operating systems. Includes coverage of Windows, Windows NT, UNIX, MAC operating systems, and NetWare. PR: IT 100 or IT 101

180 PC Maintenance (3-0-3). This course is designed to prepare students to perform routine maintenance and repairs on the PC. Emphasis will be on installation, maintenance, troubleshooting, upgrading, and repairing of PC's. Includes coverage of networking and client/server issues. Prepares student for the A+ Certification. This course is not recommended for students with no computer experience.

181 Advanced PC Maintenance (3-0-3). This course continues PC Hardware Maintenance I. Emphasis is on operating system installation and trouble shooting skills. Students will complete lab exercises to build a system from individual parts. PR: IT 180.

183 Network+ (4-0-4). This course provides background in the fundamentals of networking through vendor-independent networking skills and concepts that affect all aspects of networking. Topics covered include: basic networking concepts, protocols, network devices, TCP/IP architecture, Internet addressing, routing, servers, remote connectivity, user management, network security, encryption and firewalls, as well as troubleshooting and diagnostic tools. This course is not recommended for students with no computer experience. PR: Permission of the Division Chair.

188 Introduction to Programming Logic (3-0-3). This course introduces the basic concepts of programming logic. Students will examine the basic constructs of selection, sequence, and repetition, abstract data structures of records, arrays, and linked lists, and file access methods.

190 Introduction to Programming in Visual C++ (3-0-3). This course is an introduction to programming using Visual C++ software. The course begins with a language neutral coverage of programming theory and various program structures. The course continues with programming of theory concepts using Visual C++. Programming concepts covered include sequence, selection, repetition, files, arrays, and linked lists. Students will use concepts to create programs manipulating simple and complex data structures. PR: Permission of the Division Chair.

192 Introduction to Programming in Visual Basic (3-0-3). This course will introduce students to the concepts of programming using Visual Basic. Modular programs using the three basic constructs and files will be written and debugged. PR: Permission of the Division Chair.

194 Introduction to Programming Java (3-0-3). This course is an introduction to programming in Java covering the use of pre-written Java classes and methods and the development of new classes and methods. The class emphasizes program structure and documentation along with algorithm development. PR: Permission of the Division Chair.

210 Network Administration I (3-0-3). This course will provide students with a formal review of Microsoft Windows 2000 Professional including installation and administration, domain structures, workgroups, disk configuration, Microsoft Management Console, Active Directory, network protocols, security, policies, and troubleshooting practices. This course will also help to prepare for the MCSE exam (70-210). This course is not recommended for

students with no computer experience. A+ and/or Networks+ background is recommended. PR: Permission of the Division Chair.

215 Network Administration II (3-0-3). This course will focus on installation, administration, and implementation of Windows 2000 Server. Focus objectives will also include configuring, optimizing, troubleshooting and monitoring reliability, services, protocols, hardware, security, performance and software. This class may also be used to prepare the student to pass the Microsoft Windows 2000 Server test (70-215). This course not recommended for students with no computer experience. A+ and/or Networks+ background is recommended. PR: Permission of the Division Chair.

216 MS Network Administration III (3-0-3). This course will provide students with a formal review of Windows 2000 Network Infrastructure certification including protocols, physical design, company implementation, industry standards, and routing and client integration. This course will also help to prepare for the MCSE exam 70-216. PR: IT 215.

217 MS Network Administration IV. This course will provide students with a formal review of Active Directory Infrastructure including installation, configuration, troubleshooting, and administration of Active Directory, DNS, DHCP, Security, GPO's, SQL server, and security. This course will also help to prepare for the MCSE exam 70-217. PR: IT 215

260 Introduction to Oracle: SQL and PL/SQL (3-0-3). This course introduces the SQL and PL/SQL functions. Students will create and maintain database objects, store, retrieve, and manipulate data. They will also create PL/SQL blocks of application code for shared forms, reports, and data management applications. This course prepares the student for certification toward OCP - Applications Developer. PR: Permission of the Division Chair.

269 Project Management (3-0-3). This course covers the topics necessary to achieve quality project management. Topics include project integration, scope, time, cost, quality and HR management along with risk and procurement.

272 Internship (1/4-0-1/4). This course is designed to give students intermediate contact with business and industry through a hands-on training internship. Course content will be centered on the student's career path and individualized according to industry placement. PR: Permission of the instructor.

274 Capstone Project (1-0-1). This course is designed to pull all aspects of the program together. Students will be responsible for creating and designing a full system based on their program path. Students must present findings and pass a comprehensive program exam. This course will span several blocks to allow sufficient time to complete the project. PR: Permission of the instructor.

LICENSED PRACTICAL NURSE (LPNU)

105 Foundations of Nursing (4-0-4). This course introduces the student to the basic concepts, principles, and skills necessary for the practice of practical nursing. It is designed to provide the foundation of knowledge for providing basic, holistic nursing care to individuals with predictable health care needs. Emphasis is placed on the use of the nursing process to assist students develop critical thinking skills and to meet the physiological, social, and psychological needs of hospitalized patients. PR: Admission to the School of Practical Nursing. CR: LPNU 115; LPNU 116;LPNU 117; LPNU 118; LPNU 124; LPNU 126.

115 Nursing Foundations Clinical Lab (3-0-3). This supervised clinical laboratory course focuses upon building competency in the utilization of nursing skills and concepts taught in the co-requisite nursing courses. Students progress from assisting with simple patient care activities to more complex nursing interventions. Critical thinking in clinical situations is introduced as students begin to use the nursing process to develop nursing plans of care. To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Admission to the School of Practical Nursing. CR:

LPNU 105; LPNU 116; LPNU 117; LPNU 118; LPNU 124; LPNU 126. **Note: This course is Pass/Fail.**

116 **Geriatrics (2-0-2).** This course focuses on the concepts and principles that guide nursing care of the elderly. Theories of aging, the aging process, promotion of wellness, and common age-related alterations in physical, social and psychological health are emphasized. Nursing process is used to encourage the development of critical thinking in relation to developing nursing plans of care to meet the physical, social and psychological needs of the elderly. Nursing skills commonly associated with care of the aging patient are discussed. PR: Admission to the School of Practical Nursing. CR: LPNU 105; LPNU 115; LPNU 117; LPNU 118; LPNU 124; LPNU 126.

117 **Geriatrics Clinical Lab (2-0-2).** This supervised clinical laboratory course focuses on building competency in the utilization of nursing skills to provide care to the elderly patient. Students deliver nursing care in long-term care facilities to small groups of patients. Critical thinking and the nursing process are used to assess, plan, implement and evaluate nursing care focusing on adapting care to meet the physical, social, and psychological needs of assigned patient groups. To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Admission to the School of Practical Nursing. CR: LPNU 105; LPNU 115; LPNU 116; LPNU 118; LPNU 124; LPNU 126. **Note: This course is Pass/Fail.**

118 **Introduction to Practical Nursing Credit Hours (3-0-3).** This course aids the student in the transition from layperson to nursing student. The student is introduced to the concepts of teaching/learning, time management, therapeutic communication, nurse-patient relationships, and cultural/religious needs of diverse populations, medical ethics, and legalities of practical nursing practice. It includes the history of nursing and the role of the licensed practical nurse in various healthcare settings PR: Admission to the School of Practical Nursing. CR: LPNU 105; LPNU 115; LPNU 116; LPNU 117; LPNU 124; LPNU 126.

120 **Adult Medical–Surgical Nursing I Credit Hours (4-0-4).** This course builds on the principles, concepts, and skills introduced in Foundations of Nursing (LPNU 105) and Geriatrics (LPNU 116) to focus study on adults with alterations in selected medical-surgical conditions. Utilizing a body systems approach, the course is designed to prepare the student in the use of the nursing process when caring for the adult patient experiencing pathophysiological alterations requiring medical and/or surgical interventions. Included in the course is the nursing care of the adult patient with simple to complex short term or long term nursing needs. Advanced nursing skills are introduced. PR: Successful completion of all first semester nursing courses. CR: LPNU 121; LPNU 125; LPNU 127.

121 **Adult Medical-Surgical Nursing I Clinical Lab (5-0-5).** This supervised clinical laboratory course focuses upon building competency in the utilization of nursing skills and concepts taught in the pre-requisite and co-requisite nursing courses. Student laboratory assignments focus on providing care for adults experiencing pathophysiological alterations in health requiring medical and/or surgical interventions requiring complex short and long term nursing care. Nursing process is used to continue development of critical thinking skills as students write one patient care plan each clinical week To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Successful completion of all first semester nursing courses. CR: LPNU 120; LPNU 122; LPNU 123; LPNU 125; LPNU 127. **Note: This course is Pass/Fail.**

122 Maternal-Child Nursing (2-0-2). This course utilizes principles of family-centered nursing and nursing process to focus on nursing care of the young family. Course content includes maternal health and fetal development from conception through the postpartum period. Normal physiological and psychosocial changes associated with pregnancy and their relationship to patient and family needs for nursing care and education are emphasized. Using Erickson's and Piget's theories of growth and development, normal growth and development from birth through adolescence is combined with the study of common pediatric health alterations and associated nursing care needs of these age groups. PR: Successful completion of all first semester nursing courses. CR: LPNU 120; LPNU 121; LPNU 123; LPNU 125; LPNU 127.

123 Maternal-Child Nursing Clinical Lab (2-0-2) This supervised clinical laboratory course focuses on building competency in the utilization of nursing knowledge and skills to provide nursing care to obstetric and pediatric patients. Clinical obstetric laboratory assignments emphasize assessment, common nursing interventions related to the obstetrical patient, and development of specific skills related to delivery and the immediate postpartum period. Clinical pediatric laboratory assignments emphasize normal growth and development, developing skills related to pediatric assessment and providing age appropriate nursing care to children with common alterations in health. To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Successful completion of all first semester nursing courses. CR: LPNU 120; LPNU 121; LPNU 122; LPNU 125; LPNU 127.

124 Principles of Nursing Pharmacology (2-0-2). This course provides an introduction to the basic principles and concepts of pharmacology. Nursing process and patient education is emphasized as central to pharmacology in nursing. Finally, specific drug classes commonly used to manage pain and infection are described. NOTE: Students must complete a drug calculation examination with a minimum score of 79% to continue in the practical nursing program PR: Admission to the School of Practical Nursing (with instructor permission, students needing a Pharmacology course to qualify for licensure examination eligibility). CR: LPNU 105; LPNU 115; LPNU 116; LPNU 117; LPNU 118; LPNU 126 (or equivalent completed course work). **Note: This course is Pass/Fail.**

125 Clinical Pharmacology for Nurses (2-0-2). This course builds upon pharmacological principles discussed in Principles of Nursing Pharmacology (LPNU 124) to focus on specific drug therapy for common alterations in health. Body systems and physiological drug classifications are used to organize the study of drug therapy to treat common alterations in health with emphasis on the pharmacodynamics and pharmacokinetics including usage, adverse reactions, and patient education. Specific principles of drug utilization in the obstetrical and pediatric patient populations are discussed, including management of labor, delivery, pre-eclampsia and eclampsia, and pediatric drug dosage calculation. PR: Successful completion of all first semester nursing courses, (with instructor permission, students needing a pharmacology course to qualify for licensure examination). CR: LPNU 120; LPNU 121; LPNU 122; LPNU 123; LPNU 127; (or equivalent completed course work).

126 Principles of Nutrition for Nursing (1-0-1). This course focuses on the basic principles of nutritional science, including the macro and micro nutrients, water, dietary guidelines and daily requirements. Focusing on adults, Healthy People 2010, Nutritional Guidelines for Americans, Recommended Daily Allowances, and the Food Pyramid are discussed as the basis for assessment of nutritional status. Cultural, ethnic and religious influences on dietary patterns are also identified and discussed. PR: Admission to the School of Practical Nursing (with instructor permission, students needing a nutrition course to qualify for licensure examination). CR: LPNU 105; LPNU 115; LPNU 116; LPNU 117; LPNU 118; LPNU 124 (or equivalent completed course work).

127 Clinical Nutrition for Nurses (2-0-2). This course builds on the nutritional principles discussed in Principles of Nutrition for Nursing (LPNU 126) to focus on specific diet therapy utilized in the treatment of common alterations in health. Content is organized using body systems and disease processes to discuss diet therapy in selected cardiovascular, gastrointestinal, and renal disorders. Dietary considerations for patients with burns, surgical interventions, diabetes mellitus, and cancer are described, including use of dietary supplements, total parenteral nutrition (TPN), and peripheral parenteral nutrition (PPN). Specific principles of diet therapy for the obstetrical and pediatric patient populations are discussed. PR: Successful completion of all first semester practical nursing courses (with instructor permission, students needing a nutrition course to qualify for licensure examination). CR: LPNU 120, LPNU 121, LPNU 122; LPNU 123; LPNU 125 (or the equivalent).

130 Adult Medical-Surgical Nursing II (4-0-4). This course builds on the knowledge and skills developed in previous nursing courses to focus study on adults with complex alterations in health, and the development of personal leadership skills. Utilizing a body systems approach, the course is designed to prepare the student in the use of the nursing process when caring for small groups of adults experiencing pathophysiological alterations requiring complex medical and nursing interventions. PR: Satisfactory completion of all first and second semester nursing courses. CR: LPNU 131; LPNU 132; LPNU 133; LPNU 138.

131 Adult Medical-Surgical Clinical Lab (4-0-4). This supervised clinical laboratory course focuses upon building competency in the utilization of nursing knowledge and skill taught in pre-requisite and co-requisite nursing courses. Student laboratory assignments focus on providing care for groups of adults experiencing complex pathophysiological alterations in health. Students are given opportunities to develop leadership skills in team membership, team leading, and serving as the medication and treatment nurse for groups of 8 or more patients. Nursing process is used to continue development of critical thinking skills. To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Successful completion of all first and second semester nursing courses. CR: LPNU 130; LPNU 132; LPNU 138. **Note: This course is Pass/Fail.**

132 Mental Health Nursing for Practical Nurses (2-0-2). This course studies human behavior with emphasis on emotional and mental abnormalities and modes of treatment incorporating the nursing process. Theoretical concepts of mental behavioral health for all age groups are introduced, including developmental disabilities. Therapeutic communication skills in relation to providing nursing care to patients with altered thought processes are emphasized. PR: Successful competition of all first and second semester nursing courses. CR: LPNU 130; LPNU 131; LPNU 133; LPNU 138.

133 Mental Health Clinical Lab (2-0-2). This supervised clinical laboratory course focuses on building competency in utilization of nursing knowledge and skills taught in Mental Health Nursing for Practical Nursing (LPNU 132) and other pre-requisite and co-requisite courses. Laboratory assignments focus on caring for institutionalized patients with alterations in mental health and the application of theoretical knowledge in the management of various mental health alterations. Students interact with patients on a one to one basis and in group situations. To provide meaningful clinical supervision and learning, a ratio of 1 instructor to no more than 10 students is maintained. PR: Successful completion of all first and second semester nursing courses. CR: LPNU 130; LPNU 131; LPNU 132; LPNU 138. **Note: This course is Pass/Fail.**

138 Practical Nursing: Practice, Issues and Trends (3-0-3). This capstone course aids the practical nursing student in the transition from student to licensed practical nurse. The content focuses on the concepts and principles associated with leadership, delegation, team leading, professionalism, and selected nursing and healthcare issues. Sections of the WV Nurse Practice Act associated with practical nursing, including role, scope of practice, licensure, discipline, and continuing education, are studied in detail service activities. Preparation and review for the NCLEX-PN licensing examination is offered with emphasis on computer testing skills, and the various content areas included in the examination. PR: Successful completion of all first and second semester nursing courses. CR: LPNU 130; LPNU 131: LPNU 132; LPNU 133.

LEGAL ASSISTING (LAST)

101 Legal Assisting (3-0-3). Study of the various roles played by paralegals in the legal system and skills required to work as a paralegal in several major areas of law. Also, structure of the West Virginia Judicial System, ethics, as they apply to paralegals, and the art of interviewing.

104 Administrative Agency Advocacy (3-0-3). Techniques of legal interviewing and details of case preparation and presentation before state and federal governmental agencies which allow non-lawyer advocacy. PR: LAST 101.

105 Legal Terminology (3-0-3) . Introduces the elements of legal terminology. Emphasis is placed on building familiarity with legal words that apply to the court system, contracts, family law, real estate, litigation, wills/probate, bankruptcy, and general legal terms. PR: Provisional admission

106 Law of Domestic Relations (3-0-3). Prepares the student to undertake tasks associated with the law of domestic relations, including preparation of documents of complaint, answer and summons, pleas, research reports, conclusions of law, and the judgment order. PR: LAST 101.

141 Westlaw Research (1-0-1) WestLaw Research (1 lab hour). This course will provide students hands-on experience in electronic legal research. Students will be able to research federal and state cases based on case numbers and also by case topics. Only those students in the Legal Assistant program are permitted to take this course. The WestLaw Company, provider of the legal database, mandates by contract with New River Community and Technical College that only legal assistant students can access this database.

201 Business Organization and Governmental Regulations (3-0-3). Procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy. PR: LAST 101; BUSN 211; BUSN 212.

203 Estate Planning and Probate Administration (3-0-3). Overview of the transferring of assets, including trusts, wills, and gifts, and a review of typical documents. Includes administration of estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators') accounting and responsibilities, documents to be filed; work up trial documents for counsel's assistance. PR: LAST 101; BUSN 211, 212.

205 Civil Litigation (3-0-3). Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; workup of trial documents for counsel's assistance. PR: LAST 101, BUSN 211.

208 Real Estate Law (3-0-3). Study of principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state

and federal regulations thereof. PR: LAST 101, BUSN 211, 212.

209 Real Estate Law II (3-0-3). This course will inform the student on such topics as legal descriptions, real estate taxes and liens, transfer of title, title records, property management , development real estate math, and closings.

210 Legal Internship (3-0-3). Places students in work situation for 150 hours of work experience prior to employment. Correlates classroom instruction with experience. One hour of academic credit per 50 hours of internship. PR: Permission of the coordinator. Sophomore standing.

242 Legal Machine Transcription (1-2-3). Introduction to the efficient operation of transcribing equipment, good listening techniques, grammar, punctuation, correct business English and business formats. Emphasis is placed on high production rates with mailable copy. Legal students will focus on transcribing and formatting current legal documents. PR: POST 111 Keyboarding/Document Processing and POST 121 Text Editing Rules and Applications. SEE POST 242 Machine Transcription.

MACHINING TECHNOLOGY (MATT)

101 Machine Tool Technology I (1-5-3). Assigns students specially designed projects that will incorporate material selection layout, and machining using hand tools, the engine lathe, milling machine, drill press, saws, welding equipment and other shop equipment.

103 Machine Tool Technology II (1-5-3). Develops additional machining skills for those students who have the basic skills that were developed in Machine Tool Practices I. The student will work from more complex engineering drawings and use all of the shop equipment to produce parts that will assemble into a more complex assembly.

125 Internship (1-6-3). Students will perform actual machining work, under direction of instructor and supervision of an experienced machinist, in the workplace of one of the college's business partners.

130 Introduction to Welding (6-0-6). The course introduces welding technology with an emphasis on basic welding laboratory principles and operating procedures. Topics include industrial safety practices, hand tool and power machine operations, measurements, introduction to codes and standards, welding career potentials and certification eligibility, metals characteristics, preparation, and testing procedures. Laboratory work parallels lecture material.

131 OxyFuel Cutting (3-0-3). The course introduces fundamental principles, safety practices, equipment, and techniques necessary for metal heating and oxyfuel cutting. Topics include: metal heating and cutting principles; safety procedures, use of oxyfuel cutting torch and flame cutting apparatus, metal heating and cutting techniques, cutting with manual and automatic cutting machines, and oxyfuel pipe cutting. Practice is provided in the laboratory section of the course.

132 Gas Metal ARC Welding (MIG) (6-0-6). The course provides knowledge of theory, safety practices, equipment, and techniques required for successful gas metal arc welding. Students are graded and tested in all positions, which is used in the evaluation of student progress toward meeting industrial standard welds. Topics include GMAW safety and health practices, GMAW theory, machines, set-ups, wire specifications, joint design; shielding gases, and production of GMAW beads, bead patterns, and joints in all positions.

133 Gas Tungsten ARC Welding (6-0-6). The course provides knowledge of theory, safety practices, inert gas, equipment, and techniques required for successful gas tungsten arc welding. Qualification tests, all positions, are used in the evaluation of student progress toward making industrial standard welds. Topics include GTAW safety and health practices; shielding gases, GTAW machines and equipment set-up, selection of filler rods, GTAW

weld positions, and production of GTAW beads, bead patterns, and joints in all positions.

MANAGEMENT (MGMT)

110 **Principles of Management (3-0-3).** An analysis of the underlying theories and principles of sound business organizational structure and managerial functions.

226 **Human Resources (3-0-3).** An analysis of personnel policies related to human resources management. Emphasis on acquisition of competent employees, creating job satisfaction, and increasing employee productivity. PR: MGMT 110.

230 **Organizational Behavior (3-0-3).** A study of individual and group behavior and organizational processes within the total organization. Major topics covered include: learning, perception, attitudes, job satisfaction, personalities, stress, motivation, group formation and processes, leadership, communication, conflict, and organizational change and development. PR: MGMT 110 or permission of instructor.

244 **Small Business Management (3-0-3).** An introduction to the nature of small businesses. Major topics covered include: the impact of small business on the overall economy, entrepreneurial alternatives/start-up plans, small business marketing, practices used in the operation of a small business, and social, legal, and ethical issues in small businesses. PR: MGMT 110.

155 **Supervisory Management and Team Leadership (3-**0-3) This course is a lower level supervisor's course geared to students who will most likely begin at the team leader, supervisory or first-line operational levels. The course presents the fundamentals of supervision and the first line supervisor's or team leader's responsibilities. The practical aspects of leadership, task and time management, work improvement, training and orientation, performance evaluation, change and innovation management, and effective employee/supervisor's relationships are covered within the context of traditional and team-based work environments. Skills are developed in carrying out interviewing, orienting, training, motivating, empowering, evaluating, and disciplining workers, and in problem-solving techniques. PR: BUSN 100

MARKETING (MRKT)

110 **Principles of Marketing (3-0-3).** A study of the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods and services to create exchanges that satisfy individual and organizational objectives.

120 **Service Industry Business Environments (3-0-3).** This course introduces learners to the service industry. They understand the requirement to be lifelong learners, the work ethic required for exceptional customer service, and the value that each worker adds to work teams.

121 **Customer Contact Skills (3-0-3).** This curse provides training in verbal and nonverbal communications with internal and external customers. Simulated practices sessions assist learners in acquiring skills involving: information sharing, telephone communication, and managing difficult customers. Learners also learn to value and relate to multi-cultural customers.

122 **Business Skills for the Customer Service Environment (3-0-3).** This course trains learners to create logical, easy to read, correspondence; use basic mathematics to perform business calculations; and manage changes, which frequently occur in the workplace. A six step problem solving model is discussed providing tools that focus on excellence in the service environment.

231 **Retailing (3-0-3).** A study of the business activity of selling goods or services to the final consumer; basic retailing practices and procedures, managing the buying, pricing, promotion, layout, security, and location of the retail organization. PR: MRKT 110, ACCT 101.

252   Advertising/Promotion (3-0-3). A study of the promotional mix: advertising, publicity, sales promotion, personal selling and public relations. The major emphasis is on advertising topics. PR: MRKT 110 and BUSN 230 or COMM 260.

272   Selling/Sales Management (3-0-3). A study of selling and sales management, persuasion, prospecting, approach, presentation, closing, legal and ethical problems in selling; direct marketing, industrial selling, and telemarketing. Includes actual sales demonstrations and projects in selling and sales management. PR: MRKT 110.

281   Consumer Behavior (3-0-3). A study of the buying habits and preferences of consumers, models for explaining and predicting consumer and marketing behavior, consumer movements and attitudes with implications for marketing management policies and the business economy. Psychology and/or sociology are recommended before taking this course. PR: MRKT 110, PSYC 103.

MATHEMATICS (MATH)

098   Developmental Arithmetic (3-0-3). (Credit not applicable toward degree). Required of students whose ACT Mathematics Main score is less than 15 or who have a COMPASS Math score of 30 or below. Fundamental topics in arithmetic, geometry, and pre-algebra.

099   Developmental Algebra (3-0-3). (Credit not applicable toward degree). Required of students whose ACT Mathematics Main score is at least 15 but less than 19 or COMPASS Math score of 31 to 58. Fundamental topics in algebra for students with insufficient knowledge of high school level mathematics. PR: ACT Mathematics Main score of 15-18 or grade of "S" in MATH 098.

101   General Mathematics (3-0-3). Natural numbers, integers, rational numbers, real numbers, equations, and inequalities; ratio, proportion and variation; graphs; interest; introduction to elementary statistics. PR: ACT Mathematics main score of 19 or grade of "S" in MATH 099 or COMPASS Math score of 59 or higher.

102   Intermediate Algebra (3-0-3). Real number system, functions, solving linear and quadratic equations, inequalities, polynomials, rational expressions, roots, and radicals. Problem-solving is emphasized. PR: ACT Mathematics main score of 19 or grade of "S" in MATH 099 or COMPASS Math score of 59 or higher.

106   Mathematics for Early/Middle Grade Teachers (3-0-3). Logical reasoning; geometry, measurements; metric system, numeration system; curriculum. No field credit for math majors or minor. PR: MATH 101 or higher.

109   Algebra (3-0-3). Real numbers, exponents, roots and radicals; polynomials, first and second degree equations and inequalities; functions and graphs. PR: ACT Mathematics main score of 21 or grade of C in MATH 102 or COMPASS Math score of 70 or higher.

110   Trigonometry (3-0-3). Trigonometric functions and graphs; solution of right triangles, trigonometric identities; solution of oblique triangles; vectors; complex numbers; exponential and logarithm functions. PR: ACT Mathematics main score of 21 or grade of C in Math 102 or Math 109.

210   Elementary Statistics (3-0-3). Basic programming; sets, basic probability concepts; basic statistical concepts; random variables and distributions; sampling distributions; linear regression and correlation. No field credit for math majors/minors. PR: MATH 101 or higher.

211   Informal Geometry (3-0-3). Theorems are motivated by using experiences with physical objects or pictures and most of them are stated without proof. Point approach is used with space as the set of all points; review elementary geometry, measurement, observation,

intuition and inductive reasoning, distance, coordinate systems, convexitivity, separation, angles, and polygons. No field credit for math majors/minors. PR: MATH 101 or higher.

220 Calculus I (4-0-4). A study of elements of plane analytical geometry, including polar coordinates, the derivative of a function with applications, integrals and applications, differentiation of transcendental functions, and methods of integration. PR: MATH 109 and MATH 110, or GNET 116, or ACT Mathematics main score of 26 or COMPASS Trigonometry score of 46 or above.

230 Calculus II (4-0-4). Differentiation of transcendental functions; parametric equation; polar coordinates; methods of integration; applications of the definite integral. PR: MATH 220.

240 Calculus III (4-0-4). Infinite series; solid analytic geometry; partial derivatives; multiple integrals. PR: MATH 230.

250 Discrete Mathematics (3-0-3). The course treats a variety of themes in discrete mathematics: logic and proof, to develop students' ability to think abstractly; induction and recursion, the use of smaller cases to solve larger cases of problems; combinatorics, mathematics of counting and arranging objects; algorithms and their analysis, the sequence of instructions; discrete structures, e.g., graphs, trees, sets; and mathematical models, applying one theory to many different problems. PR: MATH 109 and MATH 110 or GNET 116 or permission of instructor.

290 Topics in Mathematics (1-4 hours credit). Formal course in diverse areas of mathematics. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript. PR: Consent of instructor.

MEDICAL ASSISTING (MAST)

101 Introduction to Medical Assisting (3-0-3) This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. The student is introduced to medical office personnel, professionalism, organizations and memberships, continuing education requirements, and the legal and ethical considerations that affect medical office personnel. PR: Admission to the Medical Assisting Program.

102 Pharmacology Principles (2-1-3) This course focuses on the principles of pharmacology, drug therapy and administration of medications by the medical assistant. The course introduces general principles of drug action, pharmacology of the major drug classifications, and drug side effects. PR: MAST 101, 105; MATH 102

104 Clinical Procedures (0-6-4) An introduction to procedures that are basic to assisting physicians in the examination and treatment of patients in the medical office. Students develop knowledge and skills in standard precautions, aseptic techniques, measurement of vital signs, recording medical history, assisting physician with general and specialized exams, vision testing, respiratory testing, displaying a professional image, and medical law and ethics. PR: MAST 101, 105.

105 Medical Terminology (3-0-3) This course is designed as an introduction to medical terminology using a body systems approach. Students will develop a basic understanding of medical language by analyzing prefixes, suffixes, root words and combining forms as they relate to the different body systems and the basic cellular structure. PR: None

110 Clinical I (0-4-2) Students will be assigned supervised clinical experiences to practice medical assisting duties and responsibilities learned in classes and college laboratories. Various sites, including medical offices, outpatient clinics, laboratories, and surgical centers will be utilized. PR: MAST 101, 102, 104, 105; BIOL 110; MATH 102

204 Advanced Clinical Procedures (0-6-3) This course offers a continuation of the study of the theory, practice, and techniques of the clinical components of medical assisting. Building on knowledge and skills developed in MAST 104, emphasis will be placed on specimen collection and handling, performing routine diagnostic hematology and chemistry tests, obtaining EKGs and performing urinalysis. In addition, concepts of quality assurance, quality control, and OSHA regulations will be covered. PR: MAST 101, 102, 104, 105, 110; BIOL 110; MATH 102

206 Medical Assisting Seminar (4-0-4) This course will focus on job preparation and maintenance skills and review for the certification examination. Topics include: letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification. PR: Satisfactorily completion of all medical assisting and related courses.

210 Clinical II (0-4-2) This course will provide supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience will enable the student to synthesize and apply concepts and skills learned in the Medical Assisting program. PR: MAST 101, 102, 104, 105, 111; BIOL 110; MATH 101.

212 Clinical III (0-6-3) This course will provide supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience will enable the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The clinical experience is to be divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. PR: MAST 101, 102, 104, 105, 111, 211; BIOL 110; MATH 101.

MEDICAL INSURANCE BILLING AND CODING (BICO)

101 Medical Coding/ICD-9-CM (3-0-3). Introduces the student to the International Classification of Diseases, Ninth Revision, Clinical Modification format and conventions and current coding practices for diagnoses and procedures. This Diagnosis and Procedure Coding course is designed to provide students with a basic understanding of fundamental concepts of medical reimbursement and health information management systems; focusing on the process of assigning appropriate code numbers to medical diagnoses and procedures to meet patient health record and insurance billing requirements. Emphasis will be placed on coding for the physician's office. CR: MAST 105 or permission of program coordinator.

102 Medical Insurance Billing (3-0-3). Introduction of the claim process which will incorporate the ICD-9-CD and CPT coding systems for reimbursement of claims. Various health insurance plans and their forms will be covered; the HCFA-1500, Blue Cross and Blue Shield, Medicaid and other state programs, CHAMPUS, CHAMPVA, TRICARE, Workers' Compensation, and Disability Income Insurance programs. Students will also use insurance billing software in completing insurance claims. PR: BICO 101, BICO 103, MAST 105 or permission of program coordinator.

103 Medical Coding/CPT & HCPCS (3-0-3). Introduction of CPT (Current Procedural Terminology) codes for reporting medical services and procedures performed by physicians. The coder will be able to apply the knowledge of coding language, intent of each code, and exactly what procedures the physician completed to translate services into reimbursement. Emphasis will be placed on coding for clinics, outpatient hospital departments, ambulatory surgery centers, and third-party payers to describe physician services. Students will also be introduced to the Health Care Procedural Coding System (HCPCS) which is used by providers to code for services, supplies, and equipment provided to Medicare patients for which no CPT codes exist. CO: MAST 105 or permission of program coordinator.

MEDCIAL STUDIES TECHNOLOGY (MDST)

120 Principles of Phlebotomy (4-0-4). This course is intended to prepare the student with the theoretical knowledge required in an entry level position as a phlebotomist. Phlebotomy procedures and techniques will be reviewed in addition to the equipment and principles related to each. Students will perform various phlebotomy techniques in the student lab in preparation for their phlebotomy practicum. The student will further be introduced to various related information such as interpersonal communications skills and medical legal issues be covered as well.

121L Principles of Phlebotomy Lab (0-6-3). Student will work alongside area phlebotomists to enhance the skills and techniques learned in the "Principles of Phlebotomy" course. Student will gain a better understanding of the daily routine, technical procedures, and use of equipment related to phlebotomy. Under supervision, students perform daily tasks in venipuncture, capillary sticks, and other phlebotomy procedures.

MUSIC (MUSC)

103-104 Class Piano (1-0-1). For students without previous piano experience. A course in elementary piano designed to develop basic technique and provide keyboard experience for the classroom teacher.

109-110 Theory I and II (3-0-3). An integrated course in the fundamentals of harmony, ear-training and sight singing. Emphasis is on written, keyboard, and aural diatonic harmony.

130 Music Skills for Classroom Teachers (2-0-2). The study of music fundamentals and basic skills for classroom teachers.

150 Introduction to Music (3-0-3). A course designed to introduce the student to selected masterpieces of music from the several periods, Renaissance through twentieth Century, and to lead the student to an understanding of the relationship of music to general culture.

200 Twentieth Century Music (3-0-3). A survey of the stylistic trends and innovations in music and their relationship to society, from the late nineteenth century to the present.

213 Piano (1 hour credit each semester to a total of 8). Individual instruction in piano technique. The courses allow technical and musical development through selected technical studies and solo literature. PR: Previous lower-numbered music course.

MUSIC ORGANIZATIONS (MUSC)

220 Choir (2 hours credit each semester to a total of 8). Provides experiences in the study, practice and performance of representative choral literature of the various periods.

PARAMEDIC (PMED)

100 EMT-B (Emergency Medical Technician – Basic) (4-2-5). This course is an introduction to the Emergency Medical Services (EMS) System. Students will become familiar with the components of the EMT-Basic education including: roles & responsibilities, legal/ethic issues, well-being of the EMT, illness & injury prevention, principles of pharmacology, assessment of medical or trauma patients, management of behavior emergencies, management of geriatric and pediatric patient, and management of OB/GYN patients. A brief clinical component of this course allows the student to develop an understanding of EMT fieldwork.

101 **Introduction to EMS (2-1-2).** This course is an introduction to the Emergency Medical Services (EMS) System. Students will become familiar with the components of the EMS System operations and the roles, responsibilities, legal and ethic issues of paramedic science. Students will also learn the significance and attributes of implementing community illness and injury prevention programs and the techniques to maintain well-being of the paramedic. The Skill/Lab component of this course allows the student to develop an understanding of paramedic fieldwork.

102 **Pharmacology (3-0-3).** The student will be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression with implementation of a pharmacological management plan. The student will learn to differentiate the chemical, generic, official, trade, nonproprietary, and proprietary names of drug products. Students will become familiar with the responsibilities and scope of management of medication administration. CO: PMED 100, 101, BIOL 105, 106.

103 **Rescue & Operations (2-1-2).** The student will learn the functional components of the incident management system and the principles of multiple casualty incidents. An overview of rescue situations will be given to develop an awareness of the various types of rescue circumstances the paramedic may encounter. The students will overview incidents involving hazardous materials, with the discussions on treatment and transport considerations of semi-decontaminated patients. Students will also participate in simulated rescue exercises. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 207, 209.

104 **Patient Assessment for Paramedics (2-1-2).** The student will develop the art of compiling patient history data as well as techniques of physical examination of patients. Students will learn the concepts of a focused history, detailed physical exams of medical and trauma patients, the methods of assessment, reassessment and clinical decision-making. The student will learn the techniques of communicating with patients, proper documentation methods, and integration of assessment-based management of patients as the cornerstone of critical thinking and clinical decision-making. PR: BIOL 105, 106. CO: PMED 105.

105 **Paramedic Field Clinical I (1-6-2).** This course involves a structural clinical experience that allows the student to apply patient assessment skills in clinical environments such as emergency departments, the hospital clinical areas, pre-hospital, and intra-facility settings. At the least involves 90 contact hours. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 106.

106 **Trauma Management in the Field (3-1-3).** This course is an introduction to the components of a comprehensive trauma system. The students will learn the principles of the kinematics (mechanism of injury) of trauma to expand their assessment and management skills will include the principles of: pathophysiology, assessment and trauma management of shock, burns, soft tissue, musculoskeletal, head, facial, spinal, thoracic and abdominal trauma. A clinical emphasis will be placed on trauma care that allows the students to enhance their assessment skills and to develop an in-depth understanding of isolated and multi-system traumatically injured patients. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 208, 209.

200 **Cardiopulmonary Pre-hospital Care (3-2-0).** Students will apply the concepts of anatomy and pathophysiology of the cardiovascular system. The student will use pathophysiological principles and the assessment findings to formulate a field impression and implementation of a treatment plan for a patient with cardiopulmonary systems. A detailed discussion will include: epidemiology, pathophysiology, assessment techniques, and the management of adult and pediatric patients with cardiovascular diseases. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 206.

201 General Medical Care (3-2-4). Students will apply the concepts of anatomy/pathophysiology to the assessment and management principles of: gynecological, prenatal, postpartum, and neonatal, neurology, endocrinology, gastroenterology, urology, hematology, and toxicology patients. The student will learn to integrate the pathophysiological principles and the assessment findings to formulate a field impression and to implement a treatment plan for a patient with the diseases listed in the above areas. Students will become familiar with prevention techniques and the management of infectious/communicable diseases. The student will also learn the pathophysiological principles, complicating factors, and the management of environmental emergencies. The clinical component will focus on patient assessment techniques, which allows the students to enhance their skills and to develop an in-depth understanding of numerous medical problems. PR: Completion of PMED courses through 200. CO: PMED 202, 203, 204.

202 Special Patient Considerations (2-2-3). This course includes: the pathophysiology, assessment, management of pediatric illnesses and injuries, abused and neglected children, terminally ill patients, high-tech patients, acute interventions in home care patients, effects of aging process on the different body systems, language barriers with patients, homeless patients, physically challenged patients, emotionally and mentally impaired patients, and behavioral and psychiatric disorders. PR: Completion of PMED courses through 200. CO: PMED 201, 203, 204.

203 Paramedic Field Clinical - II (0-6-2). This course involves a structural clinical experience that allows the student to apply patient assessment skills in clinical environments such as emergency departments, the hospital clinical areas, pre-hospital, and intra-facility settings. At the least involves 90 contact hours. PR: Completion of PMED courses through 200. CO: PMED 201, 202, 204.

204 Paramedic Field Internship (1-16-5). This capstone course integrates the clinical component/field internship as a method to allow the student to use critical thinking in patient care and to apply the cognitive and psychomotor skills needed to meet the eligibility requirements for the certification. At the least involves 240 contact hours. PR: Completion of PMED courses through 200. CO: PMED 201, 202, 203.

PHYSICAL EDUCATION (PHED)

104 Aerobics (0-2-2). General activity course designed to provide a fitness program that offers complete and effective conditioning. A combination of exercise, weightlifting, and dancing. Eligible General Studies activity course.

106 Tennis and Racquetball (0-2-2). General activity course designed for the student who is interested in achieving success in the proper skills of tennis and racquetball. Eligible General Studies activity course.

215 Aquatics (1-1-2). Provides the knowledge and skill essential to become a competent aquatics worker: lifeguard, swimming teacher, and swimming coach. A Lifesaving Certificate will be awarded to those who successfully fulfill Red Cross Lifesaving course requirements. PR: Basic swimming competency sufficient to pass a departmental pre-assessment.

261 Strength Training I (1-2-2). A strength development class with primary considerations given to providing the proper information so that the student will be capable of organizing a functional and efficient strength training program. Eligible General Studies activity course.

PHYSICAL SCIENCE (PHSC)

101 Physical Science Survey (3-0-3). Introductory course for non-science majors containing

basic principles of physics (mechanics, electricity, sound, and light) and essentials of astronomy (the sun and its family). CO/PR: MATH 101 or equivalent.

102 Physical Science Survey (3-0-3). Introductory course for non-science majors containing elementary modern physics; basic principles of chemistry, meteorology, and earth science. CO/PR: MATH 101 or equivalent.

103 Physical Science Survey Laboratory (0-3-1). Laboratory sessions designed to reinforce PHSC 101 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. CO/PR: PHSC 101.

104 Physical Science Survey Laboratory (0-3-1). Laboratory sessions designed to reinforce PHSC 102 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. CO/PR: PHSC 102.

PHYSICS (PHYS)

201 General Physics I (algebra based), (3-0-3). An algebra-trigonometry based study of mechanics, properties of materials, thermal energy, and wave motion. PR: MATH 109, 110.

202 General Physics II (algebra based), (3-0-3). A continuation of PHYS 201. Included an algebra-trigonometry based study of electricity, magnetism, electromagnetic radiation, and optics. PR: PHYS 201.

205 Recitation I (algebra based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 201. CO: PHYS 201.

206 Recitation II (algebra based), (1-0-1). A discussion and problem solving session designed to accompany PHYS 202. CO: PHYS 202.

211 General Physics I (calculus based), (3-0-3). Introduction to physics for scientists and engineers. A calculus based study of mechanics, properties of materials, thermal energy, and wave motion. CO/PR: MATH 220.

212 General Physics II (calculus based), (3-0-3). A continuation of PHYS 211. Includes a calculus based study of electricity, magnetism, electromagnetic radiation, optics, and special relativity. PR: PHYS 211.

215 Recitation I (calculus based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 211. CO: PHYS 211.

216 Recitation II (calculus based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 212. CO: PHYS 212.

223 Laboratory for Physics I (0-3-1). Sessions consist of observing, reporting and interpreting physical phenomena. CO/PR: PHYS 201 or 211.

224 Laboratory for Physics II (0-3-1). Sessions include observing, reporting, and interpreting physical phenomena. CO/PR: PHYS 202 or 212. PR: PHYS 223.

POLITICAL SCIENCE (POSC)

200 American Government and Economy (3-0-3). Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and national economy.

218 State and Local Government (3-0-3). A comparative study of American state and local governments, with emphasis on federalism, federal and state relations, interstate regulations, and structure and political process of state and local governments.

250 Political Thought (3-0-3). A survey of political thought including the ideas of Plato,

Hobbes, Locke, Machiavelli, and others. Also addresses more contemporary issues of political philosophy such as those raised by Marx and others. PR: POSC 200.

290 Topics in Political Science (3-0-3). Formal course in diverse areas of political science. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript.

PROFESSIONAL OFFICE SYSTEMS TECHNOLOGY (POST)

111 Keyboarding and Document Processing I (2-2-3). Introduction to the keyboard with emphasis on good technique and touch keyboarding on the personal computer. Instruction on the preparation of correctly-formatted memorandums, letters, manuscripts, and business reports.

112 Keyboarding and Document Processing II (1-2-3). Continuation of skill building with emphasis on good technique on touch keyboarding on the personal computer. Instruction on formal notices (legal and medical), newsletters, brochures, advanced letters and reports. PR: POST 111.

114 Office Math Applications (3-0-3). This course covers the basic concepts of business math and focuses on the business applications behind those concepts, enabling students to relate the math to their business needs.

121 Text Editing Rules and Applications (3-0-3). The course will provide students with a comprehensive and up-to-date review of the correct use of English grammar. Students will develop proficiency in editing and proofreading documents as to ensure "mailability" and office quality work.

201 Office Accounting (3-0-3). Properly recording the transactions of a sole proprietorship in the journals and posting to the ledgers. Trial balances, financial statements, cash flow, payroll and tax procedures, sales and purchases journals are included. Concepts will be emphasized in computer practice set. Students who have previously taken ACCT 101 Principles of Accounting I or higher should use that course to substitute for POST 201.

231 Records Systems (2-1-3). The importance of records management, storage, retention, transfer, and disposition of records is studied. The application of standard rules (ARMA) for alphabetic arrangement in filing systems is fully reviewed both in a manual and computerized setting. Geographic, numeric, subject, and chronological arrangements are also examined. Students majoring in medical programs will complete a medical application practice set to demonstrate actual experience with medical records.

242 Machine Transcription (1-2-3). Introduction to the efficient operation of transcribing equipment, good listening techniques, grammar, punctuation, correct business English and business formats. Emphasis is placed on high production rates with mailable copy. Students majoring in legal and medical programs requiring this course will complete transcription in those concentrations and gain experience in formatting documents specific to their specialization. PR: POST 111 and POST 121.

251 Office Practice and Administration (2-1-3). This course is designed to promote personal development of the office assistant and to develop supervisory skills in an office setting. Course emphases will include the principles, methods, and practices of the modern office. Topics include workflow, ergonomics, diversity in the workplace, decision-making, ethics, human resource management, planning, organizing, communication, motivation, leadership, training, performance appraisal, stress, burnout, sexual harassment, and meeting/travel arrangements. In-class time revolves around case studies, individual presentations and projects, and group projects. Students enrolled in a medical program requiring this course will concentrate on these same topics and other topics unique to the medical office and apply them to that particular office setting. PR: POST 112.

252 **Office Internship and Seminar (3-0-3).** This course is composed of two interrelated parts—the internship and participation in seminars. The internship will be supervised office training in executive, governmental, medical, or legal offices at least seven hours per week for a total of 111 hours. The purpose of the internship provides students the opportunity to gain on-the-job experience. Seminars will be held periodically throughout the extent of the internship to discuss quality management, continuous improvement, professional image, positive attitude, dependability, cooperation, communication, conflict resolution, ethics, and other workplace issues as they arise. PR: 2.5 or higher cumulative GPA, 30 hours earned, and permission of supervising professor. **Note: This course is graded Pass/Fail.**

272 **Career and Professional Development (3-0-3).** This course is designed to prepare students for the job-search process and to assist them with job preparation skills as they begin their careers. Topics covered are self-analysis and career analysis, resumes, cover letters, job applications, job interviewing, dress for success, job searching, career imaging, employment messages, and performance appraisals.

PSYCHOLOGY (PSYC)

103 **General Psychology (3-0-3).** An introductory course in the principles of human behavior. It deals with topics such as scientific method in psychology, measurement, learning, development, perception, motivation, personality, abnormal behavior, intelligence and others.

155 **Interpersonal Relations and Group Dynamics (3-0-3).** This course is designed to create an awareness of the intricacies of human relationships and to assist in developing skills to enable one to function more efficiently in the work place. The emphasis will be on interpersonal and group dynamics and the skills necessary for building effective team workers.

210 **Life Span Human Development (3-0-3).** The life span covering the prenatal, early childhood, adolescent and adult stages. PR: PSYC 103 or SOCI 210.

212 **Psychology of Women (3-0-3).** A survey of psychological gender differences and the implications for understanding the emotions and behavior of women. Emphasis will be placed on the experimental findings regarding gender differences.

290 **Topics in Psychology (3-0-3).** Formal course in diverse areas of psychology. Course may be repeated for different topics. PR: Consent of instructor.

SOCIAL SERVICES MANAGEMENT (SSMG)

161 **Introduction to Social Work (3-0-3).** This course explores the multifaceted career opportunities of the social work profession, with an emphasis on human behavior, social and economic justice, and human diversity. Social work practice, values, and ethics are examined.

236 **Human Behavior and Social Environment Theories (3-0-3).** Methodological and theoretical study of the bio-psycho-social elements of human behavior. Students will develop a theoretical and conceptual knowledge of human behavior applicable to competent social work practice. This course examines the transactions between individuals and the biopsychosocial contexts in which they live and grow.

237 **Human Behavior and Social Environment Across the Lifespan (3-0-3).** Methodological and theoretical study of the bio-psycho-social elements of human behavior. Students will

develop a theoretical and conceptual knowledge of human behavior applicable to competent social work practice. This course supports the social work focus on person-in-environment transactions by examining the bi-psycho-social-spiritual development of adolescents, young adults, middle aged adults, and adults in late adulthood and their membership in families, groups, and communities with special attention to the relationships among biological, social, psychological, cultural, and spiritual systems as they affect and are affected by human behavior and of the consequences of diversity in ethnic background, race, class, sexual orientation, and culture in a pluralistic society.

SOCIOLOGY (SOCI)

206 Cultural Anthropology (3-0-3). An introduction to the structure of culture and society as exemplified by the ethnographic study of examples of hunter/gatherers, horticultural, agricultural and industrialized societies. Emphasis will be placed upon gaining an awareness of other cultures, leading to a greater understanding of the multicultural dimension.

210 Principles of Sociology (3-0-3). A course designed to acquaint the student with the scientific method as it is applied to the study of human behavior. A survey of social processes as they relate to culture and society forms the reference framework for the course.

223 Social Deviance (3-0-3). The study and analysis of several types of disapproved behavior which have aroused major social concern and efforts to do something about them. Special emphasis will be given to such areas as drug use and addiction; homosexuality; prostitution; white collar, professional, organized, and violent crimes; suicide; and mental illness. PR: SOCI 210.

224 Marriage and Family Relations (3-0-3). Deals with the psychological factors inherent in marriage and family relations. Includes such premarital factors as dating, courtship, and selection of a mate. Relates to the integration of personalities in the marital union and training of the prodigy. PR: SOCI 210.

290 Topics in Sociology (3-0-3). Formal course in diverse areas of sociology. Course may be repeated for different topics. PR: Consent of instructor.

SPANISH (SPAN)

101 Elementary Spanish I. (3-0-3). Grammar and syntax, pronunciation, elementary written and oral composition.

102 Elementary Spanish II. (3-0-3). Continuation of Spanish 101 with introduction of elementary collateral readings. PR: SPAN 101.

SPEECH (SPCH)

208 Fundamentals of Speech (3-0-3). An introduction to elements involved in public address using experiential instruction in preparation, presentation, and analysis of major types of public communication. This course provides the opportunity for each student to participate in interpersonal and public speaking presentations to develop his/her skills in interacting with others in both personal and professional arenas. Students will be challenged to think and speak ethically and use critical thinking analysis.

THEATER (THEA)

101 Introduction to Theater (3-0-   3). An exploration of the theater as an art form including types of drama, styles of production, relationship of performer to audience, basic

acting/directing techniques and theories, technical theater, responsibilities of personnel and performers, and how to view a play. Primarily a discussion and observation course with emphasis on building a vocabulary of theater terms.

111 Theater Workshop (0-3-3). The study and application of theater practices, encompassing various aspects of theater productions. Students taking this course must participate in theater productions during the semester as actors or production assistants.

121 Acting I (3-0-3). A study of the techniques of acting, and the development of basic acting skills, including self-awareness, movement, verbal and non-verbal communication, improvisation and working within an ensemble.

223 Play Production (3-0-3). Affords study and practical experience in theatrical production and management by introducing the student to acting technique, staging, costume, make-up, and related subjects. PR: ENGL 102 or 103.

WASTEWATER TECHNOLOGY (WAST)

The following courses are offered online only in conjunction with other institutions across the country, supported by the Community and Technical System of West Virginia.

101 Wastewater Treatment I (4-0-4). Explores the rudiments of wastewater treatment. Students will water pollution control, primary and primary treatment, fixed film processes, and suspended growth systems. Along with reading assignments from the text, the course is enhanced with up-to-date photographs, audio, interactive exercises, and online links.

102 Wastewater Collection Systems (4-0-4). Provides a working knowledge of wastewater collection systems. Students will learn wastewater collection systems safety procedures, sewer inspection and testing, pipeline and maintenance, underground repair, lift stations, equipment maintenance and sewer rehabilitation. Along with reading assignments, the course is enhanced with up-to-date photographs, audio, interactive exercises, and links.

103 Wastewater Analysis (3-0-3). Using the internet students will be able to obtain the skills and knowledge to properly monitor the treatment process to conform to compliance regulations. The topics include BOD, COD, ammonia, great and oil, chlorine and solids analysis. The academic portion of the course, self-study exercises and quizzes are all done over the internet.

104 Industrial Wastewater Treatment (4-0-4). Describes common methods and systems used to treat wastes generated by industrial processes. Learning activities include a review of applicable federal and state regulations and pretreatment requirements. PR: WAST 101

105 Wastewater Treatment II (4-0-4). Describes waste water treatment methods and concepts that are found in more advanced wastewater treatment facilities such as activated sludge, anaerobic digestion, effluent disposal and reclamation, and nitrogen and phosphorous removal methods. PR: WAST 101

WATER SUPPLY AND DISTRIBUTION OPERATIONS (WSDO)

The following courses are offered online only in conjunction with other institutions across the country, supported by the Community and Technical System of West Virginia.

101 Water Treatment I (4-0-4). Explores the rudiments of water treatment. Students will learn regulatory monitoring, iron manganese removal, filtration, coagulation, flocculation, fluoridation, and disinfection. Along with reading assignments from the text, the course is enhanced with audio, up-to-date photographs, interactive exercises, and online links.

102 Water Distribution Systems (4-0-4). Provides a working knowledge of potable water distribution systems. Students will learn about water storage facilities, operation and maintenance of water mains, water quality issues, disinfection, and safety.

103 Water Analysis (3-0-3). Introduces basic laboratory safety and gravimetric, spectrophotometric electrochemical, titrimetric and microbiological methods. Students learn the procedures for regulatory sampling and safety, and specific analytical procedures for total residue, fluoride, ph, ammonia, acidity, alkalinity, calcium, chloride, hardness, and chloroform analysis.

104 Water Treatment II (4-0-4). Describes treatment methods and concepts that are found at advanced water treatment facilities such as softening, demineralization, tri-halo methane's, taste and odor control, corrosion control and disposal of process water. (Prerequisite WSDO 101)

WORKPLACE SKILLS (WORK)

101 Basic Workplace Skills (3-0-3). This course is designed to prepare students to understand and prepare for potential employment in a business oriented institution. The student will be given guidance in adapting to and maintaining responsibility, self-esteem, sociability, and self management in the furtherance of his or her career. The student will be instructed in the process of making decision, solving problems, visualizing probabilities, how to reason and learn.

STUDENT HANDBOOK

Student Activities

The Student Activities Program is designed to supplement New River Community and Technical College's academic programs in providing meaningful, educational, cultural, and social experiences. The activities program may include: publications, dramatic activities, departmental clubs, various types of tournaments, dances, and entertainment of different types.

Clubs and organizations may be developed with student leaders anytime during the school year; all clubs/organizations and their activities will have a College employee as advisor or sponsor. Students should contact the local campus Student Services Office for additional information.

Students on the Bluefield campus are entitled to participate in all student activities. Students on other campuses should check with the Student Services Office for a schedule of activities on a particular campus.

Student Government

The goal of New River Community and Technical College is to offer an active Student Government Association (SGA) on all campuses. Some of the activities of the SGA may include dances, films, speakers, and sponsoring of various activities. A counselor at each campus serves as advisor to the respective SGA. Currently only the Greenbrier Valley campus has an SGA; however, plans are underway to offer one on the Nicholas County and Beckley campuses.

SGA meetings are held regularly and are open to the student body; however, voting privileges rest only with the elected SGA members. The SGA makes recommendations to the Campus and College concerning needs and concerns of students.

Parking

All motor vehicles parking on a campus of New River Community and Technical College must be registered with the campus administrative office or, on the Bluefield campus, directly with the Office of Public Safety. This requirement applies to all motor vehicles used by students, faculty, and staff of the College. Any vehicle requiring a state license is classed as a motor vehicle. Stickers/hang tags are issued upon presentation of a valid tuition and fee receipt.

The registration sticker/hang tag must be displayed on the vehicle as directed by the Office of Student Services. Changes of license plates must be reported immediately to the Student Services office.

Vehicles which are not registered with New River Community and Technical College and are parked on the campus are subject to ticketing and/or towing to a nearby garage. Parking tickets are a financial obligation to the College and unpaid fines result in holds on registration, transcripts, and/or graduation.

Before permission to register a vehicle is granted, the following information must be submitted:
- New River Community and Technical College student identification card or receipt for tuition
- Vehicle registration card
- Drivers license

Falsification of the above information will result in automatic cancellation of vehicular registration. Parking regulations are available in the Student Services Office on each campus.

This parking policy does not currently apply to the Beckley Campus nor the Nicholas County Campus.

Honor Societies

Phi Theta Kappa is a National Honor Fraternity for the community and junior colleges of America. It has its headquarters in Canton, Mississippi and since its inception in 1918 has been serving American institutions which offer associate degree programs. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. Full-time students with a grade point average of 3.00 or above are eligible to become members. Phi Theta Kappa provides a forum for intellectual climate and an opportunity for the development of leadership. It, therefore, plans meetings and conferences towards this end. It also plans to send delegates every year to the annual convention. Membership in Phi Theta Kappa means membership in an exciting academic fellowship.

Standards of Progress for Federal Financial Aid Recipients

Regulations require that all students make satisfactory academic progress to continue to receive aid from federal, state and college programs. Students must maintain an adequate grade point average and pass a sufficient percentage of the semester hours of credit attempted. Federal regulations limit the maximum number of hours a student may attempt. A copy of the New River Community and Technical College Satisfactory Academic Progress Policy is printed in the Student Handbook and is mailed to students with the initial award letter each year.

Federal regulations published initially in the Federal Register of October 6, 1983, require students to make satisfactory progress in their degree programs to be eligible for assistance from the following programs: Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Direct Stafford Loan, Direct Parent Loan for Undergraduate Students, Federal Work-Study, State Student Incentive Grant (West Virginia and other state grant programs).

Such progress is to be measured in qualitative terms (grades) and quantitatively (hours completed). Progress will be measured at the end of the Fall and Spring semester. Federal regulations may require us to modify this policy slightly. All aid recipients are given a copy of the most current policy with their aid award notifications. The standards of progress for New River Community and Technical College are:

1. Qualitative Measurement (grade point average): Students must:
   a) meet the grade point average requirements as defined in the "Quality Points, Pass/Fail and Probation, Suspension and Dismissal" sections of the New River Community and Technical College catalog, and
   b) be consistent with graduation requirements as defined in the "Quality Points" section of the New River Community and Technical College Catalog. Suspended or dismissed students granted readmission to the College through successful academic appeals will be considered to have met this portion of the requirements.

2. Quantitative Standards (semester hours completed):
   a) Associate degree students will be eligible to receive federal aid through the semester in whichthey attempt their 96th credit hour.
   b) Certificate program students will be eligible to receive federal aid through the semester in which they attempt credit hours equal to 150 percent of the program.
   c) Students must successfully complete their hours attempted according to the following guidelines:

Hours Attempted	Required Completion %
1-32	60%
33-64	65%
65-96	70%
97 or more	75%

    d)   Additional definitions and explanations:

        1)   "Attempted" is defined as the cumulative number of hours shown in the "Hours Attempted" field in the Registrar's file. "Cumulative Number of Hours" are the total hours attempted during all enrollment periods, irrespective of receiving financial aid. Students who receive the following grades are considered to have "attempted" those credit hours and thus they count toward the cumulative maximum: withdrawal (W), incomplete (I), failures (F or WI), and all passing grades (A, B, C, D, P, S).

        2)   Course repetitions will count as hours attempted. This includes course repetitions for health science students who do not achieve required "C" grades in major and natural science courses.

        3)   Continuing student financial aid applicants who did not receive Federal Financial Aid during the previous semester and transfer student applicants in their initial semester at New River Community and Technical College will be placed on probation immediately if the cumulative hours attempted/passed requirement is not satisfactory.

              Transfer hours attempted placed on the New River Community and Technical College transcript by the Registrar and hours attempted at New River Community and Technical College will be the basis for measurement.

        4)   Successful completion will be measured by the number of "hours passed" or "hours earned" whichever is greater recorded on the student's academic transcript at the end of the evaluation period.

        5)   "Academic Year" for purposes of measurement of progress, is defined as enrollment during any or all of the following: Fall semester, Spring semester, Summer Term I and II.

        6)   Federal Financial Aid recipients must be enrolled in degree granting programs.

        7)   Direct Stafford and Direct PLUS Student Loans: In addition to the progress requirements listed above, students must progress from one grade level to the next before they are eligible to receive additional maximum loan amounts. In determining the student's grade level, the Registrar's definition as found in the New River Community and Technical College Catalog will be used. Students in associate degree programs may be certified for loans only at the freshman and sophomore levels.

        8)   Applicants who are pursuing a second associate degree must submit a course evaluation form signed by the academic advisor so that progress within the second program may be measured. This form also will be used to determine grade level for federal loan certifications. Maximum levels for Pell Grants and guaranteed loans will be observed.

3. Failure to Maintain Satisfactory Progress:

   a) Students who fail the qualitative (grade) portion of the requirement will be notified of their probation, suspension, or dismissal status by the Dean of Student Services.

   b) The first time a student does not complete successfully the quantitative measurement (hours passed), he/she will be placed on financial aid probation. The deficiency from that semester must be made up in the following semester and/or summer terms in addition to the required number of semester hours for his/her enrollment status for the probationary period. Students who make up the initial deficiency during the probationary period will be granted one extended probationary period during succeeding semesters. The probationary status for students who continue to have a marginal deficiency at the end of the initial probationary period may be extended for one semester at the discretion of the Financial Aid Director. If the student does not achieve the required number of semester hours at the end of the probationary or extended probationary period, he/she will be suspended from financial aid.

4. **Suspension Due to Non-Attendance.** Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments will be based on Registrar's records including Add/Drop and Withdrawal forms. Students are required to repay adjustment amounts. Students who do not meet repayment terms will be suspended from financial aid. (See appeal section.)

5. **Reinstatement.** Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records, when they believe they are again in compliance with the requirement.

6. Appeals.

   a) Students placed on academic suspension/dismissal due to failure of the qualitative (grade) measurement may appeal grade decisions using procedures in the Academic Appeals section of the College Catalog.

   b) Students failing to meet the quantitative (semester hours) measurement may appeal to the Director of Financial Aid. Students must submit a personal letter explaining the reason(s) for the failure as well as an academic plan from the student's advisor stating how and when the student will make up the deficiency. If the Director denies the appeal, the student may request in writing that the appeal be reviewed by the Financial Aid Advisory Committee. The student may attend the appeal meeting. Written quantitative appeal decisions will be provided to the student.

   c) Students suspended for nonattendance must pay outstanding financial aid balances and must submit a letter to the Director of Financial Aid explaining their reason(s) for not meeting original repayment terms. A negative decision by the Director may be appealed to the

7. Mitigating Circumstances Regarding Appeals.

   a) The major mitigating circumstances in making an appeal will be the documented personal illness of the student, serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, child, legal guardian) or enrollment an associate program requiring more than 64 credit hours.

   b) The maximum number of semester hours attempted is considered to be adequate and fair under the progress policy. Change of major field of study, completion of developmental courses or transfer of credits normally will not be considered satisfactory grounds for appeal for additional time, but such appeals may be submitted using the process indicated in Section VI.

   c) Unacceptable circumstances for appeals are: continued enrollment while seeking admission to a health science program and/or the prior non-receipt of Title IV aid since this is irrelevant to maintaining satisfactory progress in the course of study.

8. Comments About the Progress Requirement

   a) Students are encouraged to work with their academic advisors, the Student Services staff to receive assistance with study skills and tutoring. Academic Advisors will be notified when an advisee is placed on probation or suspension.

   b) Students who withdraw from courses after the official add/drop period and students who receive grades of F, W, and I, greatly increase their potential for failure of the requirement.

Chart of Hours Attempted
Completed Hours Required To Make Progress

Hrs Attempted	Hrs Required*	Hrs Attempted	Hrs Required*
.5 – 1.5	0	54.0 – 55.0	35
2.0 – 3.0	1	55.5 – 56.5	36
3.5 – 4.5	2	57.0 – 58.0	37
5.0 – 6.5	3	58.5 – 59.5	38
7.0 – 8.0	4	60.0 – 61.5	39
8.5 – 9.5	5	62.0 – 63.0	40
10.0 – 11.5	6	63.5 – 64.0	41
12.0 – 13.0	7	64.5 – 65.5	45
13.5 – 14.5	8	66.0 – 67.0	46
15.0 – 16.5	9	67.5 – 68.5	47
17.0 – 18.0	10	69.0 – 69.5	48
18.5 – 19.5	11	70.0 – 71.0	49
20.0 – 21.5	12	71.5 – 72.5	50
22.0 – 23.0	13	73.0 – 74.0	51
23.5 – 24.5	14	74.5 – 75.5	52
25.0 – 26.5	15	76.0 – 77.0	53
27.0 – 28.0	16	77.5 – 78.5	54
29.0 – 29.5	17	79.0 – 79.5	55
30.0 – 31.5	18	80.0 – 81.0	56
32.0	19	81.5 – 82.5	57
32.5 – 33.5	21	83.0 – 84.0	58
34.0 – 35.0	22	84.5 – 85.5	59
35.5 – 36.5	23	86.0 – 87.0	60
37.0 – 38.0	24	87.5 – 88.5	61
38.5 – 39.5	25	89.0 – 89.5	62
40.0 – 41.5	26	90.0 – 91.0	63
42.0 – 43.0	27	91.5 – 92.5	64
43.5 – 44.5	28	93.0 – 94.0	65
45.0 – 46.0	29	94.5-95.5	66
46.5 – 47.5	30	96.0	67
48.0 – 49.0	31	96.5 – 97.0	72
49.5 – 50.5	32	97.5 – 98.5	73
51.0 – 52.0	33	99.0 – 99.5	74
52.5 – 53.5	34	100.0 – 101.0	75

*Hours required rounded down to the nearest whole credit hour

Student Insurance Program

New River Community and Technical College provides information about private accident and health insurance plans. For information about these plans, contact the Student Services Office on your campus.

Equal Opportunity Policy

New River Community and Technical College is an Equal Educational Opportunity Institution. As such, it admits students and employs staff without regard to race, creed or national origin. It neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin or disabilities as defined by applicable laws and regulations.

Grievance procedures for students are printed in this handbook. Inquiries about the College's equal opportunity/affirmative action policies or accessibility to programs and facilities for disabled students should be directed to the Affirmative Action Office.

Bomb Threats

It is a serious crime to convey or impart (or cause to be conveyed or imparted) false information concerning the presence of a bomb or any other explosive devices or false information concerning biological or chemical agents on the premise of New River Community and Technical College or its satellite institutions. Any person violating this law is subject to State prosecution, as well as College disciplinary action.

Computer Use and Abuse Policy

With the proliferation of computers on all four New River campuses and the introduction of internet access for all students it has become necessary to develop a Computer Use and Abuse Policy consistent with the missions and goals of the College.

First and foremost, computers, software, data communications equipment and services were bought and paid for using public funds allocated to the college to support its primary mission, the education of the students. Thus, the use of that equipment and those services for any other purpose should be considered improper. New River Community and Technical College grants accounts to students, faculty and staff on that basis. It may deny and/or revoke any account at any time for any reason at its sole discretion. By using an assigned account, the user agrees to use it exclusively for personal education and/or nonprofit research, administration, community service and/or economic development activities. The user accepts complete responsibility and liability for willful or negligent misuse of his/her account and for complying with New River Community and Technical College policies related to Computer Use and Abuse as well as any policies promulgated by agencies used or contacted through New River Community and Technical College systems or services. Users must read and understand the Computer Use and Abuse Policy contained herein and must regularly review any new policies promulgated, posted or incorporated as part of New River Community and Technical College World Wide Web Servers and/or other online information services.

Secondly, while internet access, particularly when using a web browser, looks very much like viewing television, it is not a one-way system. It is a two-way service, very much like the telephone system in that the user can, and often does, interact with and send information to other users and/or organizations on the net. The cost associated with computer and Internet use are the initial purchase price and maintenance costs for the local equipment, the annual WVNET network assessment for such things as data communications and support and monthly communication charges. There are direct costs associated with this use, so they may not be used indiscriminately for any purpose.

New River Community and Technical College has established policies regarding the use or abuse of all hardware, data, software and communications networks associated with New River computer systems. All New River Community and Technical College computer system users are also subject to applicable network (WVNET, BITNET, Internet, etc.) usage guidelines, as well as

state and federal laws regarding computer abuse. All New River Community and Technical College computer systems include but are not limited to all minicomputers and their peripheral equipment, all microcomputers and their network and/or peripheral equipment located at any New River Community and Technical College facility including but not limited to the campus in Bluefield, WV, the Greenbrier Valley campus in Lewisburg, WV, the Beckley campus in Beckley, WV, and the Nicholas County campus in Summersville, WV. The "West Virginia Computer Crime and Abuse Act," which defines computer abuse and prosecution possibilities went into effect July, 1989.   The Electronic Communications Privacy Act passed by Congress in 1986, cites illegal electronic communications access and interception. Cases of computer abuse must be reported to the BSC Director, Institutional Technology Services and/or to local, state and federal authorities. Nothing in this policy supersedes or is otherwise meant to contradict any law, regulation or policy promulgated by any higher entity with authority to do so.

Common Forms of Computer Abuse:

New River Community and Technical College is responsible for informing users of the rules, regulations and procedures which apply when using any New River Community and Technical College computing resources. Users are responsible for understanding these rules so that they can abide by them. These policies cover New River as well as West Virginia Network for Educational Telecomputing (WVNET) services.

1. Privacy: Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive; reading protected files, by whatever mechanism, is considered the same as "breaking and entering."

2. Violations include:
    a) Attempting to access another user's files without permission.
    b) Furnishing false or misleading information or identification in order to access another user's account.
    c) Attempts to access New River Community and Technical College computers, computer facilities, networks, systems, programs or data without authorization.
    d) Unauthorized manipulation of New River Community and Technical College computer systems, programs or data.

3. Theft: Attempted or detected altercation of software, data or other files as well as disruption or destruction of equipment or resources is considered theft. Violations include:
    a) Using subterfuge to avoid being charged for computer resources.
    b) Deliberate, unauthorized use of another user's account to avoid being billed for computer use.
    c) Abusing specific resources such as BITNET and the Internet.
    d) Removing computer equipment (hardware, software, data, etc.) without authorization.
    e) Copying or attempting to copy data or software without authorization.

4. Vandalism: Violations include:
    a) Sending mail or a program which will replicate itself (such as a computer virus) or do damage to anotheruser's account.
    b) Tampering with or obstructing the operation of New River Community and Technical College computersystems.
    c) Inspecting, modifying or distributing data or software (or attempting to do so) without authorization.
    d) Damaging computer hardware or software.

5. Harassment: Sending unwanted messages or files to other users may be considered harassment. Violations include:

   a) Interfering with legitimate work of another user.

   b) Sending abusive or obscene messages via computers.

   c) Using computer resources to engage in abuse of New River Community and Technical College employees or any other users.

6. Copyright Issues: New River Community and Technical College prohibits the copying, transmitting, or disclosing of proprietary data, software or documentation (or attempting to commit these acts) withoutproper authorization. (See Software and Intellectual Rights section).

7. Miscellaneous: Other acts considered unethical and abusive include:

   a) Unauthorized and time-consuming recreational game playing

   b) Using computer accounts for work not authorized for that account.

   c) Sending chain letters or unauthorized mass mailings.

   d) Using the computer for personal profit or other illegal purposes.

   e) Personal advertisements.

   f) Display of offensive material and graphics in public areas. For the purpose of this item all NEW RIVER COMMUNITY AND TECHNICAL COLLEGE computer labs are considered to be "public areas."

8. Software and Intellectual Rights: Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publications and distribution.

9. Computer Usage Guidelines:

   a) You must have a valid, authorized account and you may only use those computer resources for which you are specifically authorized. You are responsible for safeguarding your own account. You should not allow another user to use your account unless authorized by the system administrator for a specific purpose.

   b) You may not change, copy, delete, read or otherwise access files or software without the permission of the owner or the system administrator. You may not bypass accounting or security mechanisms to circumvent data protection schemes. You may not attempt to modify New River Community and Technical College software except when it is intended to be customized.

   c) You may not prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games or engaging in non productive or idle computer "chatting."

   d) You should assume that any software you did not create is copyrighted. You may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.

   e) You must not use the New River Community and Technical College computer systems to violate anyrules in the New River Community and Technical College Employee Handbook, College Catalog, Student Handbook or applicable local, state or federal laws. You should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the New River Community and Technical College Computer Center Director or New River Computer Center personnel) and cooperate with the systems administrators in their investigation of abuse.

f) The overall "System Administrator" for the BSC computer systems is the Manager, AdministrativeComputer Services. There are, however, several subsystems, each with its own administrator. Examples of these are: the Student Information System administered by the Registrar and the Financial Aid System administered by the Director of Financial Aid. In connection with inquiries into possible abuses, New River Community and Technical College reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material without notice. Privacy of any electronic or printed material examined that is not relevant to the investigation is guaranteed. Disclosure of such material will be subject to penalty.

10.Penalties for Computer Abuse: Abuse or misuse of New River Community Technical College computing facilities and services may not only be a violation of this policy and user responsibility, but it may also violate the criminal code. Therefore, New River Community and Technical College will take appropriate action in response to user abuse or misuse of computing facilities and services. Action may include, but is not necessarily limited to:

a) Suspension or revocation of computing privileges.

b) Access to all computing facilities and systems can, may, or will be denied.

c) Reimbursement to New River Community and Technical College or the appropriate institution for resources consumed.

d) Other legal action including action to recover damages.

e) Referral to law enforcement authorities.

f) Referral of offending faculty, staff or students to institutional authorities for disciplinary action.

11.Disk Space Allocation: New River Community and Technical College has a finite amount of disk space available on its minicomputer systems. It is therefore incumbent on users to retain only files and email that is actually required for their work. Special drives (M: and N:) are provided to some faculty or staff personnel based on specific, documented needs.   These drives are accounts on one of the New River Community and Technical College VAX systems which are accessible from both the VAX and microcomputers. All VAX system and M:/N: drive users shall comply with the following:

a) Delete unnecessary files and E-Mail as soon as possible.

b) Keep applications programming (word processors, spreadsheets, etc.) on their hard drives not on M: or N: drives.

c) Keep all data/document files on their hard drives or floppy diskettes except those that must be shared with other users. Shared files shall be removed when the need to share them has ceased.

d) Purge VAX accounts frequently to remove duplicate copies of files. The Institutional Computer Services staff shall create and maintain student, faculty, staff and special accounts on the various New River Community and Technical College and WVNET computer systems and with various drive space allocations based on the identified requirements for the individual holding the account. Increases in space allocation must be justified by the user, approved by his/her superior and is subject to the availability of drive space. New River Community and Technical College Computer Services personnel shall on a regular basis delete and/or purge files on the New River Community and Technical College computer systems. When possible the Institutional Computer Services staff shall provide prior notification of impending file deletions or purges. This will normally be via ALLUSER E-Mail several days prior to the action. When necessary for the proper operation of any systems, Computer Services personnel may delete or purge files from any and all accounts without prior notification of the account holders. Users are advised to archive (backup) any important file(s) or E-Mail to disk, diskette or tape.

Confidentiality of Records

"Educational institutions shall not release personal information on a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of the parents or of the eligible student." Section 438(b) of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). A complete statement of your rights and the institutional policy on directory information are printed on the inside cover of the schedule each term. The complete Student Records Policies and Procedures for New River Community and Technical College is found in the New River Policy Manual and students may obtain a free copy from the Registrar's Office.

All educational records are maintained in the office of the Registrar. Any student, upon proper identification, may request to see the material contained in his or her file. Copies will be made on demand of all material, except that which did not originate at New River Community and Technical College, at a cost of $3.00 per document. No other persons, except those listed below, may see or obtain copies of these records without signed written consent of the student involved except representatives of governmental agencies authorized under the FERPA of 1974 and its amendments. All requests for information should be presented to the FERPA Coordinator who is the Dean of Student Services.

Copies of all correspondence with the Admissions Office or the Registrar's Office, academic substitutions, academic exceptions, transfer agreements, grades and other material generally identifiable as academic in nature are maintained in these files. These files are reviewed, and all material not considered to be essential to represent the academic standing of the student is destroyed periodically.

The Registrar is responsible for maintaining all academic records. These records are available to college personnel who have a legitimate educational interest.

Tobacco Usage Policy

All locations of New River Community and Technical College are designated as non-tobacco usage (i.e.-smoking tobaccos, chewing tobaccos, and snuff) facilities.

Tobacco usage is permitted only in designated areas outside college buildings.

Alcohol/Drug Policy

The legal age for the consumption of alcohol and spirits is 21 years in West Virginia. As a nonresidential institution, New River Community and Technical College's approach to policies and educational intervention regarding the use of alcohol and/or drugs is creative in its focus. The complete alcohol and drug policy is available in the offices of the Campus Deans and Student Services.

1. Legal Requirements: Students, faculty and staff on any campus of New River Community and Technical College shall abide by all Federal laws, State statutes and city ordinances regarding the sale, purchase and consumption of alcoholic beverages and illicit drugs including but not limited to the laws that regulate the following:

    a) Regulation of sales

    b) Drinking age laws

    c) Possession of alcohol by person under age 21

    d) Liability for injury or damage resulting from intoxication

    e) Open container laws state and city

2. Standards of Conduct: The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on College property or as part of any other College regulated activity is prohibited.

3. Disciplinary Sanctions: The College will impose disciplinary sanctions on students who violate theestablished standards of conduct. Students should be cognizant of the fact that for violation of these standards, they will be subject to disciplinary sanctions up to and including suspension or dismissal and referral for prosecution. It is noted that a disciplinary sanction may include the completion of an appropriate rehabilitation program. Whenever there is an infraction(s) of Federal, State, and city laws(s) by students, the person(s) will be referred to the respective official(s) for prosecution. In all other cases regarding students, penalties for infractions shall follow the guidelines and proceedings as established and published in the current handbooks for students.

4. West Virginia State Alcohol Law: The following guidelines are based on West Virginia State Law. An individual shall not:

   a) Appear in a public place in an intoxicated condition.

   b) Consume alcoholic beverages in a public place.

   c) Consume alcoholic beverages in a motor vehicle, moving or parked.

   d) Offer alcoholic beverages to another individual in a public place.

   e) Knowingly sell alcoholic beverages to an individual less than 21 years of age.

   f) Knowingly buy for, give to, or furnish alcoholic beverages to an individual less than 21 years of age.

   g) Knowingly serve alcoholic beverages to an intoxicated individual.

   h) Misrepresent his or her age for the purpose of obtaining alcoholic beverages.

   i) Possess on campus or at a campus event a common supply or common source of alcoholic beverages such as kegs or punch bowls, from which alcoholic beverages may be served.

5. West Virginia State Laws Regarding the Unlawful Possession, Use, or Distribution of Alcohol: The following guidelines are based on West Virginia State Law.

   a) Any person under the age of twenty-one years who purchases, consumes, sells, possesses or serves wine or other alcoholic liquor is guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed five hundred dollars or shall be incarcerated in the county jail for a period not to exceed seventy-two hours or both fined and imprisoned or, in lieu of such fine and incarceration, may, for the first offense, be placed on probation for a period not to exceed one year.

   b) Any person under the age of twenty-one years who, for the purpose of purchasing wine or other alcoholic liquors from a licensee, misrepresents his or her age or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own or who illegally attempts to purchase wine or other alcoholic liquors, is guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed fifty dollars or shall be imprisoned in the county jail for a period not to exceed seventy-two hours or both such fine and imprisonment or, in lieu of such fine and imprisonment, may, for the first offense, be placed on probation for a period not exceeding one year. Any person who shall knowingly buy for, give to or furnish wine or other alcoholic liquors from any source to anyone under the age of twenty-one to whom they are not related by blood or marriage, is guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not to eExceed one hundred dollars or shall be imprisoned in the county jail for a period not to exceed ten days or both such fine and imprisonment.

Weapons

The possession or use of any type of weapon on any campus of New River Community and Technical College is strictly prohibited.

Policy on Sexual Harassment

1. It is the policy of New River Community and Technical College that no member of the College community may sexually harass another. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act as amended (section 1604.11 of EEOC's regulation on sexual discrimination of 1980) and Title IX of the Educational Amendments of 1972 and the Higher Education Amendment of 1992 (Public Law 102325).

2. Definition: Sexual harassment is defined as unwelcome sexual advances, such as requests for favors and other verbal or physical conduct of a sexual nature, which adversely affect the working or learning environment, i.e.:

    a) Submission to such conduct as a condition of employment or education.

    b) Submission or rejection of such conduct affects an individual's status in the work or learning environment.

    c) Unwelcome sexual advances which interfere with an employee's or student's performance by creating an intimidating, hostile or offensive environment. Sexual harassment may be overt behavior affecting the work or academic environment; or may be verbal behavior which may consist of demands, attacks or consistent use of sexually offensive language. This definition does not in any way affect social interaction or relationships entered into freely by individuals.

3. Grievance Procedures: Anyone who believes they have been subjected to sexual harassment is encouraged by New River Community and Technical College to pursue the matter through the institution's informal or formal procedures as further described and/or to contact local law enforcement authorities. Anyone who wishes to report or seek advice about alleged sexual harassment should contact one of the following: Affirmative Action Officer, the Dean of Student Services, or a counselor in Student Services.

    a) Informal Procedure: Faculty, staff and students are encouraged to make complaints concerning allegations of sexual harassment. Strict confidentiality will be maintained in all procedures. It is hoped that most situations can be resolved by discussions with the parties involved at the informal level. The complainant may decide to take the following action: Attempt to talk with the accused with or without a third party, describe the behavior, express that the behavior is unwanted and ask that the unwanted behavior be stopped. If the conversation is not effective at this point at the informal level, then the injured person may want to proceed to the formal stage.

    b) Formal Hearing: If the complainant is not satisfied with or does not wish to pursue resolution at the informal level, the formal grievance procedure will be invoked at the request of the complainant The filing of a formal grievance of sexual harassment must begin with a written signed complaint filed in accordance with the grievance policy appropriate to the sexually harassed person. The formal grievance procedures at New River Community and Technical College are described below.

        1) If the complainant is a student, the grievance procedures will apply as follows: The student grievant shall file in writing a statement about the alleged sexual harassment with the Dean of Student Services. If the grievance is a student grievant against another student, the Dean of Student Services shall forward the formal complaint to the Student Conduct Board for a hearing. The Board shall render the decision within ten working days of the receipt of the grievance to the Dean of Student Services for expeditious communication to the grievant and the accused. All hearing bodies shall adhere to the procedures as stated in the Student Conduct Code in the Student Handbook. If a student complains about a faculty or classified employee, the President shall appoint an Ad Hoc Committee consisting of two students, two classified employees, two faculty members and one division chairperson. If appropriate, current members of the Student Conduct Committee will be appointed to the Ad Hoc Committee. The designated Ad Hoc Hearing Committee shall render the decision within ten working days of the receipt of the grievance to the President for

expeditious communication to the grievant and the accused. All hearing bodies shall adhere to the procedures as stated in the Student Conduct Code of the Student Handbook.

   2) If the complainant is a staff member, the Staff Grievance Policy, outlined in the Classified Employee Handbook, will be followed. Disciplinary action against classified staff as a result of a proven case of sexual harassment will be determined by the policies stated in the Classified Employee Handbook.

   3) If the complainant is a faculty member, the Faculty Grievance Procedure, outlined in the Faculty Handbook, will be followed. Disciplinary action against faculty as a result of a proven case of sexual harassment will be determined by the policies stated in the Faculty Handbook.

   c) Other Action: Anyone who has been subjected to sexual harassment may seek action beyond the New River Community and Technical College informal and formal procedures as described, by contacting local law enforcement authorities or the Equal Employment Opportunity Commission.

4. The sexual harassment policy will be printed in the Faculty, Staff and Student Handbooks and in the Affirmative Action Manual.

Drug-Free Schools and Communities Act

The use of drugs (including alcohol) is incompatible with the goals of an academic community. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act of 1986, New River Community and Technical College has adopted the following policy:

New River Community and Technical College does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on the campus. This is consistent with the West Virginia Higher Education Policy Commission Policy Bulletin No. 42.

The **College Policies and Resources for Alcohol and Other Drugs** has been distributed to all students, staff, faculty, and administration of New River Community and Technical College.

   The policy and procedures inform students and employees about:
   •   the dangers and risks of alcohol and other drugs
   •   policies regarding a drug-free campus and workplace
   •   consequences of violations of the policy
   •   resources for intervention and treatment

Additional information concerning alcohol and other drug policies may be obtained by contacting the Campus Dean or the Student Services Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Disciplinary Proceedings, Student Affairs, Policies, and Regulations

It should be understood that attendance at New River Community and Technical College is a privilege granted by the State of West Virginia. The student, by matriculation, pledges to abide by and uphold those philosophies and ideas of scholarship and character by which the College guides and regulates its activities. To preserve the integrity of its stated program and to safeguard the interest of all its members, the College reserves the right to require the withdrawal of any student at any time it is considered necessary to protect its programs and ideas.

New River Community and Technical College assumes that each student is a mature, responsible individual who has entered this institution by voluntary registration for educational advancement. While working toward this goal, the College requires that each student maintain a pattern of social behavior in keeping with good taste and high moral standards.

Any action on the part of a student which fails to show respect for good order, for moral standards, for personal integrity, for rights of others, or for the care of property shall be cause for disciplinary action against the offender. Any employee or student of the College may report misconduct to the Dean of Student Services.

New River Community and Technical College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independence and maturity.

Every student who is privileged to matriculate at New River Community and Technical College is obligated at all times to assume a sense of responsibility for his or her actions, to respect constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect public and private property, and to make the most effective use of time in securing an   education. Students are subject to the College rules and regulations and to the "Student Rights and Responsibilities" as enacted by the State College System of West Virginia, whether they are on or off campus as long as they are enrolled at New River Community and Technical College.

New River Community and Technical College distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the community, the State, or the Nation, the College will not request or agree to special consideration for the student because of status as a student. Ordinarily, the College will not impose further sanctions after law enforcement agencies or the courts have disposed of a case, unless the offense was against persons or property of the College.

The College may apply sanctions or take other appropriate action when students' conduct interferes with the College's primary educational responsibility to ensure the opportunity of all members of the College community to attain their educational objectives.

Students should be knowledgeable of Policy No. 14, Student Rights and Responsibilities and Policy No. 15, Student Academic Rights

POLICY NO. 14   STUDENT RIGHTS and RESPONSIBILITIES

SECTION 1.   General

1.1   Scope - Rule regarding student rights, responsibilities, and conduct in the State College System of West Virginia.

1.2   Authority - West Virginia Code § 18B-1-6, 18B-1-7

1.3   Filing Date - April 10, 1985

1.4   Effective Date - July 1, 1985

1.5   Repeal of Former Rule -Repeals and replaces Series 57 dated July 1, 1985.

1.6   Replaces Title 131, Interpretive Rule, Series 57

1.7   Effective Date: July 1, 2003

1.8   Approved by BSC BOG: March 18, 2004

1.9   Accepted by NRCTC BOG: March 1, 2005

SECTION 2.   Purpose

2.1   Purpose: The purpose of this rule includes, but is not limited to, the following:

    2.1.1   To establish a general policy on student life, including a statement on student rights and responsibilities, at New River Community & Technical College.

    2.1.2   To identify behavioral expectations of students and certain prohibited acts by students at New River Community & Technical College.

    2.1.3   To prescribe penalties and sanctions for such prohibited conduct.

    2.1.4   To define generally the powers, authority and duties to be exercised under the control of the New River Community & Technical College Board of Governors, by the president and officials of New River Community & Technical College in applying this rule.

    2.1.5   To prescribe disciplinary actions and proceedings to be taken in cases of the violations of this rule.

SECTION 3.   Definitions

3.1   Board. New River Community & Technical College Board of Governors

3.2   Institution. New River Community & Technical College

3.3   President. The chief executive officer of the institution, including all those acting for or on behalf of such chief executive officer, at or by her/his discretion, or at or by the direction of the board.

3.4   Provost. The chief academic and administrative officer of the community & technical college who reports directly to the president of the institution and shall have direct contact with the institutional board of governors.

3.5   Property. Any property, whether owned, rented or otherwise held or used by the board, by the institution or by the institutional community.

3.6   Activity. All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by the institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activity, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.

3.7   Facility. Any and all property of an institution used or usable in any activity of the institution.

3.8   Campus. All the property and facilities of the institution serving as the *locus in quo* of any activity of the institution.

3.9   Faculty. Those employees of the institution who are assigned to teaching or research or service functions at the institution, and who hold academic rank.

3.10 Staff. Those employees of the institution who are assigned to teaching or research or service functions at the institution, and who are not members of the faculty.

3.11 Student. Any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally-sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the board or the institution.

3.12 Member of the institutional community. Any officer, administrator, faculty member, staff member, employee, student of or at the institution, member of the institutional board of governors, as well as any person authorized to participate in an institutional activity at the time applicable.

SECTION 4.   Policies Regarding Student Rights and Responsibilities

4.1 The submission of an application for admission to the institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the board and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the board and the institution.

4.2. Freedom of expression and assembly. The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms the student has certain rights and responsibilities, including, but not limited to, the following:

   4.2.1   To have access to campus resources and facilities.

   4.2.2   To espouse causes.

   4.2.3   To inquire, discuss, listen to and evaluate.

   4.2.4   To listen to any person through the invitation of organizations recognized by the institution.

   4.2.5   To have a free and independent student press which adheres to the canons of responsible journalism.

   4.2.6   To not violate the rights of others in matters of expression and assembly.

   4.2.7   To abide by policies, rules and regulations of the board and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.3 Freedom of association. Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet

membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

4.4   Right to privacy. The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

     4.4.1   Privileged communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries.

     4.4.2   Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters.

     4.4.3   Confidentiality of academic and disciplinary records.

     4.4.4   Legitimate evaluations made from student records.

4.5   Responsibilities of citizenship. The student is expected, as are all citizens, to respect, and abide by local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.6   Disciplinary proceedings. Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge.

SECTION 5.   Standards of Conduct

5.1   Conduct required in general. All students at the institution are subject to, and are required to comply with, observe, and obey the following:

     5.1.1   The laws of the United States.

     5.1.2   The laws of the State of West Virginia.

     5.1.3   Local city, county and municipal ordinance.

     5.1.4   The policies, rules and regulations of the board and the institution.

     5.1.5   The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.

5.2   Disorderly conduct. Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

     5.2.1   Fights.

5.2.2   Assaults or battery.

5.2.3   Public disturbances.

5.2.4   Unlawful assembly.

5.2.5   The violation of any municipal, state or federal law, or the rules and regulations of the board or the institution.

5.3   Theft or damage of property. No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.

5.4   Disruption. No student shall, individually or by joining with one or more other persons, do any of the following:

5.4.1   Disrupt or interfere with any institutional activity, program, meeting or operation.

5.4.2   Interfere with the rights of any member of the institutional community.

5.4.3   Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities.

5.4.4   Seize, hold, commandeer or damage any property or facilities of the institution, or threaten to do so, or refuse to depart from any property or facilities of the institution upon direction, pursuant to policies, rules and regulations of the board or the institution, by an institutional officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5   Hazing. No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The president shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

5.5.1   Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities.

5.5.2   Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy

shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5.3   Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations.

5.5.4   Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of this rule.

5.6   Discrimination. No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

SECTION 6.   Powers, Authority and Duties of the President

6.1   General powers, authority and duties of the president. The chief executive officer of the institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the board. It shall be the president's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the board; and policies, rules and regulations of the institution. The president is hereby vested with authority requisite to that end, subject to the control of the board.

6.2   Delegation of authority and responsibility. Any authority, responsibility, or duty granted to or imposed upon the president by these policies, rules and regulations may be delegated by the president, subject to the control of the board, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

6.3   Promulgation of institutional regulations for student discipline. The president shall have authority and responsibility, subject to the control of the board, for the discipline of all students at the institution.

The president, with the advice of faculty and students and subject to the control of the board, shall develop, promulgate and use disciplinary regulations and channels at the institution not inconsistent with the policies, rules and regulations of the board.

6.4   Activities on, and use of, institutional property or facilities. The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules and regulations of the board.

Regulations governing the use of such property or facilities at the institution shall be promulgated by the president, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the board.

6.5   Public use of institutional property or facilities and restrictions imposed. Subject to the control of the board, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the institution, any person who (a) is not a student presently registered for current classes or course work at the institution or is not an employee of the institution and (b) by her/his conduct or speech or expressions, causes or, in the opinion of the president of the institution or the president's delegate of authority, may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the president of the institution, or the president's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The president or delegate of authority, may take whatever legal or institutional action is necessary to effectuate this authority.

6.6   Use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations. The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.

6.7   Limitations of assembly and student use of institutional property or facilities. Subject to the control of the board, when, in the judgment of the president of the institution, an assembly is not in the best interest of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, the president or her/his delegate of authority shall prohibit such assembly and shall take measure to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.8   Limitation of activities and emergency measures. When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the board, when the president of the institution deems it necessary to end or to control such occurrences and the circumstances caused thereby, the president shall take any or all of the following actions or other appropriate actions:

6.8.1   Declare a state of emergency to exist on the campus; and

6.8.1.a.   Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times;

6.8.1.b.   Impose curfews on the presence of persons in or on institutional facilities or property;

6.8.1.c.   Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

6.8.1.d.   Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.

6.8.2   Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

6.8.3   See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the board; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

SECTION 7.   Disciplinary Action; Proceedings

7.1   Application to students. Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution if that person is involved on the campus of the institution in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student also may be an employee of New River Community & Technical College. In taking disciplinary action against a student, as defined herein, the institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.2   Sanctions in disciplinary action. The following sanctions may be imposed upon students as a result of disciplinary actions by the institution:

7.2.1   Probation - exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

7.2.2   Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.

7.2.3   Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to herself/himself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution.

The institution shall identify in the student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by any public college or university in West Virginia shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at New River Community & Technical College. A student who is expelled from any public college or university in West Virginia may not be considered for admission to New River Community & Technical College until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.3   General requirements for disciplinary channels. Rules and regulations establishing disciplinary channels at the institution, promulgated pursuant to Sections 4.6 and 6.3 of this rule, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:

7.3.1   There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case shall be odd.

7.3.2   The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of this rule, and of cases involving students suspended pursuant to Subsection 6.8.2 of this rule.

7.3.3   The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:

7.3.3.a.   To hear evidence;

7.3.3.b.   To make findings of fact from the evidence presented;

7.3.3.c. To make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and

7.3.3.d. To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)

7.3.4 The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.

7.3.5 The student may then object or take exception to the recommendations of the hearing board under such procedures as the president may deem appropriate.

7.4 Procedural standards in disciplinary proceedings. In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of this rule brought against a student for alleged misconduct, action, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

7.4.1 Written charges of violation shall be presented to the accused student which shall include at least:

7.4.1.a. A statement of the policy, rule or regulation which allegedly has been violated;

7.4.1.b. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;

7.4.1.c. A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and

7.4.1.d. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of her/his right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings).

It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

7.4.2   Said written charges shall be served upon the student charged by one (1) of the following means:

7.4.2.a.   Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

7.4.2.b.   Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on her/his official records at the institution; or

7.4.2.c.   If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to her/his last known permanent or home residence as disclosed by official records at the institution.

It is expressly provided, however, that such service or charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of her/his current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

7.4.3   A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

7.4.3.a.   The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in paragraph 7.4.1.a. of this rule. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings.

7.4.3.b.   All material evidence may be presented subject to the right of cross-examination of the witnesses.

7.4.3.c.   There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required.

7.4.3.d.   In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against her/him and have them present at the hearing

at appropriate times; and to present witnesses and any evidence on her/his behalf as may be relevant and material to the case.

7.4.4   No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case of a whole.

7.4.5   After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. Within ten (10) working days following receipt of the hearing board recommendations, the president shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of this rule, the decision of the president shall be final.

7.5   Review by the board. The board may, from time to time, require from the president, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the board may require.

In disciplinary cases where the institutional sanction is expulsion, the board may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the president on the record of the case submitted. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing intent to appeal the decision to the board. A written petition of appeal must be filed with the chair of the board within fifteen (15) days of the institutional president's decision. If the board determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the board makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the board.

In reviewing student appeals involving the sanction of expulsion, the board will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the board may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

POLICY NO. 15   Student Academic Rights

SECTION 2.   Academic Rights and Responsibilities of Students

1.1   Scope - This rule regards academic rights and responsibilities of students.

1.2   Authority - West Virginia Code § 18-26-8

1.3   Filing Date - May 17, 1986

1.4   Effective Date - July 11, 1986

1.5   Repeal of Former Rule -Revises and replaces Section 7 of Series 57, and Series 60 dated November 13, 1984.

1.6   Replaces Title 131, Procedural Rule, Series 60

1.7   Effective Date:July 1, 2003

1.8   Approved by BSC BOG: March 18, 2004

1.9   Accepted by NRCTC BOG: March 1, 2005

SECTION 2.   Academic Rights and Responsibilities of Students

2.1   The institution and its constituent colleges and schools shall define and promulgate, consistent with the rules and procedures of the board, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2   A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

SECTION 3.   Academic Rights

3.1   Concomitant with the academic standards and responsibilities established pursuant to Section 3 of this rule, each student shall have the following academic rights:

   3.1.1   The student shall be graded or have her/his performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall her/his performance be evaluated on the basis of her/his race, color, creed, sex or national origin.

   3.1.2   Each student shall have the right to have any academic penalty, as set out in Section 4.2 of this rule below and more specifically defined by the institution, reviewed.

   3.1.3   Each student shall have access to a copy of the college catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, minimum grade point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special

requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

3.1.4 The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

SECTION 4. **Application of Policy to Students**

4.1 Student: any person who has been admitted to the institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules or procedures of the institution.

4.2 A student, as defined in this rule, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges according to Section 2.1 of this rule. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

SECTION 5. **Academic Requirements and Consequences of Failure to Meet Requirements**

5.1 The institution shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of this rule. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2 A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution according to Section 2.1 of this rule, may be subject to one or more of the following penalties:

5.2.1 A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2 Academic probation as determined and defined by the institution.

5.2.3 Academic suspension as determined and defined by the institution.

5.3 Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.4   A student may appeal any penalty according to the procedures in Section 6 of this rule below. The institution shall determine and specify the point at which penalties, excluding those specified in Subsection 6.3.1. of this rule, may be imposed. Each instructor determines the point at which the penalties specified in Subsection 6.3.1. of this rule may be imposed. The institution shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

SECTION 6.   Appeals

6.1   The institution shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 5.2 of this rule.

6.2   Additional procedures may include but not be limited to:

   6.2.1   Appeals of a grade penalty or exclusion from class;

   6.2.2   Appeals of final course grades;

   6.2.3   Appeals of imposition of academic probation;

   6.2.4   Appeals of imposition of academic suspension;

   6.2.5   Appeals of dismissal from undergraduate programs;

   6.2.6   Appeals of dismissal from graduate programs;

   6.2.7   Appeals of dismissal from professional degree programs; and

   6.2.8   Appeals of dismissal from the institution.

6.3   Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

   6.3.1   Written notice to the student of her/his failure to meet or maintain an academic standard, of the methods, if any, by which the student may correct the failure, and of the penalty which may be imposed.

   6.3.2   An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged her/his performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of her/his performance, to present information or evidence on her/his behalf, and to be accompanied at any such meeting by an advisor of her/his choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the

proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3 An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

6.3.4 An opportunity to appeal to the president of the institution or her/hisdesignee within thirty calendar days after the receipt of written notice of the decision or judgment.

6.3.5 The decision of the provost or her/his designee regarding an academic appeal is final.

SECTION 7.   **Appeals Procedures for Academic Dismissal**

7.1 The appeal will be subject to the following conditions:

7.1.1 The appeal must be filed within thirty calendar days after written notice of the decision.

7.1.2 The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

7.1.3 The student may be advised by a person of her/his choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4 Witnesses may be called by any of the parties involved.

7.1.5 A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6 The decision of the president or her/his designee regarding academic dismissal is final.

SECTION 8   **Publication**

8.1 All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

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