

# Catalog Home

## Catalog Icon Guide

Degree Planner	Add to Portfolio	Social Media	Print-Friendly Format	Help
Print-friendly version of degree requirements in a checklist format.	Create a personal portfolio with the My Portfolio link	Share catalog information on Facebook or Twitter.	Generate a pop-up page formatted to print neatly.	More information on how to use the catalog.

## General Information

### Message From the President

Welcome to West Virginia Northern Community College. As the compass in our logo indicates, we are here to help you find your direction. Whatever you are seeking in your college education, we can help you find it.

If you are looking for a certificate or associate's degree program that prepares you for immediate employment upon graduation, we have it. Northern has programs in health care, business, industrial technologies, information technologies, criminal justice, human services, and culinary arts to prepare you for exciting careers.

Is your ultimate goal a bachelor's degree? Northern is the ideal place to start as we have a number of programs that transfer to four-year institutions. We have numerous articulation agreements with regional colleges and universities which greatly facilitate the transfer process. By starting at Northern and taking advantage of the transfer programs, you can stay at home, save money and possibly continue working while taking classes.

Looking for classes conveniently located in the Northern Panhandle? Northern has you covered with campuses in Weirton, Wheeling, and New Martinsville. All three of our friendly campuses are attractive and equipped with instructional technologies that will assist your learning.

Do you have work or family responsibilities requiring flexible scheduling? Northern can help you with the wide variety of on-line courses and programs.

Affordability is an important consideration in mapping your college education. Northern is listed in the U.S. Department of Education List of Top 100 Community College for Lowest Net Tuition in the nation. In addition, the financial aid department stands ready to assist students in applying for financial aid. Northern also offers a large number of scholarship opportunities.

Maybe you are looking for a college where you can participate in student organizations. At Northern, you'll find a wide array of student activities to enrich your college experience outside the classroom. Additionally, numerous student organizations provide you opportunities to expand leadership abilities, participate in discipline-related activities, and be involved in service opportunities, all while having fun.

As you navigate the college experience, you'll discover amazing faculty and staff who are committed to helping you succeed. Northern has excellent faculty who are experts in their fields, and most faculty in the technical fields have industry experience which allows them to connect the classroom to the work environment. The friendly staff on all campuses care about you as an individual and are here to help you along the way.

Whatever direction you are going in, we are here to help you. Accessible classes, affordable education, expert faculty, caring staff, quality programs for a career or further education, a variety of student activities - Northern has what you're seeking.

We are glad you are here and we look forward to helping you to find your direction and achieve your goals.

Welcome,

J. Michael Koon

Interim President

## College Snapshot

- Coeducational, Tri-Campus, Public, Two-Year Comprehensive Community College.
- Established July 1, 1972, by the West Virginia Board of Regents.
- Programs in Liberal Arts and Sciences, Career-Technical, Workforce Development, Developmental Education, and Community and Continuing Education.
- "Open-Door" Admissions Policy for College.

## Mission Statement

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.

## Vision Statement

West Virginia Northern Community College is recognized and admired for being a community of learners who model integrity, mutual respect, and a commitment to excellence. The College purposefully strives to:

- Empower students to be successful.
- Achieve continued growth.
- Respect diversity.
- Be responsive and adaptive.
- Value personal growth and development.
- Be fiscally responsible.
- Be entrepreneurial whether in the classroom or online.
- Enhance partnerships and community service.

## A Pledge to Students

We, the faculty, staff and administrators of West Virginia Northern Community College, reaffirm our commitment to our common mission:

## **Excellence in Teaching and Learning.**

As members of an academic community, we pledge to unite ourselves to support the success of all who wish to learn.

As faculty, we are a community of scholars who place a top priority on teaching, learning and advising.

As staff, we serve the students and the College by facilitating and enhancing the total educational process.

As administrators, we provide leadership for the development of students, faculty and staff; and we accept the responsibility for quality and accountability for the total development of the Upper Ohio Valley.

At Northern, the values of a college education and service take precedence over the values of wealth and status.

## **Compliance Process Updates**

In keeping with the federal legislation, state of West Virginia legislative changes and regulations, including the Higher Education Opportunity Act, Family Educational Rights and Privacy Act, as amended, the Clery Act including the Campus SAVE and VAWA regulations, WVNCC is creating and/or updating processes, policies and procedures to comply with these changes. At the time of this publication the following are being reviewed (list is a sample and not all-inclusive):

- Code of Conduct policy.
- Academic Affairs appeal policy.

For additional details, contact the appropriate area of the College. As the College responds to these changes and mandates, information will be made available on the College's website and through student notifications, etc., as necessary.

## **Academic Calendar**

### **Fall 2018**

Registration Begins (1 p.m.)	(T)	April 10
Full Semester Classes Begin	(M)	Aug. 27
Holiday (Labor Day)	(S-M)	Sept. 1-3
Mid-term	(W)	Oct. 10
(Mid-term grades for full-term courses are posted on Northern on the Web)		
Last Day to drop/Withdrawal from College	(F)	Nov 16
Holiday (Thanksgiving) Break	(W-U)	Nov. 21-25

Classes End	(F)	Dec. 14
Grades Due	(M)	Dec. 17 (noon)
Winter Break. (College Closed)	(S-T)	Dec. 22, 2018 - Jan. 1, 2019

## Spring 2019

Registration Begins (1 p.m.)	(T)	Nov. 13, 2018
Full Semester Classes Begin	(M)	Jan. 14
Holiday (Martin Luther King, Jr. Day)	(M)	Jan. 21
Mid-term	(W)	March 6

(Mid-term grades for full-term courses are posted on Northern on the Web)

Spring Break	(U-F)	March 17-22
Last Day to drop/withdrawal from College	(F)	April 26
Classes End	(F)	May 10
Commencement	(F)	May 10
Grades Due	(M)	May 13 (Noon)

## Summer 2019

Registration Begins (1 p.m.)	(T)	Nov. 13, 2018
Full Semester Classes Begin	(M)	May 20
Holiday (Memorial Day)	(M)	May 27
Holiday (Independence Day Observed)	(R)	July 4
Last Day to drop/withdrawal from College	(R)	Aug 1
Classes End	(R)	Aug. 8

U - Sunday    M - Monday    T - Tuesday    W - Wednesday    R - Thursday    F - Friday    S - Saturday

## Accreditations

# College Accreditation Agency

## **Higher Learning Commission**

(Accredited - On Probation)

230 South LaSalle Street Suite 7-500

Chicago, IL 60604-1411

Phone: 800-621-7440

[www.hlcommission.org](http://www.hlcommission.org)

# Specialized Accreditation Agencies

## **Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 500

Atlanta, GA 30326

Phone: 404.975.5000

[www.acenursing.org](http://www.acenursing.org)

## **Accreditation Review Council on Education in Surgical Technology & Surgical Assisting**

6 W. Dry Creek Circle, Suite #110

Littleton, CO 80120

Phone: 303-694-9262

[www.arcstsa.org](http://www.arcstsa.org)

## **American Association of Medical Assistants Medical Assisting Education Review Board (MAERB)**

20 N. Wacker Drive, Suite 1575

Chicago, IL 60606

Phone: 800-228-2262

[www.maerb.org](http://www.maerb.org)

## **American Culinary Federation**

180 Center Place Way

St. Augustine, FL 32095

Phone: 800-624-9458

[www.acfchefs.org](http://www.acfchefs.org)

## **American Health Information Management Association**

233 North Michigan Avenue, Suite 2150

Chicago, IL 60601-5519

Phone: 312-233-1100

[www.ahima.org](http://www.ahima.org)

## **Commission on the Accreditation of Allied Health Education Programs (CAAHEP)**

25400 US Highway 19 North

Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

[www.caahep.org](http://www.caahep.org)

## **Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)**

233 N. Michigan Ave.

21st Floor

Chicago, IL 60601-5800

Phone: 312-233-1100  
www.cahiim.org

**Joint Review Committee on Education in Radiologic Technology**

20 Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
Phone: 312-704-5300  
www.jrcert.org

**NALS - Association for Legal Professionals**

8159 E. 41st Street  
Tulsa, Oklahoma 74145  
Phone: 918-582-5188  
www.nals.org

**West Virginia Board of Examiners for Registered Professional Nurses/Continuing Education**

101 Dee Drive  
Charleston, WV 25311-1620  
Phone: 304-558-3596  
www.wvana.com

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status or national origin in its employment policies and/or educational programs or activities, including admissions to such.

Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 119, B&O Building, Wheeling campus. Her email address is pcarmichael@wvnc.edu.

## **The College**

## **Organization**

West Virginia Northern Community College is a public, multi-campus comprehensive community college which serves the six counties of Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler. On May 9, 1972, the West Virginia Board of Regents created a dual-campus community college out of what were formerly the Hancock County Branch and the Wheeling Campus of West Liberty State College (now University.) Responding to local community requests, the College began offering courses in New Martinsville in 1973 and established a campus there in 1975. To satisfy community needs, the College offers courses at a variety of other sites within the six-county service area and participates in a tuition reciprocity agreement serving students in seven neighboring Ohio counties: Belmont, Columbiana, Harrison, Jefferson, Mahoning, Monroe and Trumbull. Metro rates apply to other designated areas in Ohio and Pennsylvania. As a comprehensive community college, West Virginia Northern offers a wide variety of programs and courses in the liberal arts and sciences, career-technical education, work place training, developmental studies, and community and continuing education. Under an open-door enrollment policy, the College admits all adults desiring postsecondary education. High school students recommended by their schools for early entrance are also admitted. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees and certificates.

## **Campus Facilities**

West Virginia Northern Community College has campuses located in Weirton, Wheeling and New Martinsville, with the central administrative offices located on the Wheeling Campus.

## **New Martinsville Campus**

The New Martinsville Campus is located at 141 Main Street and is adjacent to the New Martinsville Municipal Building. It houses classrooms, computer labs, faculty and administrative offices, counseling and student services, student lounge, a Barnes & Noble bookstore, Learning Resource Center, Academic Support Center, telecommunications classroom, science lab, and a conference room for business and community meetings.

The Francis Creative Arts Center, a two-story brick structure in close proximity to the main campus facility is home to ArtsLink, the arts council of Wetzel and Tyler counties.

## **Weirton Campus**

The Weirton Campus is located in Weirton Heights on a wooded 20-acre lot. It houses classrooms, computer labs, faculty offices and administrative offices, counseling and student services, student lounge, Barnes & Noble Bookstore, Learning Resource Center, Academic Support Center, telecommunications classroom, science and nursing labs, and a conference room for business and community meetings.

## **Wheeling Campus**

The Wheeling campus is located at 1704 Market Street at the southern end of the business district. The B&O Building originally was the main passenger terminal of the Baltimore and Ohio Railroad. It contains the administrative offices of the College, counseling and student services, Business Office, Learning Resource Center, classrooms, laboratories, faculty offices.

The Education Center, renovated in 2006, was formerly a warehouse. This building, located on Chapline Street across from the B&O building, houses the culinary arts facility, all health sciences laboratories, CIT labs, classrooms, faculty offices, student and faculty/ staff lounges, fitness center, as well as a 5,000 square foot multi-purpose room.

The Applied Technology Center, opened for the start of the fall 2013 semester. The ATC is located at the corner of Market and 16th streets across from the B&O Building. The ATC houses the Advanced Manufacturing along with Petroleum Technology, Refrigeration, Air Conditioning and Heating Technology and Welding programs.

The Student Union Building includes the Student Union and Barnes and Noble bookstore, opened the summer of 2013 across from the ATC and includes the Office of Student Activities and Student Union Lounge.

New for 2018-2019 will be the addition of Industrial Technology Center (formally the WESCO building). The building will allow for relocation of some applied technology programs including welding and petroleum technology, in addition to space for workforce short term programs and events. The building is expected to open for the Fall 2018 semester.

## **Learning Resource Centers**

Each campus of West Virginia Northern Community College has a separate Library/Learning Resource Center (LRC). A wide variety of resources, both in print (27,000 volumes) and digital, are available for use by students, faculty, and staff. Access to the collection of resources in the LRCs is provided through the online catalog, Library Books and More @ Northern. To access the catalog, or many of the other electronic resources and databases, please go to the LRC Web

page at: <http://www.wvncc.edu/current-students/librarylearning-resource-center/1159> or find on the College home page at [www.wvncc.edu](http://www.wvncc.edu) under Quick Links then Library. Students, faculty, and staff can also access Library resources within their respective Portal. Each campus LRC has a number of computers available to students for research, class assignments, word processing, and Internet searching. Individual and group instruction for research or any of the LRC resources is available at each campus from the LRC staff. They have the expertise to help you with your research and information needs.

## Technology Within the College

West Virginia Northern Community College believes in acquiring and using technological tools, which help people learn effectively and work more efficiently, improve classroom experience for teachers and learners and lead forward-thinking, innovative trends.

All three campuses are linked multiple ways for use with interactive audio, video, and data. The system allows classes to originate at any location, enabling the instructor to maintain two-way audio and video contact with students. It allows the College to provide more course offerings to all campuses and to better utilize the expertise of its faculty. Conferences, seminars and short-term instructional programs are possible with the telecommunications equipment.

WVNCC offers the students, staff and faculty a wide variety of comprehensive and current learning resources that are easily accessible. Each LRC has computers for student use and numerous student state-of-the-art; computer labs are available on each of the campuses. Blackboard is used for online course development. All classrooms on WVNCC's three regional campuses are equipped with instructional technology that includes a computer and ceiling mounted projectors. Document cameras are also available. Secure wireless internet service is provided on all campuses. From the web-site, students can access the Student Portal. The Portal houses N.O.W. (which uses Banner for the Web). N.O.W. gives students access to grades, online registration, school email, and a host of other services that WVNCC offers. Technical support for email accounts is provided by the College's Office of Information Technology.

## Email Accounts

The College assigns an email account to all students in credit hour courses upon admission. Instructions on using the account are available at each Campus Service Center, through the Campus Counselor or through the office of Admissions. The College also assigns adjunct faculty, full time faculty and staff an email account. Students, faculty and staff must use their Northern assigned accounts for all official College transactions. The College will also provide its annual FERPA notice, campus crime statistics notification and other College information through this email account. Technical support for email accounts is provided by the College's Office of Information Technology.

## Partnerships

West Virginia Northern is pledged to a partnership strategy for the development of the Northern Panhandle. Partnerships between industry and education to identify needed general and technical skills are the best guarantee of industry's success and of employee security and satisfaction. All of the College curricula are designed and evaluated with the assistance of advisory committees. Partnership with other educational institutions, economic development and other civic and cultural groups is also a constant part of the College's agenda for development.

Major partnerships include the following:

- EDGE (Earn a Degree Graduate Early) - a partnership with the public school districts where students in selected technical education courses can receive credit at community colleges.
- Northern Panhandle Technical Education and Training Partnership involving secondary schools in the articulation of their technical programs for credit toward an A.A.S. Degree.



- Partnerships with Mountaineer Casino, Racetrack and Resort and Wheeling Island Hotel-Casino-Racetrack to offer training for table game dealers.
- Partnership with four-year colleges to effect full transfer of West Virginia Northern courses into baccalaureate degree programs.
- Partnership with Northern Panhandle Workforce Investment Board to provide services through the American Job Center.
- Retail and customer service skills development, involving the National Retail Federation and economic development agencies to ensure the availability of customized workforce training on this growing industry sector.
- Bridges to Communities - liaison with organizations such as Wetzel County Chamber of Commerce, ArtsLink, Wheeling National Heritage Area Corporation, Business Development Corporation of Northern Panhandle, Regional Economic Development Partnership, West Virginia Northern Community College Foundation, and Friends organizations at the New Martinsville, Weirton and Wheeling campus.

## **Admissions/Residency/Placement Testing**

### **Admissions Policy and Procedures**

West Virginia Northern Community College is an open door college admitting students to the College regardless of academic background. The College admits students as degree seeking or non-degree seeking, early entrance high school students or those enrolling in career development or community education. Some programs are limited enrollment with specific entrance requirements, including Health Sciences. The College admissions policy follows the basic guidelines of the WV Community and Technical College System.

Applications and information may be obtained from any Campus Service Center, through local high school counselor offices, or online at the College's website. There are separate applications for general admission, career development, community education and early entrance/home-schooled students. General admission student applications may be submitted online or at any Campus Service Center.

All general admission students must select a Program of Study at the time of application for admission. A separate application for admission into a Health Sciences program is required in addition to the general application. Students were admitted to only one major beginning Fall 2013 and students currently enrolled are admitted to one major when changing majors. Students cannot double major; the College has no minors. The College is required to maintain a list of states where Northern is authorized to offer a state's residents distance education. A current list of states is available on the College's website, on the Online Programs/Courses page. Northern is not permitted to enroll students in courses in states where it does not have current authorization for distance education.

In addition to the admissions application the following is required at the College:

- A U.S. high school transcript or high school equivalency scores from a state agency approved test program. Final, official transcripts must be sent with graduation date from the high school. Note: Applicants who graduated from high school or passed their state approved high school equivalency more than five years prior to admission and/or have earned 30 or more semester hours of credit at a regionally accredited institution do not have to submit a high school transcript/equivalency scores for admission (but may need to for financial aid or selective admission programs).
- Transfer students must provide an official transcript from each regionally accredited institution the student attended. Transcripts cannot be older than 120 days (transcripts from other colleges may be needed for financial aid purposes).
- Early entrance students must submit permission of high school officials and parents through a special early entrance admission application.

- Foreign national students are admitted as full-time students only. They must demonstrate a satisfactory command of the English language, provide evidence of sufficient support funds, and meet standard expectations of the U.S. Immigration Office to obtain a visa through WVNCC.
- Returning students who have not enrolled in WVNCC courses for more than one year must submit a new application for admission that will update their major to the current catalog.
- Transfer students who have been dismissed from other colleges for disciplinary reasons are required to undergo review to determine if they will be admitted and must report this on their admission application.
- Home-schooled students may be required to submit written verification of subject mastery.

Student placement skills information is required for all admitted general admission and early entrance students in order to determine academic preparation for course placement and program entry. This assessment should be completed prior to enrollment and entry into specific courses and programs. Placement skills information may include the following:

- Official college transcripts from an AACRAO accredited institution showing completion of an approved college level mathematics and/or English course.
- ACT or SAT scores.
- Freshmen placement test scores. See the Student Services section of this catalog for specific information.

## Health Sciences Selection and Admission

The Health Sciences programs have limited enrollment and a selective review process.

Applicants must meet all general admission criteria for the College; complete a separate Health Sciences or Nursing application (including an application fee); provide official copies of their high school transcript, prior college transcripts, and any requirements specific to admission for the student's intended program. See the applicable application and individual program webpage for any additional items needed. Selection of applicants is a continuous process. Early application is highly recommended. For more information contact the Division of Health Science or refer to the College's website under Programs of Study then Health care Professions.

## Classification of Residents and Non-Residents for Admission and Fee Purposes

West Virginia Northern adheres to Council for Community and Technical College Education and Higher Education Policy Commission policy for determining residency for tuition and fee purposes. Generally, a student who did not reside in WV (or a reciprocity or Metro county) for 12 consecutive months prior to the start of classes is considered an out of state student. The Records Office is responsible for administering this policy, which is cited below. The decision of the Registrar may be appealed by written petition to the Student Appeals Committee for Non-Academic Matters and then to the President. The policy states:

1. **Classification for Admission and Fee Purposes.** Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition and fee purposes. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision will be made by the Records Office, and shall be based upon information furnished by the student and all other relevant information. Appeal of the decision is to be made to the Registrar Office. The Records Office is authorized to require such written documents, affidavits, verifications or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition and fee purposes is upon the student.

If there is a question as to domicile, the matter must be brought to the attention of the Records Office at least two weeks prior to the deadline for the payment of tuition and fees. Students found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be

charged the nonresident tuition and fees for each academic term theretofore attended.

The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

2. **Residence Determined by Domicile.** Domicile within West Virginia means adoption of West Virginia as the fixed permanent home and involves personal presence within West Virginia with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in West Virginia for admission or fee payment purposes.

West Virginia domicile may be established upon the completion of at least 12 months of continued presence within West Virginia prior to the date of registration, provided that such 12 months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than 12 months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action.

In determining domicile, institutional officials give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within West Virginia, payment of West Virginia property tax, filing of West Virginia income tax returns, registration of motor vehicles in West Virginia, possession of a valid West Virginia driver's license and/or marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence that may be used in determining whether or not a domicile has been established.

Factors mitigating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal tax forms or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states and leaving West Virginia when school is not in session.

3. **Dependency Status.** Dependent students are those who are listed as dependents on the federal or state income tax return of their parent(s) or legal guardian or who receive major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, dependent students take the domicile of the parent with whom they live or to whom they have been assigned by court order.

However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

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

4. **Change of Residence.** Individuals who have been classified as out-of-state students and who seek resident status in West Virginia must assume the burden of providing conclusive evidence that a domicile has been established in West Virginia with the intention of making this state the permanent home. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions referenced in Sect. 2. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification. It is the student's responsibility to notify the Financial Aid Office.
5. **Military.** An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or

established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Any student living in West Virginia and receiving education benefits provided under Chapter 30 135CSR25 3 or Chapter 33 from the U.S. Department of Veterans Affairs shall be charged in-state tuition and fees to attend a West Virginia public institution of higher education so long as such student is considered a "covered individual" as described in 38 U.S.C. § 3679, as in effect at any time.

6. **Aliens.** Students who meet the domiciliary requirements noted in Sections 3, 4, and 5 of this policy, and who are U.S. Permanent Resident Aliens, Political Asylums or Political Refugees, or who hold an A, E, G, H, I, L, O, P, R, TD, TN, U, or V visa, may apply to be reviewed for in-state residency for tuition purposes.

Students who hold B, C, D, F, J, K, M, or Q visas are not eligible for establishing in-state residency for tuition purposes.

Students who meet the domiciliary requirements and who are the beneficiary of a pending I-485 application to adjust status to permanent resident may apply to be reviewed for in-state residency for tuition purposes.

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

## Residency Appeal Process

The decision of the Registrar may be appealed in accordance with the Student Appeals Procedure for Non-Academic Matters. The appeal shall end at the institutional level.

## Placement Testing

All degree-seeking students admitted to the College are assessed for appropriate placement into the appropriate course including supplemental education or college-level courses, occasionally a student may be placed in a course below a 100 level for additional remedial coursework (below 100 level coursework has a different grading system and affects GPA and academic honors; see the appropriate section in this catalog) Academic advising, student orientation, and placement are all components of the new student process

**Who must take placement tests?** To assure the integrity of degree programs and a student's ability to succeed in college courses, the West Virginia CTCS (Nov. 2010) established uniform standards for placement of students in college-level mathematics and English courses. Upon admission, all degree and certificate objective students are required to take course placement tests in reading, writing, arithmetic, and elementary algebra to assess their current skills if ACT/SAT scores are not available. Students not seeking a degree or certificate must meet these requirements before registering for any class with an applicable prerequisite.

**When does a student test?** Students are required to take a placement test prior to registering for their first class to determine appropriate course placement(s). Students may retest in any of the required subject areas one time. Students must wait at least 24 hours between testing and retesting.

**How is testing arranged?** Testing sessions are scheduled individually on each campus to accommodate students' needs. Information regarding placement testing is available through the Campus Service Center.

Alternate testing arrangements can be made for students with documented physical or learning disabilities. Contact the Accessibility Counselor at 304-214-8938 to arrange necessary modifications to enhance the student's chance for success. Isolated testing, having a test read to the student or physical adaptations are examples of modified arrangements.

**How do Distance Education students arrange testing?** Distance Education students are able to take the placement test at a remote location near their home address. Contact the Director of Student Services to schedule remote testing at 304-214-8946.

**Placement Score Table:** The following table identifies scores required on a variety of Placement Tests in order to place a student into the corresponding course.

## English Required Test Scores

ENGLISH 097 SCORES				
ACCUPLACER	ACT	COMPASS	SAT (FEB. 2016 & PRIOR)	SAT (MARCH. 2016 & LATER)
Reading 59 or Less AND Sentence Skills 65 or Less	Reading 14 or Less AND English 15 or Less	Reading 69 or Less AND Writing 59 or Less	Reading 439 or Less AND Writing 429 or Less	ERW 459 or Less
ENGLISH 101S/ENGLISH 092 SUPPLEMENTAL OPTION WITH THESE SCORES				
ACCUPLACER	ACT	COMPASS	SAT	
Reading 60-78 AND Sentence Skills 66-87	Reading 15-16 AND English 16-17	Reading 70-74 AND Writing 60-70	Reading 440-450 AND Writing 430-440	ERW 460-479
ENGLISH 101 SCORES				
Reading 79 or Higher AND Sentence Skills 88 or Higher	Reading 17 or Higher AND English 18 or Higher	Reading 75 or Higher AND Writing 71 or Higher	Reading 451 or Higher AND Writing 441 or Higher	ERW 480 or Higher

## Math Required Test Scores

Math is based on your program requirements. Meet with your advisor or counselor for scheduling your math or check your Northern Navigator of acceptable options.

**Which Math Are You?**

## Math 109 or Math 115

<b>PLACEMENT INTO MATH 109 or MATH 115</b>	<b>Math 109 + Math 109S Math 115 + Math 115S (5 credit hours)</b>	<b>Math 109 Math 115 (3 credit hours)</b>
ACT (AE2)	18 or BELOW	19 OR ABOVE
SAT (FEB. 2016 & PRIOR) (SO2)	1 to 459	460 or above
SAT (MARCH 2016 & LATER) (S11)	499 or BELOW	500 or Above
Accuplacer (arithmetic) ACCM	0 to 84	85 or above
Accuplacer (elem. algebra) ACCM	No score needed	No score needed
Compass (pre-algebra) CM86	0 to 58	59 or above
Compass (Algebra) CM92	No score needed	No score needed
Asset (numerical) W33	0 to 39	40 or above
Asset (algebra) W34	No score needed	No score needed
TRM/TRA	No score needed	3TRM

## Math 204 or Math 205

<b>PLACEMENT INTO MATH 204 or MATH 205</b>	<b>Math 104 + Math 104S Math 205 + Math 205S (5 credit hours)</b>	<b>Math 104 Math 205 (3 credit hours)</b>
ACT (AE2)	18 or BELOW	19 OR ABOVE
SAT (FEB. 2016 & PRIOR) (SO2)	1 to 459	460 or above
SAT (MARCH 2016 & LATER) (S11)	499 or BELOW	500 or Above
Accuplacer (arithmetic) ACCM	0 to 84	85 or above
Accuplacer (elem. algebra) ACCM	No score needed	No score needed
Compass (pre-algebra) CM86	0 to 58	59 or above
Compass (Algebra) CM92	No score needed	No score needed

Asset (numerical) W33	0 to 39	40 or above
Asset (algebra) W34	No score needed	No score needed
TRM/TRA	No score needed	3TRM

## All Other Math

<b>PLACEMENT INTO MATH 101 / 101S / 108 110 / 113 / 210</b>	<b>Math 101 + Math 101S (5 credit hours)</b>	<b>Math 101 (3 credit hours)</b>	<b>Math 108 Math 110 Math 113 Math 210</b>
ACT (AE2)	16 or BELOW	17-18	19 or ABOVE
SAT (FEB. 2016 & PRIOR) (SO2)	1 to 379	380-459	460 or ABOVE
SAT (MARCH 2016 & LATER) (S11)	1 to 459	460-499	500 or ABOVE
Accuplacer (arithmetic) ACCM	0 to 84 (arithmetic AND elementary algebra)	85 or above (arithmetic AND elementary algebra)	85 or ABOVE (arithmetic AND elementary algebra)
Accuplacer (elem. algebra) ACCM	No score to 83 (arithmetic AND elementary algebra)	No score to 83 (arithmetic AND elementary algebra)	84 or ABOVE (arithmetic AND elementary algebra)
Compass (pre-algebra) CM86	0 to 58 (pre-algebra AND algebra)	59 or above (pre-algebra AND algebra)	59 or ABOVE (pre-algebra AND algebra)
Compass (Algebra) CM92	No score to 60 (pre-algebra AND algebra)	No score to 60 (pre-algebra AND algebra)	60 or ABOVE (pre-algebra AND algebra)
Asset (numerical) W33	0 to 39 (numerical AND algebra)	40 or above (numerical AND algebra)	40 or ABOVE (numerical AND algebra)
Asset (algebra) W34	No score to 45 (numerical AND algebra)	No score to 45 (numerical AND algebra)	46 or ABOVE (numerical AND algebra)
TRM/TRA	No score exists	3TRM	3TRM+3TRA

## Placement Review/Retest Program

The College offers several options for students to review their placement:

1. **Review and Retest**

Schedule some "boot camp" style review sessions, on campus, with an Academic Support Center tutor who will provide "right on" resources and tips within a structured study plan to have you prepped and ready for retest success.

2. **Course with Supplement**

Enroll in program requirement with an additional, credit-bearing supplement designed to provide the scaffolding and support that will allow you to thrive in a college-level class.

For more information, contact the Academic Support Center on any campus, or the Director of Academic Student Support Services at 304-214-8853.

## Academic Advising/Registration

### Academic Advising Center

Students are assigned to the Academic Advising Center on their campus upon admission. Students are to make initial appointments to understand their test scores, create an educational plan, select courses, confirm financial aid and tuition documentation, and interpret College policies. Advising Centers are open throughout the year.

Based on program of study and campus location, each degree-seeking student is assigned a faculty/academic advisor at the beginning of their first semester. Academic Advisors help students assess their academic, career and life goals. Academic advisor assignments are coordinated through the Admissions and Registrar's offices. A new Registration PIN is issued to each student each semester. The PIN is provided by the advisor prior to registration.

### First Year Seminar

WVNCC requires students admitted to Northern as first-time freshmen to enroll in a 1-credit hour First Year Seminar (FYS): Success Strategies course. All full-time and part-time degree-seeking students should complete the FYS graduation requirement during the first semester, including those who:

- Have never attended WVNCC or another accredited college (courses taken during high school do not apply).
- Are transferring from unaccredited institutions.

This requirement does not apply to:

- Students admitted to Northern prior to fall 2013.
- Early Entrance (high school) students while in high school. (Unless degree seeking)
- Students transferring from regionally accredited institutions.
- Non-degree seeking students.

### New Student Welcome Event

All new WV Northern students are recommended to participate in New Student Welcome Day. During this event, students will receive information related to:

- College resources.
- Registration processes.
- Student Portal.
- Student Email.



- Northern on the Web (N.O.W.).
- Program and graduation requirements.
- Financial aid and Veterans Benefits.
- Payment of Tuition & Fees.
- Campus Safety and Security.
- Parking and many other important topics.

This event takes place prior to the start of classes and is scheduled at each campus. Students should have registered for their semester classes prior to this event.

## The Academic Schedule

The academic schedule for each semester and summer term is designed to assure academic program implementation plans and to meet identified interests and needs of students in multiple locations.

The schedule for spring classes is published the previous October; the fall class schedule is published in April. Both schedules are available at each campus. The summer schedule is typically published during the previous fall. The spring, summer and fall schedules are available online at [www.wvncc.edu](http://www.wvncc.edu).

The College is developing increasingly flexible and alternate methods of instruction as well as utilizing electronic methods to supplement traditional information, communication, and materials.

Courses are typically scheduled over two semesters of 15 weeks; however, some courses may be offered in five weeks, eight weeks, 10 weeks, or other time periods. Summer school classes are offered in a 12-week term. Classes offered during the 12-week Summer term have varying lengths and start at a variety of times.

### Distance Education

Online delivery is used for many courses at WVNCC. Class activities and requirements vary and meet the same outcomes and standards as traditionally offered courses. Interested students should seek information in advance of registration through the academic schedule and by contacting the instructor. Course information for distance education courses is available through the College's Web page at [www.wvncc.edu/programs-of-study/online-degree-programs/4628](http://www.wvncc.edu/programs-of-study/online-degree-programs/4628). Courses designated as "hybrid" require some class meetings on campus. WVNCC online and hybrid courses are delivered through Blackboard.

**IP Video and classes** noted on academic schedules are those that utilize the College's closed video telecommunications system, therefore increasing the offering of courses for participation of students from two or three campuses with the instructor located at any campus. Students can see and talk with each other and the instructor. during the classes. Instructors and students utilize the College's integrated telephone system, mail system, and e-mail to supplement communications.

**Other alternate methods for course participation** are sometimes, but not always, possible to assist students. Such methods may include audio and/or videotaping, limited independent study, and use of electronic methodologies. In special circumstances, especially when students have previously completed some aspects of the course in other means, individual Course Learning Contracts may be arranged. Alternate methods must be arranged directly with the instructor of the course. If an instructor has not been assigned yet to the course, students should consult the campus Service Center.

## Alternate Methods for Achieving College Credit

### Credit by Examination

Students who have developed a proficiency in specific subjects and have met the prerequisites may elect to earn credit for a course by taking a "Challenge Exam." Not all classes may be challenged. To take the exam, students must first register for the class and pay the required tuition. After passing the examination, students will be exempt from specific course requirements and permitted to register in advanced courses in that subject field. A "K#" grade will be given but will not be computed in the grade point average. However, the credit hours will be counted toward graduation requirements and for designation on Merit, Dean's and President's lists.

Interested students should contact the appropriate Campus Counselor or faculty member. Payment for test out classes cannot be made with financial aid or Veterans' funds.

## **Advanced Placement Credits**

In accordance with the West Virginia Council for Community and Technical College Education and the Higher Education Policy Commission, West Virginia Northern Community College recognizes the Advanced Placement Program of the College Entrance Examination Board as an instrument that allows high school students to master college-level subject matter and to document their intellectual achievements through successful completion of advanced placement examinations. West Virginia Northern Community College will accept Advanced Placement Credit if the high school student earns a minimum score of three on the specified test.

After applying for admission to West Virginia Northern, students should have the College Board Advanced Placement Examination Grade Report mailed directly to the Records Office at West Virginia Northern.

Examination results will be validated by the Records Office. The Records Office will identify the amount of advanced placement credit that will be granted toward the degree requirements. Advanced placement credit will be documented on the transcript.

Advanced placement credit will receive a "K" grade on the West Virginia Northern transcript.

## **College Level Examination Programs and Proficiency Examination Program**

West Virginia Northern Community College will award credit for the College Level Examination Program (CLEP) and the Proficiency Examination Program (PEP) within the following guidelines. All credit awarded will be in conformity with the West Virginia Council for Community and Technical College Education and Higher Education Policy Commission and all such credit will be transferable to all other institutions in the West Virginia state system of higher education.

**General Exams** – Students who attain the score required by the model policy of the Council on College Level Examinations of the College Board may receive credit for General Examinations. Such credit in general education may not meet specific program requirements, in which case the credit may be used as elective credit.

**Subject Examinations** – Students may be awarded credit for the successful completion of any or all CLEP and PEP Subject Examinations presently offered or developed in the future, provided they achieve a score equal to or above the recommended scores of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP examinations or the University of New York and American College Testing Program current at the time the examination is taken.

Credit will be awarded for the number of semesters for which the examinations were designed. Grades will not be assigned, and the credit will not be included in the computation of student's grade point average. The credit earned on CLEP and PEP Subject Examinations will be equated with existing course offerings at West Virginia Northern. If no equivalent course is offered at West Virginia Northern, the credit earned by CLEP and PEP examinations may be

considered elective credit. Students will not receive CLEP and PEP credit for equivalent courses in which they have already earned credit.

**Academic Record and Enrollment** – The permanent academic record of students will indicate which credit was earned by CLEP or PEP examinations. Students must be enrolled at West Virginia Northern in order to receive credit from West Virginia Northern. Students who have taken CLEP or PEP examinations prior to enrollment must submit an official CLEP or PEP transcript. Questions should be directed to the Records Officer.

Students should take the appropriate CLEP exam(s) through the College Entrance Examination Board, Educational Testing Service, Princeton, New Jersey 08504.

The PEP exam(s) may be taken through the ACT Proficiency Examination Program, Iowa City, Iowa 52240.

Grade reports must be mailed directly to the Records Office at West Virginia Northern Community College. The examination results will be validated by the Records Officer and students notified of the credit earned.

## **Credit for Prior Learning Through Portfolio Assessment**

The College will award academic credit for learning acquired through work or life experiences that are equivalent to coursework that meets degree requirements for the program in which the student is enrolled. Students may only petition for credit for courses listed in the current College catalog. Credit will be awarded for learning that is comparable to the stated course outcomes and scope of the course. Credit is awarded on a "K" basis and will be annotated on the transcript as experiential credit. A maximum of 30 credit hours may be awarded through the portfolio process in all programs except the Board of Governors program. Contact the Campus Service Center for PLA (Prior Learning Assessment) form or for further information.

## **EDGE: 'Earn A Degree Graduate Early'**

EDGE is a West Virginia community college initiative that recognizes specific West Virginia high school classes as "free" community college credit. These high school classes are usually in the career-technical track and can be applied to a certificate or an associate degree. To be eligible to receive the EDGE credit, a high school student must pass an EDGE eligible high school course with a final overall grade of an A, B, or C. Additionally, students have to complete at least one college course through West Virginia Northern and pass this course with an A, B, or C. These may include College 101, Early Entrance classes, online classes, or any classes as a general or transient student. The student must then complete an EDGE Transcript Request form that can be found either on the WV Department of Education website at [wvde.state.wv.us/forms/cte/edge-transcript-request](http://wvde.state.wv.us/forms/cte/edge-transcript-request) or by contacting Northern's Student Service Center and requesting to speak with the EDGE Coordinator.

## **Registration Policy and Procedures**

Registration for classes including changes and withdrawal of enrollment in specific courses must be initiated by the student through completion of the registration process. Documentation of prerequisites for entry into specific courses is required prior to registration also.

The College provides extensive dates and times for registration. All students must obtain a Registration Ticket from a Campus Service Center prior to meeting with the advising center or their faculty advisor. New students can register after meeting with the Advising Center Counselors. Returning students may register by logging onto Northern on the Web (NOW) after meeting with their academic advisor and obtaining their alternate PIN. Information on a students' academic advisor is listed on their student portal.

**Registration is the admission "ticket" into classes.** Registration must be completed prior to entry into the class. In some unusual instances, an instructor may permit a student to participate in one class session during the first week of classes prior to completion of registration. After the first week, participation by a non-registered student requires written authorization from the Vice President of Student Services for a specified temporary period.

**Before attending any class,** a student must officially register and satisfy all financial obligations to the College. The College reserves the right to deny admission to class to any student who has not registered or remitted full payment of tuition and fees. The College provides the opportunity for students to complete "early" registration prior to the beginning of classes. Students need to make financial arrangements by the established payment deadlines. Refer to Tuition and Financial Aid section of this catalog and the academic schedule.

**Registration for audit of courses,** that is, taking credit courses without evaluation and credit, must be specifically requested at the time of registration. Students must also inform the instructor of their registration for audit purposes only. Students are not permitted to change their registration from "audit" to "credit" or "credit" to "audit" after the first two weeks of the semester or a comparable period in short-term classes. This change is completed by submitting Audit Course Request form to the Campus Service Center. Audited courses do not count toward graduation and cannot be paid with Title IV financial aid funds.

Adding classes during the first week of a class is possible and does not require the instructor's approval providing that the class is not at capacity. Students register through their NOW accounts.

**Late Registration** occurs during the second week of classes. A late registrant must complete a Late Registration card, obtain the faculty member's signature granting permission for the student to register late, and submit the signed form to the Campus Service Center.

**Changes in registration** are completed by students online in NOW. After the first week students may add classes by submitting a late registration form. Dropping a class is completed online through NOW by the student. Students are responsible to immediately verify that written documentation accurately reflects the change intended. Students should consult the academic calendar concerning deadline to "drop" courses and read the regulations regarding grades and refunds as well as financial aid, if applicable. Students are strongly encouraged to talk with instructors and/or their academic advisor prior to making such changes. Often, alternatives or supplementary assistance may be available which makes course completion possible. In addition, students need to identify the impact of dropping specific courses. If the impact of a "drop" is complete withdrawal from all courses, then the student should follow instructions for "withdrawal from all courses". The College publishes a last day to drop and withdraw each semester.

The maximum number of credits for which students may register is 18 credit hours per semester and 12 credit hours in summer term. Exceptions may be granted by the Campus Counselor or Registrar Office designee upon the recommendation of the student's academic advisor and evidence of the requesting student's ability to manage an exceptionally heavy course load. This evidence is normally the completion of previous college courses as a full-time student and a grade point average higher than 3.25.

Delays, limits, and "holds" which impact registration result **under certain conditions, such as:**

- The maximum number of students have already registered for the course;
- The admission application has not been submitted;
- Required admissions materials have not been submitted by the end of the first term of enrollment;
- Documentation of preparation for entry in specific courses is required but not completed;
- Default in payment of educational loans, repayment owed on Title IV aid, or other payments owed to the College;
- Prerequisite education coursework not successfully completed;
- The student not meeting certain conditions resulting from lack of standards of progress; and/or
- Disciplinary action. See Student Rights and Responsibilities.

**"Wait lists"** result when a class is filled to capacity. If space becomes available prior to the first class session, the student will be notified through their WVNCC email account and given the chance to register themselves through their

NOW account. **Waitlists for classes** will not be available starting the Tuesday prior to the start of the class. Students registering after this time must choose from open sections.

Withdrawal from all courses, when necessary, is completed through Northern on the Web. Telephone withdrawals can be taken by the Campus Counselor, Associate Registrar or Registrar only. Students are encouraged to talk with their instructors and academic advisor prior to withdrawing to determine if there are other alternatives available. Students are responsible for verifying their withdrawal. The last day to totally withdraw from the College is published in the academic calendar. Students who completed short-term courses or tested out of a course in the same semester are not eligible for a total withdrawal.

Administrative withdrawal of a student from individual courses may be implemented by the instructor when, in the opinion of the instructor, a student fails to attend class regularly and/or fails to complete educational assignments. Disciplinary action can also result in administrative withdrawal by an instructor. See Student Rights and Responsibilities.

Administrative drop: For students with outstanding financial obligations, the College may "administratively drop" the student from classes for nonpayment. The College also reserves the right to administratively drop a student from a course for failure to meet prerequisites, failure to adhere to institutional, financial aid satisfactory academic progress or for disciplinary reasons (including Student Code of Conduct violations).

Last day to drop/withdraw from a class or the college is listed in the Academic Calendar.

## Enrollment Status and Course Load

Students are enrolled once they have completed the registration process that includes satisfying all financial obligations to the College. (This is not for financial aid purposes, see financial aid section).

**Full-time students** are those who are currently registered for a minimum of 12 credit hours during a full semester or for a minimum of 6 credit hours for summer term. Courses below 100 level (for example ORNT 090) with course credit is counted for this determination but not for graduation, degree requirements or certain honors. The number of credit hours of specified courses required per semester to complete a certificate program in two semesters or an associate degree in four semesters is typically 15 credit hours, excluding courses below 100 level (for example ENG 097) and orientation courses.

**Part-time students** are those who are currently registered for less than 12 credit hours during a full semester or for less than 6 credit hours during the summer term. Part-time students will need to plan carefully their sequence of courses to assure completion of a degree or certificate.

**First-time students** are those who have not taken any college courses since they graduated from high school or a student who only took credits while in high school.

Student status is classified as follows:

**Freshmen students** are those who have completed up to 30 credit hours.

**Sophomore students** are those who have completed 30 or more credit hours in their program.

## General Education

Because of its commitment to the total development of the individual, West Virginia Northern Community College requires all students enrolled in academic programs to complete a general education core curriculum. The aim of the general education component is to teach students to communicate effectively, think clearly and reasonably, make ethical judgments, develop personal values, apply knowledge constructively, and make learning a lifelong commitment.

The College is committed to developing resilient, lifelong learners able to function in a complex, technologically sophisticated world.

The goals of General Education are to:

- Communicate effectively in oral and written formats.
- Employ or utilize information access and literacy skills.
- Demonstrate problem-solving and critical thinking skills.
- Employ mathematical and science literacy skills.
- Acquire a cultural, artistic and global perspective.
- Demonstrate professional and human relations skills.

## **Core Coursework Transfer Agreement**

In accordance with the West Virginia Higher Education Policy Commission and West Virginia Council for Community and Technical Colleges Core Coursework Transfer Agreement, identified undergraduate core courses completed are transferable as general studies credit to all other state institutions of higher education in West Virginia for credit with the grade earned (courses are notated with an asterisk). Up to 72 hours of other courses may be accepted as transfer in specific degree programs. Academic advisors and counselors can assist with questions regarding transfer to specific colleges.

## **Transfer in Students**

Students transferring to WVNCC are admitted through the regular admissions process and must provide academic transcripts and related documents as noted in the Admissions/Registration section of this catalog. Transfer students will be assigned an academic advisor and need to meet with the advisor to register for class. A transfer credit evaluation is done at the time the academic transcript is received; students should meet with their academic advisor to determine how those credits apply toward graduation. Transfer students must work with their academic advisor if a course petition is needed.

## **Transfer Out Students**

West Virginia Northern students who complete an associate degree have many opportunities to continue on to complete a bachelor degree. WVNCC currently has 2+2 agreements with Bethany College, Franciscan University, West Liberty University, West Virginia University, Marshall University, University of Charleston, and Wheeling Jesuit University. The College also has partnerships with other universities and colleges; since agreements are revised annually, students should meet with their Counselor or Advisor concerning their program of study. Students interested in attending a West Virginia public four-year institution should also refer to the Core Coursework Transfer Agreement (above) for courses that the baccalaureate institution will accept. A transfer fair is held each spring.

Students who take classes at West Virginia Northern are advised to discuss their courses with the college to which they are transferring. The decision of transfer credit, minimum grade required and credit hour articulation are determined by the receiving college.

## **General Education Core Requirements**

- Associate in Arts

- Associate in Science
- Associate in Applied Science
- Certificate of Applied Science

## Academic Programs A-Z

### Accounting/Business Administration 2+2 to FUS, A.S.

(CIP: 240199)

#### Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Accounting and/or Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST 100 - World Cultures I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST 101 - World Cultures II **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

\* Choose from: PHIL 200, ENG 200, ENG 201, ENG 210, ENG 211, ENG 225, and ENG 226.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## **Accounting/Business Administration 2+2 to FUS, A.S. (Online)**

(CIP: 240199)

## **Transfer to Franciscan University of Steubenville**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Accounting and/or Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.



Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST 100 - World Cultures I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s) \***
- SCI - Science Core Requirement (Life Science) **4 Credit(s) #**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST 101 - World Cultures II **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s) ##**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

\* Choose from: PHIL 200, ENG 200, ENG 201, ENG 210, ENG 211

# Choose from: BIO 110, BIO 112

## Choose from: GSC 100, CHEM 108, or PHYS 104

## Accounting/Business Studies, A.A.S.

(CIP: 520101)

This option is designed to meet the needs of modern business and industry for accounting professionals. The curriculum will help students develop habits of critical, logical thinking while they learn to record, report and interpret data using basic accounting as well as electronic procedures. Computerized software and accounting applications will be emphasized.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate the ability to analyze financial statements and evaluate the performance of a company.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate working knowledge of application software used in the field of accounting.

Graduates of this program can expect to obtain employment in positions such as accounts receivable, accounts payable, accounting clerk, payroll clerk, billing manager, and customer service representatives.

Graduates can expect to be employed in medical and banking facilities, industrial and manufacturing plants, communication businesses, and various small businesses.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Accounting should take the Business Administration Transfer Option A.S. degree, the Accounting/Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S. degree, or the Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- ACC 224 - Intermediate Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**  
or
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- ACC 225 - Intermediate Accounting II **3 Credit(s)**
- ACC 240 - Business Taxation **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**

## Total Credits (60)

## Advanced Manufacturing, A.A.S.

**(CIP: 150406)**

The mission of the Associate in Applied Science (AAS) program in Advanced Manufacturing is to prepare individuals to be electrical and mechanical maintenance technicians for the highly technological, integrated and automated manufacturing facilities of the modern workplace, and into the 21st century. The program is designed to integrate mechanical, electrical, process and control skills as employers are demanding technicians who are "cross-trained." Students learn to install, replace, troubleshoot and repair equipment used in manufacturing facilities.

All technical courses have an intensive hands-on lab component as students learn skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, instrumentation, workplace safety, and problem solving and teamwork.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate the basic skills needed to safely perform work as a field technician in a commercial and/or industrial environment.
- Apply principles of hydraulic, pneumatic, electrical, and programmable logic controller systems in a commercial and/or industrial environment.
- Demonstrate ability to read and analyze prints, schematic diagrams, circuit diagrams and ladder diagrams, technical manuals, and to implement field procedures.
- Demonstrate general education skills relevant to the program.

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical, power generating, and fabricating industries.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**
- MEC 140 - Programmable Controllers I **3 Credit(s)**
- MEC 232 - Pumps and Piping **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

#### Spring Semester (14 Credits)

- MEC 240 - Programmable Controllers II **3 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- MEC 235 - Instrumentation II Electrical **3 Credit(s)**
- MEC 251 - Problem Solving & Teamwork Seminar **2 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

**Total Credits (60)**

## **Associate in Arts Degree, English/Humanities Concentration**

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a knowledge of philosophies and the expression of ideas and values through the arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access in literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

## **General Education Core Requirements**

Associate in Arts General Education Requirements

### **First Year**

#### **Fall Semester (15/17 Credits)**

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### **Spring Semester (16/17 Credits)**

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s) #**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Total Credits (60-63)

\* Choose from: ENG 200, ENG 201, ENG 208, ENG 210, ENG 211, ENG 225, ENG 226.

\*\* Choose from: HIST 100, HIST 101, HIST 110 and HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours – it is recommended that students in this program choose their six hours of HUM core requirements from ART, ENG, MUS, or PHIL.

## Associate in Arts Degree, English/Humanities Concentration (Online)

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a knowledge of philosophies and the expression of ideas and values through the arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

## Second Year

### Fall Semester (14 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Total Credits (60-61)

\*Choose from: ENG 200, ENG 201, ENG 210 and ENG 211.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, General Concentration

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.



- Employ mathematical and science reasoning skills.
- Acquire a cultural, artistic, and global perspective.
- Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)**
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Second Year

#### Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

#### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Total Credits (60-63)

\*Choose from: Any ART, ENG, ECON, HIST, MUS, SOC, SS, PSYC, or PHIL (3 hours from 3 separate disciplines to equal 9 hours).

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, General Concentration (Online)

(CIP: 240101)

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

## General Education Core Requirements

Associate in Arts General Education Requirements

## First Year

### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Total Credits (60-61)

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

HPE: Choose from HPE 100, HPE 101, HPE 105

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, PSYC 208

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, PHIL 200

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

\*Concentration Elective: Choose from any ART, ENG, ECON, HIST, SOC, SS, PSYC, or PHIL 200 (3 hours from 3 separate disciplines to equal nine hours.)

## **Associate in Arts Degree, History/Social Science Concentration**

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

## **General Education Core Requirements**

Associate in Arts General Education Requirements

### **First Year**

#### **Fall Semester (15/17 Credits)**

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### **Spring Semester (16/17 Credits)**

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Total Credits (60-63)

\* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, History/Social Science Concentration (Online)

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

### Second Year

## Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

## Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Total Credits (60-63)

\* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, Psychology Concentration

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.

- Acquire a cultural, artistic, and global perspective.
- Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

### Second Year

#### Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

#### Spring Semester (15 Credits)



- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-63)

\*Choose from: HS 147, HS 150, HS 210, PSYC 155, PSYC 200, PSYC 208, PSYC 210, PSYC 218, SS 207.

\*\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements may be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, Psychology Concentration (Online)

(CIP: 240101)

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

## General Education Core Requirements

Associate in Arts General Education Requirements

## First Year

### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-61)

\*Choose from: PSYC 155, PSYC 208, PSYC 210, PSYC 218.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Science Degree

(CIP: 240199)

This program is designed for students who expect to complete a degree at a four- year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

In addition, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics.
- Apply the scientific method in designing, conducting and analyzing experiments.
- Communicate effectively and work collaboratively.
- Use mathematical and scientific principles in problem solving.
- Relate issues from a global perspective.
- Conduct basic research using the Internet and print resources.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Mathematics Core Requirement **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

### Second Year

## Fall Semester (15 Credits)

- HIST - History Core Requirement **3 Credit(s)** \*
- HUM - Humanities Core Requirement **3 Credit(s)**
  
- MATH - Mathematics Electives **9 Credit(s)**  
or
- SCI - Science Electives **9 Credit(s)**

## Spring Semester (15 Credits)

- MATH - Mathematics Core Requirements **6 Credit(s)**  
or
- SCI - Science Core Requirements **6 Credit(s)**
  
- Elective **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

## Total Credits (60)

Students must see their academic advisor to plan courses for a concentration in Science or Mathematics.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## Associate in Science Degree (Online)

**(CIP: 240199)**

This program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

In addition to General Education Outcomes, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics.
- Apply the scientific method in designing, conducting and analyzing experiments.
- Communicate effectively and work collaboratively.
- Use mathematical and scientific principles in problem solving.
- Relate issues from a global perspective.
- Conduct basic research using the internet and print resources.

## General Education Core Requirements

Associate in Science General Education Requirements

## First Year

### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HIST - History Core Requirement **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Electives **8 Credit(s)**

### Spring Semester (17 Credits)

- SCI - Science Core Requirements **8 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

## Total Credits (61)

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, POLS 102, PSYC 105, PSYC 208, SOC 125

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, PHIL 200

Note on Science core/electives for A.S.: At least two must be from the same discipline that is Biology, Chemistry, or Physics.

## Board of Governors, A.A.S.

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

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

**Curriculum-**The Board of Governors A.A.S. requires 60 credit hours that include a general education core of 21 credit hours and 39 credit hours of general electives. An optional capstone experience and an optional defined area of emphasis encompassing a broad range of content areas may be included. The structure of the degree assures flexibility in program design to meet the individual needs of adult students. The required general education courses assure the development of essential skills and competencies necessary for an associate degree level graduate. The general electives, with the opportunity for a defined area of emphasis, allow students to demonstrate and document a defined occupational proficiency. Students are encouraged to explore various options for obtaining credit for prior learning experiences including course articulation, standardized exams, challenge exams, credential validation and portfolio credit. Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60 credit requirement.

A student may apply any or all methods of extra-institutional credit toward the completion of the Board of Governors A.A.S. degree. Further details can be obtained by contacting the Advising Center or the Dean of Academic Affairs.

**Graduation Grade Point Average:** 2.0

**Residency Requirement:** 12 credit hours from a regionally accredited higher education institution. A minimum of 3 credits may be required at the host institution. Petition for exception to the residency requirement may be made to the Chief Academic Officer of the host institution.

**Academic Forgiveness:** All F's earned in College courses earned four or more years before admission to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript.

**Grades and Grading:** Grading will follow the institution's current grading policy.

**Admission Requirements:** Students are eligible for admission to the program two years after graduation from high school. In case of those passing a high school equivalency examination, admission must be two years after their high school class has graduated.

## General Education Core Requirements (21 Credits)

Associate in Applied Science General Education Requirements

Communications (6 Credits)

Mathematics/Sciences (6 Credits)

Social Sciences/Humanities (6 Credits)

Computer Literacy (3 Credits)

General Electives (39 Credits)

Includes credit hours for optional area of emphasis, portfolio course, and capstone course.

Total Credits (60)

## **Business Administration 2+2 to WLU, A.S.**

(CIP: 240199)

## **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Liberty University to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

Students successfully completing and receiving an A.S. degree under this program will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate a working knowledge of application software used in the field of business.
- Demonstrate adequate knowledge and skills related to the general education curriculum requirements of the program including effective communication, collaboration with peers, critical thinking and problem solving.

In addition to these competencies, upon successful completion of this program students will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

# General Education Core Requirements

Associate in Science General Education Requirements

## First Year

### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- SCI - Science Core Requirement (Life Science) **4 Credit(s) \*\***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s) \***
- SCI - Science Core Requirement (Physical Science) **4 Credit(s) \*\*\***

## Total Credits (60)

\* Choose from: ART 150 or MUS 105

\*\*Choose from: BIO 110, BIO 112 or BIO 113



\*\*\* Choose from: GSC 100, CHEM 108 or PHYS 104

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

## Choose from: BA 265, ENG 200, ENG 201, ENG 210, ENG 211, MGT 250, MKT 230, PHIL 200

## **Business Administration 2+2 to WLU, A.S. (Online)**

(CIP: 240199)

## **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Liberty University to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to General Education Outcomes, students successfully completing and receiving an A.S. degree under this program will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate a working knowledge of application software used in the field of business.
- Demonstrate adequate knowledge and skills related to the general education curriculum requirements of the program including effective communication, collaboration with peers, critical thinking and problem solving.

In addition to these competencies, upon successful completion of this program students will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## **General Education Core Requirements**

Associate in Science General Education Requirements

### **First Year**

#### **Fall Semester (16 Credits)**

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- SCI - Science Core Requirement (Life Science) **4 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s) \*\*\***
- SCI - Science Core Requirement (Physical Science) **4 Credit(s) \*\***

## Total Credits (60)

\* Choose from: BIO 110, BIO 112

\*\* Choose from: GSC 100, CHEM 108, PHYS 104

\*\*\* Humanities: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, or PHIL 200

## Choose from: BA 265, ENG 200, ENG 201, ENG 210, ENG 211, MGT 250, MKT 230, PHIL 200

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

## Business Administration Transfer Option, A.S.

(CIP: 240199)

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279. However, MATH 279 is not eligible for financial aid in this program.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

## Business Administration Transfer Option, A.S. (Online)

(CIP: 240199)

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**

- BA 240 - Business Law I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)** \*\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)** \*\*\*
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279. MATH 279 is not currently offered in the online format.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

\*\*Choose from BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, or BIO 117

\*\*\*Choose from: ASTR 125, CHEM 108 or CHEM 109, GSC 100, PHYS 104, PHYS 105, or PHYS 115.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## Business Administration, Business Studies 2+2 to FUS, A.A.S.

(CIP: 520201)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

# General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA - Business Elective **3 Credit(s) \***
- MKT 230 - Principles of Marketing **3 Credit(s)**

## Total Credits (60)

\* Choose from: Any additional Accounting, CIT, Management or Business Administration course.

# **Business Administration, Business Studies 2+2 to FUS, A.A.S. (Online)**

(CIP: 520201)

## **Transfer to Franciscan University of Steubenville**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### **Spring Semester (15 Credits)**

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA - Business Elective **3 Credit(s) \***
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Total Credits (60)

\* Choose from: Any additional Accounting, CIT, Management or Business Administration course.

## **Business Administration, Business Studies, A.A.S.**

**(CIP: 520201)**

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate working knowledge of application software used in the field of business.

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjuster, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take one of the following: the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 degree, the Business Administration Transfer Option to WLU 2+2 A.S. degree, the Business Administration Transfer Option to West Virginia State University 2+2



A.S. degree, or the Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**

### Total Credits (60)

# **Business Administration, Business Studies, A.A.S. (Online)**

**(CIP: 520201)**

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate working knowledge of application software used in the field of business.

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjuster, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take one of the following: the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S., the Business Administration Transfer Option to West Virginia State University 2+2 A.S. degree, or the Business Administration Pre-Business Transfer Option to WVU 2+2 A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### **Spring Semester (15 Credits)**

- ACC 123 - Principles of Accounting II **3 Credit(s)**

- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**

## Total Credits (60)

## **Business Administration, Business Studies: Management Concentration 2+2 to WVSU, A.A.S.**

(CIP: 520201)

## **Transfer to West Virginia State University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

Total Credits (60)

## **Business Administration, Business Studies: Management Concentration 2+2 to WVSU, A.A.S. (Online)**

(CIP: 520201)

## **Transfer to West Virginia State University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### **Spring Semester (15 Credits)**

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**

- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Total Credits (60)

## **Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S.**

(CIP: 520201)

## **Transfer to West Virginia University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia University to complete work on Baccalaureate of Science degrees in Business. Students should consult with their advisor regarding requirements. In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Students completing this proposed pathway may choose to major within one of the following College of Business and Economics fields once they transfer to WVU: Accounting; Management; Economics; Finance; General Business; Hospitality & Tourism Management; Management Information Systems; Marketing; Entrepreneurship and Innovation;

or Global Supply Chain Management. To be admitted to the College of Business and Economics at WVU, students must have an overall GPA of 2.5.

**WVU has additional requirements for certain courses to be taken in the summer semesters prior to transfer.** Therefore, WVNCC recommends that students contact WVU's College of Business and Economics ([be.wvu.edu](http://be.wvu.edu)) for recommended sequences of courses for each undergraduate major early in their program of study and/or contact the Office of Undergraduate Education at WVU before transfer.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)** \*+
- ENG 101 - College Composition I **3 Credit(s)** #\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)** \*++
- ECON 105 - Principles of Microeconomics **3 Credit(s)** \*
- ENG 102 - College Composition II **3 Credit(s)** #\*
- PSYC 105 - Introduction to Psychology **3 Credit(s)** \*\*
- Science Core Requirement **3(4) Credit(s)** \*\*\*

### Second Year

#### Fall Semester (17 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)** \*++
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- MATH 110 - Pre-Calculus Mathematics **5 Credit(s)** \*

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)** \*

- MKT 230 - Principles of Marketing **3 Credit(s)**

## Total Credits (62-63)

# Although ENG 101 and ENG 102 are not equivalent to WVU's ENGL 101 & 102, they will be accepted by the College of Business and Economics to satisfy GEF 1 requirement per the WV HEPC Core Coursework Agreement.

\* To be admitted to the College of Business & Economics, transferring students must have a "C" or better in these courses.

+ To be admitted to the Accounting major, transferring students must have a "B" or better in these courses.

++ To be admitted to the Economics or Finance majors, transferring students must have a "B" or better in these courses.

\*\* SOCA 101 and PSYC 101 are required by all Business majors, except for Economics. Students pursuing a degree in Economics may disregard this required course to align closer to the 120 credit hour minimum.

\*\*\* Science core requirement should be chosen from BIO 110 or PHYS 104.

## Business Office, Business Career Studies, C.A.S.

**(CIP: 520401)**

Students selecting the Business Office option will be given training in word processing, transcription, spreadsheet applications, and office procedures which are essential in providing the administrative support in today's office environment.

In addition to General Education Outcomes, upon completion of the Business Office option, graduates will be able to:

- Create business documents using word processing software.
- Produce mailable documents from dictated materials.
- Create business documents using spreadsheet and database software.
- Integrate electronic office/business skills with decision-making skills.
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar.
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents.

Occupations available for students completing program requirements include the following: general office clerk, office support clerk, transcriptionist, word processor, file clerk, receptionist, and information clerk.

Graduates may expect to obtain entry-level employment in insurance firms, banks, law offices, medical offices, and industrial offices.

Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following area:

- Microsoft Word I and Microsoft Word II - Microsoft Certified Application Specialist: Microsoft Office Word.

Microsoft Office Specialist (MOS) certification is possible in this program area. Employment possibilities are much higher with certification in specific software applications.

## General Education Core Requirements



## Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**  
or
- MGT 250 - Principles of Management **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**  
or
- MKT 230 - Principles of Marketing **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- CIT 121 - Microsoft Word II **3 Credit(s)**

## Total Credits (30)

## Chemical Operator Technology, A.A.S.

**(CIP: 410301)**

Chemical Operator Technology, AAS, prepares students to be employed as operators in the process industry. A chemical process operator works in the safe production, refining and transfer of various chemicals in three states of matter - solid, liquid, and gas. Production is carried out in reactors and converters. Refining is done in distillation columns, filter presses, separators and other types of equipment. Chemicals are transferred through pipelines to shipping containers or storage tanks. In operating equipment, the operator must observe, interpret and record data from gauges, instruments, computer displays, log books, and laboratory analysis data. The operator will need to make changes in pressure, flow, temperature, level and other parameters by operating control devices including valves, switches, and levers.

Operators may also be required to operate moving equipment such as aerial work platforms, forklifts, and track mobiles. Minor maintenance activities requiring the use of hand tools is done frequently by operators. The operators must be able to solve simple math problems and be able to run lab tests to assure quality products are being made. An operator must have good written and verbal communication skills. Being able to recognize unusual conditions and troubleshoot problems are essential traits for a chemical operator.

The lifeblood of modern society is found in petroleum products. Process technicians are involved in the manufacture of chemicals and petroleum products that supports our global economy. The chemical processing industry (CPI) is

anticipating severe shortages in skilled technicians to operate their plants. As the large baby boomer group quickly approaches retirement age, the CPI braces for a 70-80 percent employee turnover. This occupation shows a growth potential of 17 percent.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- COT 201 - Chemical Process Tech I: Equipment **3 Credit(s)**
- COT 205 - Applied Chemistry for Chem Operator **4 Credit(s)**
- COT 210 - Process Quality **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

#### Spring Semester (14 Credits)

- COT 230 - Chemical Process Tech II: Systems **3 Credit(s)**
- COT 235 - Chemical Process Unit Oper: Simulations **3 Credit(s)**
- COT 250 - Chemical Operator Technology Seminar **1 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**

## Total Credits (60)

## Community Education 2+2 to WLU, A.A.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A. degree from West Virginia Northern. Upon **successfully** completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Community Education. The program is designed for students who have an interest in education that is not limited to "traditional teacher education" in the classroom and/or for students who are interested in the non-profit world. The program allows students to choose from 6 different majors, including: Community Arts, Disabilities Services, Education Leadership in Faith Organizations, Museum Education, Outdoor Education, and Sports, Recreation and Wellness. The program trains individuals to serve as educators or facilitators in a community-based setting and/or as non-profit administrators. Many of the courses in the Community Education program include field experiences in the local community and/or community based settings.

Students are encouraged to communicate and collaborate with individuals, groups, and institutions of the community on a local, national, and even international level. Students are trained in how to serve the community through the non-formal education of children, adults, and communities through a broad set of course work.

Students successfully completing and receiving an A.A. degree under the 2+2 Community Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Demonstrate critical thinking and problem-solving skills.
  - Employ or utilize information access and literacy skills.
  - Acquire a cultural, artistic and global perspective.
  - Demonstrate professional and human relations skills.

Students are encouraged to meet with the Community Education Program Advisor at WLU **early in their program of study** at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

# General Education Core Requirements

Associate in Arts General Education Requirements

## First Year

### Fall Semester (15/16 Credits)

- ENG 101 - College Composition I **3 Credit(s) \***
- MATH 108 - College Algebra **4 Credit(s) \***  
or
- MATH 210 - Introduction to Statistics **3 Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s) \***
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s) \***

### Spring Semester (15 Credits)

- ENG 102 - College Composition II **3 Credit(s) \***
- HIST - History Core Requirement **3 Credit(s) \*+**
- PSYC 208 - Developmental Psychology **3 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***
- SS 255 - The Global Community **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- BIO 110 - Principles of Biology **4 Credit(s) \***
- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
- MUS 105 - Music Appreciation **3 Credit(s) \***
- Restricted Elective **3 Credit(s) \*\*\***

### Spring Semester (16 Credits)

- ART 150 - Art Appreciation **3 Credit(s) \***
- ECON 105 - Principles of Microeconomics **3 Credit(s) \***
- ENG - Literature Core Requirement **3 Credit(s) \*\***
- GEOG 205 - World Geography **3 Credit(s) \***
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s) \***

## Total Credits (60-61)

\* A minimum of a "C" is required in all courses to be used for transfer

+ Choose from: HIST 100, HIST 101, HIST 110, HIST 111

\*\* Choose from ENG 200, ENG 201, ENG 210, ENG 211

\*\*\* Students who plan to transfer into "Community Arts Education" or "Museum Education" should take MGT 250; students who plan to transfer into "Sports, Recreation & Wellness" should take BIO 114; undecided or other community education majors should take CIT 117, PSYC 155 or SOC 125

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section.

## Computer Information Systems Specialization, Business Administration 2+2 to WLU, A.A.S.

(CIP: 110103)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate) or four (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Science Degree in Business Administration with a specialization in Computer Information Systems.

Students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WLU should be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to analyze financial statements and information.
- Demonstrate knowledge of communication, organizational, mathematical, and managerial skills.
- Demonstrate working knowledge of application software used in the field of business and accounting.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
  - Communicate effectively.
  - Work collaboratively.
  - Think critically and solve problems.
  - View issues from a global perspective.

- Conduct basic research using computers.
- Appreciate literature and the arts.
- Live according to conscious values and ethics.

Students are encouraged to meet with members of the faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 105 - Operating Systems **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- CIT 112 - Access **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**  
or
- MGT 250 - Principles of Management **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s) \***

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- BIO 110 - Principles of Biology **4 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- ENG - English Literature Core Requirement **3 Credit(s)** \*\*\*\*
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*\*
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*

## Total Credits (63)

\* Choose from: PSYC 105, SOC 125, OR HIST CORE

\*\* Choose from: GSC 100, CHEM 108, PHYS 104

\*\*\* Choose from: ART 150 OR MUS 105

\*\*\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211

## Computer Information Technology 2+2 to WJU, A.A.S.

(CIP: 110103)

## Transfer to Wheeling Jesuit University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Computer Science faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the CSC program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at Wheeling Jesuit University, they will receive a Bachelor of Science Degree in Computer Science. In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other program admissions requirements of WJU to be eligible under the 2+2 program.\*

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WJU in Computer Information Technology should be able to:

- Use structured programming techniques in a high-level programming language.
- Use HTML and ASP to design, create, test, and document Web pages and applications.
- Understand basic components of PC networks and operating systems.
- Design, code, test and document business related programs.

- Understand and use data structures, information storage and retrieval in computer programs.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- HUM - Humanities Core Requirements (Fine Arts) **3 Credit(s)** \*\*
- CIT 187 - HTML/CSS **2 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (16 Credits)

- CIT 176 - Visual Basic Programming **3 Credit(s)**
- CIT 272 - Object Oriented Programming/Data Structures **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**

### Second Year

#### Fall Semester (14/15 Credits)

- CIT - Restricted Elective **3(4) Credit(s)** +
- CIT 237 - Advanced Database Programming **3 Credit(s)**
- ENG - Core Requirement **3 Credit(s)** \*
- MATH 110 - Pre-Calculus Mathematics **5 Credit(s)**

#### Spring Semester (15 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**



- HIST - Humanities Core (History) **3 Credit(s)** \*\*\*
- MATH 279 - Calculus I **5 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60-61)

\* Choose from: ENG 200, ENG 201, ENG 210 or ENG 211.

\*\* Choose from: ART 150 or MUS 105.

\*\*\*Choose from: HIST 110 or HIST 111

+ CIT restricted elective should be chosen from CIT 142, CIT 215, CIT 241 or CIT 254.

Note: Wheeling Jesuit University requires a 2.3 GPA for transfer students.

## Computer Information Technology A+ Computer Repair, C.A.S.

**(CIP: 110201)**

This program will provide students with short-term training to obtaining entry-level positions in computer and/or business offices. Graduates can obtain entry-level employment in a variety of firms that require technical computer repair and services.

Students in the Computer Information Technology, CAS A+ Computer Repair option will receive hands-on training using Windows, computer hardware upgrading, and network installation. Occupations available for students completing program requirements include the following: technical support person, PC operator, software applications user, help desk technician, and end user support.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems.
- Learn the fundamentals of networks.
- Learn the basic operating system functions of Linux.
- Troubleshoot computer problems related to disks and files.
- Perform a network installation and interface of hardware components.
- Learn principles of building, repairing, and upgrading computers.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**

- CIT 111 - Help Desk Concepts **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 207 - Computer Applications Support **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**

## Total Credits (30)

# Computer Information Technology, Cyber Security 2+2 to UC, A.A.S.

(CIP: 430116)

## Transfer to University of Charleston

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for transitional education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all course requirements in 4 years.

The term 2+2 articulation agreements contain very requirements that have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to contact a member of the Cyber Security faculty at the University of Charleston early in their program of study at WVNCC to obtain information and counseling concerning their Cyber Security transfer program. However, to be eligible to transfer, you must have a 60-hour Associate's degree in Cyber Security with a minimum GPA of 2.0, in order to transfer into the University of Charleston's Cyber Security program.

In addition to General Education Outcomes, transfer students should be able to:

- Identify the scope of security problems, identify risk assessment, and describe malicious logic and security policies.
- Identify major concepts of theories used in Cloud computing and architecture
- Describe Cloud ROI models, deployment models, and Cloud computing implementation.
- Identify hacker attack techniques and methodologies, network worms, viruses, and malicious code, computer crimes, organizational intelligence regarding their technologies, and information technology warfare.
- Identify major concepts used in cyber security, and psychological influences of cyber security.
- Describe the mentality of a hacker and a hacker's manifesto.

- Identify major concepts regarding network security and abnormal networking behavior and its causes.
- Describe network defense fundamentals, concepts related to managing firewalls, and the use of Intrusion Detection Systems.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 101 - Introduction to Cyber Security **3 Credit(s)**
- CIT 106 - Fundamentals of Hacking/IT Psychology and Security **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (18 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 222 - Ethical Protocols of Cyber Security **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**
- CIT 235 - Introduction to Cloud Computing **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (12 Credits)

- CIT 255 - Tactical Perimeter Defense in Network Security **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT - Restricted Elective **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

### Total Credits (61)

\*Choose from CIT 107, CIT 112, CIT 205, or CIT 207.

## **Computer Information Technology, Cyber Security, A.A.S.**

**(CIP: 430116)**

This program is designed for those who want to work in the cyber security field of computer information technology.

In addition to General Education Outcomes, students should be able to:

- Identify the scope of security problems, identify risk assessment, and describe malicious logic and security policies.
- Identify major concepts of theories used in Cloud computing and architecture
- Describe Cloud ROI models, deployment models, and Cloud computing implementation.
- Identify hacker attack techniques and methodologies, network worms, viruses, and malicious code, computer crimes, organizational intelligence regarding their technologies, and information technology warfare.
- Identify major concepts used in cyber security, and psychological influences of cyber security.
- Describe the mentality of a hacker and a hacker's manifesto.
- Identify major concepts regarding network security and abnormal networking behavior and its causes.
- Describe network defense fundamentals, concepts related to managing firewalls, and the use of Intrusion Detection Systems.

According to the Bureau of Labor Statistics, U.S. Department of Labor, employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than average for all occupations. Demand for information security analysts is expected to be very high as these analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks. Most information security analysts can work for computer companies, consulting firms, federal or state government agencies, or business and financial companies.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- CIT 101 - Introduction to Cyber Security **3 Credit(s)**
- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 106 - Fundamentals of Hacking/IT Psychology and Security **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### **Spring Semester (15 Credits)**

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 222 - Ethical Protocols of Cyber Security **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**

- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**
- CIT 235 - Introduction to Cloud Computing **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 255 - Tactical Perimeter Defense in Network Security **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- CIT - Restricted Elective **3 Credit(s) \***
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (61)

\*Choose from CIT 107, CIT 112, CIT 152, CIT 187 or CIT 232.

## Computer Information Technology, Microsoft Applications, C.A.S.

**(CIP: 110103)**

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S., will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

In addition to General Education Outcomes, transfer students should be able to:

- Use and apply features and commands of various operating systems.
- Develop complex spreadsheets with Excel.
- Develop presentations with PowerPoint.

- Develop documents in Publisher.
- Develop documents in Word.
- Troubleshoot Microsoft Office problems.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Total Credits (30)

## Computer Information Technology, Microsoft Applications, C.A.S. (Online)

**(CIP: 110103)**

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S., will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems.
- Develop complex spreadsheets with Excel.
- Develop presentations with PowerPoint.
- Develop documents in Publisher.
- Develop documents in Word.
- Troubleshoot Microsoft Office problems.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Total Credits (30)

## Computer Information Technology, Microsoft Applications/Support Desk, A.A.S.

(CIP: 110103)

This program provides students with the technical skills required for Microsoft application certification exams and end user support.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Use various types of software programs efficiently and effectively to fulfilling business objectives.
- Troubleshoot applications and software.

- Assist in the design, delivery and improvement of in-house software applications.
- Install, diagnose, repair, maintain and upgrade PC hardware.
- Support the organization in the delivery of training to end users in the organization.

Graduates of this program can expect to obtain employment in positions such as computer support specialists, help desk technician, application support analyst, software application trainer, desktop technician and use Microsoft applications in support of business management.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- CIT 111 - Help Desk Concepts **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SS - SS Core Requirement **3 Credit(s)**
- Restricted Elective **3 Credit(s)** \*\*



## Spring Semester (15 Credits)

- CIT 112 - Access **3 Credit(s)**
- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 207 - Computer Applications Support **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**

## Total Credits (60)

\*\* Select from BA 240, MGT 253 or any CIT course other than CIT 117

# Computer Information Technology, Networking: Microsoft, A.A.S.

(CIP: 110103)

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Plan, design, install, configure, maintain, and optimize Microsoft network hardware, software, and communication links.
- Diagnose, resolve, and document hardware and software Microsoft network problems.
- Provide end user support for Microsoft networks.

Graduates of this program can expect to obtain employment in Microsoft positions such as computer engineers, computer support specialists, network administrators, managers of internet/intranet technology, and network technicians.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- CIT 274 - Microsoft Server Setup and Troubleshooting **3 Credit(s)**
- MATH - Core Requirement **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**
- CIT 210 - SQL Server Administration **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- Restricted Elective **3 Credit(s)** \*\*\*
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15/16 Credits)

- CIT 247 - Windows PowerShell **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- CIT - Restricted Elective **3(4) Credit(s)** \*\*
- PSYC 155 - Human Relations **3 Credit(s)**

### Total Credits (61-62)

\*\*Choose from any other CIT course

\*\*\*Choose from BA 240, MGT 253, or any CIT course

## Computer Information Technology, Software Engineering, A.A.S.

(CIP: 110103)

This program prepares students with practical skills and knowledge for entry-level positions within the software engineering profession. Software engineering relates to the concept, design, implementation, deployment and maintenance of software. The program seeks to provide the theoretical fundamentals of software development coupled with an understanding and application of practical aspects and competencies required by industry. The program is designed to support innovation through the application of software engineering principles to solve business problems.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Develop a broad foundation of various programming languages and platforms.

- Provide students with an understanding of software engineering principles.
- Instruct students in conceptualization, proposal development, database design, interface design, system architecture, documentation, presentation, and delivery.
- Develop, within students, an appreciation for the importance of excellent business and communication skills in a typical software engineering environment.
- Assist graduates in obtaining entry-level positions in the field of software engineering.

Graduates may work in software design, testing, maintenance and development, database administration, and web development. Graduates may also qualify for entry-level management positions in a technical capacity.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 187 - HTML/CSS **2 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 112 - Access **3 Credit(s)**
- CIT 176 - Visual Basic Programming **3 Credit(s)**
- CIT 205 - Web Development Tools **3 Credit(s)**
- CIT 272 - Object Oriented Programming/Data Structures **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- CIT 215 - Client Side Scripting/JavaScript **3 Credit(s)**
- CIT 237 - Advanced Database Programming **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- CIT 253 - ASP and E-Business Programming **3 Credit(s)**
- Restricted Elective **3 Credit(s) \***

## Spring Semester (15 Credits)

- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 227 - Applied Programming **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (60)

\* Chose from any other CIT course or MGT 250, MGT 253

## Criminal Justice 2+2 to WLU, A.A.S.

(CIP: 430107)

### Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and may finish a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

In addition to General Education Outcomes, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of Internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that compromise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the expanded security needs and principles of security in the 21st century.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employment opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in Internet crimes, forensic technicians and criminal profilers.

Students completing this program will receive an A.A.S. degree from West Virginia Northern. The program is also designed for students preparing for transfer to West Liberty University to complete a bachelor's degree in Criminal Justice.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CRJ 104 - Introduction to Criminal Justice Systems **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

#### Spring Semester (15 Credits)

- CRJ 245 - Introduction to Juvenile Justice System **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***
- Restricted Elective **3 Credit(s) ##**

### Second Year

#### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- CRJ 201 - Introduction to Corrections **3 Credit(s)**
- CRJ 220 - Criminal Law **3 Credit(s)**
- CRJ 225 - Terrorism and Homeland Security **3 Credit(s)**
- SOC 276 - Criminology **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- CRJ 221 - Criminal Law II **3 Credit(s)**
- CRJ 235 - Field Service **3 Credit(s)**

- CRJ 251 - Problems in Criminal Justice **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)** \*\*  
or
- MATH 108 - College Algebra **4 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

## Total Credits (61-62)

\* Minimum grade of "C" required.

\*\* MATH 210 is recommended for WLU

## Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 206, CRJ 209, CRJ 246

## Criminal Justice, A.A.S.

(CIP: 240199)

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that comprise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the current events and issues that law enforcement and the criminal justice system deal with in today's society.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish, as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employment opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in internet crimes, forensic technicians and criminal profilers.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CRJ 104 - Introduction to Criminal Justice Systems **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s)** ##

### Spring Semester (18 Credits)

- CRJ 245 - Introduction to Juvenile Justice System **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- Restricted Elective **3 Credit(s)** ##
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- CRJ 201 - Introduction to Corrections **3 Credit(s)**
- CRJ 220 - Criminal Law **3 Credit(s)**
- CRJ 225 - Terrorism and Homeland Security **3 Credit(s)**
- SOC 276 - Criminology **3 Credit(s)**

### Spring Semester (15/16 Credits)

- CRJ 221 - Criminal Law II **3 Credit(s)**
- CRJ 235 - Field Service **3 Credit(s)**
- CRJ 251 - Problems in Criminal Justice **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**  
or
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

### Total Credits (61-62)

## Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 209, CRJ 246, CRJ 230

# Culinary Arts, A.A.S.

(CIP: 120503)

The Culinary Arts Program, accredited by the American Culinary Federation, is designed to meet the demands for well-trained food service personnel with an emphasis on development of basic techniques of commercial food preparation. Exposure to many facets of food preparation as well as nutrition, sanitation, menu planning, and personnel management used by the professional culinarian are included in the program. Hands-on experience is a high priority in the laboratory classes, building a solid foundation of basic cooking skills. Upon completion of the program students can obtain employment as cook, baker, sous chef, kitchen manager or supervisor, lead cook in restaurants, hotels, catering operations and other food service organizations. The program provides students with the opportunity to meet the requirements for certification by the American Culinary Federation.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious.
- Demonstrate baking principles to prepare and serve pastries and sweets
- Manage people with respect to their many diversities.
- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures.
- Use and care for equipment normally found in the culinary kitchen.
- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation.
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation.
- Develop skills in producing a variety of cold food products and buffet designs.
- Apply fundamentals of baking and pastry preparation to a variety of products.
- Demonstrate an understanding of quality customer service.
- Prepare items for buffet presentations including tallow carvings, bread sculpting and ice carvings.
- Prepare for transition from employee to supervisor.
- Apply principles of menu planning and layout for development of menus in a variety of facilities and service options.
- Apply knowledge of laws and regulations relating to safety and sanitation in the commercial kitchen.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, CART 145, CART 151, CART 159, CART 231, CART 240 and CART 241.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (17 Credits)

- CART 121 - Food Service Sanitation and Safety **2 Credit(s)**
- CART 124 - General Nutrition **3 Credit(s)**



- CART 131 - Bakeshop **3 Credit(s)**
- CART 145 - Elements of Commercial Food Preparation and Service **3 Credit(s)**
- CART 159 - Basic Food Science **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

## Spring Semester (16 Credits)

- CART 125 - Essentials of Dining Services **3 Credit(s)**
- CART 151 - Meat, Poultry and Seafood Preparation **3 Credit(s)**
- CART 175 - Advanced Food Science **3 Credit(s)**
- CART 251 - Culinary Internship **4 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s) \***

## Second Year

### Fall Semester (15 Credits)

- CART 223 - Personnel Supervision for the Hospitality Industry **3 Credit(s)**
- CART 235 - American Cuisines **3 Credit(s)**
- CART 240 - Garde Manger **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SS - SS Core Requirement **3 Credit(s)**

### Spring Semester (13 Credits)

- CART 231 - Pastry Preparation **3 Credit(s)**
- CART 241 - Classical Cuisines **3 Credit(s)**
- CART 245 - Menu, Purchasing and Cost Control **3 Credit(s)**
- CART 275 - Senior Seminar **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**

## Total Credits (61)

## Culinary Arts, C.A.S.

**(CIP: 120505)**

This program is designed to provide a certificate of achievement in food preparation with one year of training. It emphasizes basic techniques of food preparation. Hands-on experience in the laboratory classes is included to build a foundation of basic cooking skills and commercial food sanitation skills. Upon completion of the program students are prepared to obtain positions as prep cooks and other entry level kitchen positions in restaurants, fast food establishments, hotels and other food service operations. The certificate program prepares students for a seamless transition to the Culinary Arts, Associate in Applied Science program.

In addition to General Education Outcomes, upon completion the student should be able to:

- Use and care for equipment normally found in the culinary kitchen.

- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation.
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation.
- Develop skills in producing a variety of cold food products.
- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious.
- Demonstrate baking principles to prepare and serve pastries and sweets.
- Work with people with respect to their many diversities.
- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, CART 145, CART 151, and CART 159.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (17 Credits)

- CART 121 - Food Service Sanitation and Safety **2 Credit(s)**
- CART 124 - General Nutrition **3 Credit(s)**
- CART 131 - Bakeshop **3 Credit(s)**
- CART 145 - Elements of Commercial Food Preparation and Service **3 Credit(s)**
- CART 159 - Basic Food Science **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

### Spring Semester (15 Credits)

- CART 125 - Essentials of Dining Services **3 Credit(s)**
- CART 151 - Meat, Poultry and Seafood Preparation **3 Credit(s)**
- CART 175 - Advanced Food Science **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Math Core Requirement\* **3 Credit(s)**

**Total Credits 32**

\*Refer to Core Requirements for the Certificate in Applied Science Program in the beginning of this section.

## **Early Childhood: Care and Education (Paraprofessional Educator), A.A.S.**

**(CIP: 440701)**

This program is designed for those who want to work with children from birth-adolescence. Graduates can be expected to fill paraprofessional or professional positions in private or public agencies that provide early care and/or education services. This program meets the requirements of the WV Department of Education's paraprofessional educator's certificate (available at <http://wvde.state.wv.us/policies>); therefore individuals with this degree should also be eligible for positions as teacher's aides in the public school system. It also fulfills the majority of requirements for Early Childhood Assistant Teachers in West Virginia and for employment in child care centers and independent pre-school programs.

Students who eventually plan to complete a bachelor's degree in a related field can use this degree as a foundation for transfer, but it is recommended that students who plan to complete a bachelor's degree before beginning employment consider completing additional requirements for an Associate in Arts 2+2 or transfer degree in Elementary Education, Secondary Education, or Early Childhood Education to maximize transferability of courses.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and strategies used in early childhood care and education.
- Demonstrate knowledge of curriculum development, and how to implement activities for children of different ages.
- Demonstrate knowledge of infant, toddler, pre-school, and school - age child development.
- Demonstrate the ability to assist with designing developmentally appropriate practice activities for children.
- Demonstrate knowledge of and the ability to follow ethical standards and guidelines for the profession.
- Apply the skills and abilities related to assist planning and implementing therapeutic, learning, or social activities that are appropriate for children with diverse needs and abilities and for their families.
- Demonstrate knowledge of cultural, family, and individual influences on a child's development and service delivery.
- Demonstrate an understanding of their role, abilities, and limitations in a relevant work setting.
- Demonstrate an understanding of general education goals of WVNCC for all students.

Employment outlook is currently above average, but is dependent upon changing local, regional, and national needs. Salaries tend to be low-moderate for graduates, depending on location, type of facility, and the prospective employee's level of education and work experience. This program is designed to prepare individuals for entry-level positions in day care, preschools, and public school systems, or to prepare them for transfer to baccalaureate programs in early childhood education

NOTE: Two specialized programs which provide credit for credentials completed outside the college setting are available for students who possess either a U.S. Department of Labor Apprenticeship Certificate (ACDS) and/or a Child Development Associate (CDA) credential. (See Occupational Development, A.A.S. and Technical Studies, A.A.S. in the Center for Economic and Workforce Development section.) Contact an advisor for additional information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**

- ECCE 212 - Child, Family, and Community **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

## Spring Semester (15/16 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- ECCE 214 - Child Observation and Assessment **3 Credit(s)**
- MATH - Restricted Mathematics Core **3(4) Credit(s) \***
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (16/17 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECCE 220 - Language and Literacy **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 205 - Human Services/Early Childhood Seminar **1 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s) \*\*\***
- Restricted Elective **3 Credit(s) ##**

### Spring Semester (15 Credits)

- ECCE 204 - Early Childhood Field Experience **6 Credit(s) \*\***
- ENG 102 - College Composition II **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

## Total Credits (60-62)

# Recommended choice for transferring students.

## Choose one course from the following: ART 150, MUS 105, HIST 100 or HIST 101, MGT 250 or MGT 253, or SS 207.

\* Restricted Math Core must be chosen from MATH 108#, MATH 210#, MATH 204 or MATH 205.

\*\*\* BIO 110, BIO 112, or BIO 113 are recommended.

\*\* Before registering for the field experience, students must apply to and be accepted by an approved educational institution, or child care agency. There is also a class requirement of 2 hours every other week.

Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

## **Elementary Education (Early Intervention) 2+2 to WLU, A.A.S.**

(CIP: 240101)

## **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for transitional education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A.S. degree from West Virginia Northern. Upon successfully completing the specified credit hours at West Liberty University, students will receive a B.A. degree in Elementary Education: Major: Early Intervention.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 this Education program with WLU should be able to:

- Demonstrate knowledge of human development, developmentally appropriate practice, effects of family & culture on children, educational systems, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
- Communicate effectively in oral and written formats.
- Demonstrate critical thinking and problem-solving skills.
- Employ or utilize information access and literacy skills.
- Acquire a cultural, artistic and global perspective.
- Demonstrate professional and human relations skills.

To be admitted to the WLU program, students must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Education, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which includes direct instruction, simulations, and group discussions. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.

- It is recommended that students save samples of their work from several relevant classes at WVNCC electronically for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.
- Meet all other requirements as outlined in the student policy manual at WLU

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ECCE 212 - Child, Family, and Community **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (14 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECCE 220 - Language and Literacy **3 Credit(s)**
- HIST - History Core **3 Credit(s) \***
- HPE 105 - Personal Fitness **1 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

#### Spring Semester (14 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- ENG - Literature Core Requirement **3 Credit(s) \*\***

- GEOG 205 - World Geography **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- Elective **1 Credit(s)**

## Total Credits (60)

A minimum of "C" is required in all courses to be used for transfer.

\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

\*\* Chose from: ENG 200, ENG 201, ENG 210, or ENG 211

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU **early in their program of study** at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## Elementary Education (Pre-Elementary Education Option) Transfer to BC, A.A.

(CIP: 240101)

## Transfer to Bethany College

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College students will receive a Bachelor of Arts Degree in Elementary Education. Although 67 credit hours are required for the associate degree, Bethany may accept up to 74 credit hours in transfer. In addition to the WVNCC courses, applicants for admission to Bethany's Teacher Education program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.5.\*
- Submit a written application for admission to teacher education to the Director of Teacher Preparation Programs.
- Submit two positive recommendations from faculty.
- Successful completion of the PRAXIS I - PPST (reading, mathematics, & writing).
- Positive recommendation by the Education Unit faculty.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Teacher Education should be able to:

- Demonstrate knowledge of the history of the profession of education.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in elementary education.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to standards of the teaching profession.

- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Pre-Elementary Education A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - HIST Core Requirement **3 Credit(s)** +
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

#### Spring Semester (17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (14 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

#### Spring Semester (14 Credits)

- ENG - Literature Core Requirement **3 Credit(s)** \*
- GEOG 205 - World Geography **3 Credit(s)**



- HPE 105 - Personal Fitness **1 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**

## Total Credits (60)

+ Choose from: HIST 110 or HIST 111.

\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

NOTE: Since students in this program complete 18 credit hours in the Social Sciences (HIST, POLS 102, SS 207, PSYC 208, PSYC 218, and GEOG 205), the WVNCC Social Science core requirements listed for an A.A. degree will be waived, and students will be allowed to substitute the above named courses to fulfill their Social Science core requirements for graduation.

## Elementary Education 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A.S. degree from West Virginia Northern. Upon successfully completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Elementary Education.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 Elementary Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, educational systems, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.

To be admitted to the WLU program, students must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed., so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.

- It is recommended that students electronically save samples of their work from several classes while at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s) \***
- HIST 110 - The United States to 1865 **3 Credit(s) \***
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
- MATH 108 - College Algebra **4 Credit(s) \***
- MUS 105 - Music Appreciation **3 Credit(s) \***

#### Spring Semester (17 Credits)

- ENG 102 - College Composition II **3 Credit(s) \***
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HIST 111 - The United States Since 1865 **3 Credit(s)**
- BIO 110 - Principles of Biology **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***

### Second Year

#### Fall Semester (14 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s) \***
- ENG - Literature Core Requirement **3 Credit(s) \*\***
- HPE 105 - Personal Fitness **1 Credit(s)**
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s) \***
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

#### Spring Semester (14 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s) \***
- PSYC 218 - Exceptional Children **3 Credit(s) \***

## Total Credits (61)

\* A minimum of "C" is required in all courses to be used for transfer.

\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211

## Executive Administrative Assistant, Business Studies, A.A.S.

**(CIP: 520101)**

The Executive Administrative Assistant Option will prepare students with the appropriate skills for employment in today's offices. General education requirements and specialized course options will enable students to apply current office/business skills, computer applications, and decision-making techniques.

Students selecting this program will be given training on current computer applications and current office procedures needed to help run today's offices. Graduates of this program can obtain employment in various businesses such as state/federal government agencies, corporate regional offices, educational institutions, medical facilities, banks, law offices, and social agencies.

Occupations available for students completing program requirements include the following: administrative assistant, secretary, office manager, word processing supervisor, lead secretary, office and administrative support supervisor, and administrative technology specialist. Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following areas:

- Microsoft Office I and II - Microsoft Certified Application Specialist.
- Microsoft Office Specialist (MOS) certification is recognized as the standard for demonstrating desktop skills.

In addition to General Education Outcomes, upon completion of the Executive Administrative Assistant Option, graduates will be able to:

- Create business documents using word processing software.
- Transcribe mailable documents.
- Create various types of business documents using spreadsheet and presentation software.
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar.
- Apply current office/business procedures.
- Demonstrate knowledge of communication and mathematical skills.
- Create promotional items such as brochures, newsletters, flyers, letterheads, etc., using document design and layout principles.
- Integrate electronic office/business skills with decision-making skills.
- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents.

- Apply experiences learned through a business internship.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- PAL 110 - Legal Ethics **3 Credit(s)** #
- or
- PAL 100 - Drafting Legal Documents **3 Credit(s)** #

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA 280 - Business Internship **3 Credit(s)**

- SPCH 105 - Fundamentals of Speech Communication 3 Credit(s)

## Total Credits (60)

# Students may substitute any BA or CIT course for a PAL course

## Health Information Technology, A.A.S.

(CIP: 510707)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

This program is designed for the student who desires a career in a health related field with little or no patient contact. The curriculum provides a solid background in various aspects of health record management. Key topic areas include: records management, collection and dissemination of health data, fraud and abuse, confidentiality and privacy, medical coding, informational governance, and statistical outcomes to name a few.

In addition to General Education Outcomes, upon completion of the program graduates should be able to:

- Demonstrate understanding of the purpose of various disease/procedure indexes and registries.
- Demonstrate health record management functions.
- Demonstrate knowledge of basic management principles.
- Demonstrate knowledge of the legal system in relation to health care records.

The graduate of this program will be eligible to take the National Credentialing Examination to become credentialed as a Registered Health Information Technician (RHIT). The graduate of this program will enjoy employment opportunities in a variety of positions such as: supervisor/ management, coders, consultants, vendors, educators, and data analysts, disease registrars, and EHR specialists. The graduate may choose to seek employment in government agencies, health care facilities, medical offices, clinics, hospitals, nursing homes, home health agencies, education, vendors (health care related, as well as, software/hardware), and consulting.

Employment of Health Information Technicians is expected to increase by 15 percent through 2024—faster than the average for all occupations. This growth will be attributed to the rapid growth in the number of medical tests, treatments, and procedures which are being increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Health Information Technicians are instrumental in the management of health information as providers strive to comply with Federal legislation mandating the use of electronic medical records. Health Information Technicians are a critical component of the health care team.

Students unable to complete the program on a full-time basis should consult the program director.

This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information.

The HIM/HI (degree level) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Important information.

If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

# General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (16 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
  
- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s) \*\***
  
- HIT 100 - Health Data Management Systems **3 Credit(s)**
- HIT 230 - Medicolegal Aspects **3 Credit(s)**

### Spring Semester (16 Credits)

- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- HIT 125 - Medical Coding I **3 Credit(s)**
- HIT 145 - HIT Professional Practice Experience (PPE) I **2 Credit(s)**
- HIT 150 - Health Record Documentation **2 Credit(s)**
- MATH - Math Core **3 Credit(s) \*\***

## Second Year

### Fall Semester (14 Credits)

- HIT 225 - Health Information Systems **2 Credit(s)**
- HIT 235 - Medical Coding II **3 Credit(s)**
- HIT 240 - Quality Management and Performance Improvement **3 Credit(s)**
- HIT 251 - Health Care Statistics **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**

### Spring Semester (14 Credits)

- HIT 253 - Health Care Reimbursement **1 Credit(s)**
- HIT 260 - Medical Coding III **2 Credit(s)**
- HIT 263 - HIT Seminar **1 Credit(s)**
- HIT 265 - HIT Professional Practice Experience (PPE) II **4 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s) \*\***

or

- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS - Social Science Core **3 Credit(s)** \*

## Total Credits (60)

\*Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

\*\*Students who plan to transfer to a four year institution should take ENG 101, MATH 108 or MATH 210, and SPCH 105.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Human Services, A.A.S.

(CIP: 440701)

This program is designed for students who want to prepare for careers in human service agencies. It also is for employees of such agencies who wish to obtain new knowledge or skills. Students will use the knowledge and skills of the social sciences to learn more about human behavior, especially as it relates to assessing and designing interventions for maladaptive or problem behaviors in children, adolescents, adults and the elderly.

In addition to General Education Outcomes, students successfully completing and receiving a Human Services A.A.S. degree should be able to:

- Demonstrate knowledge of the history of the human services profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories and strategies used in human services delivery systems.
- Demonstrate knowledge of the issues related to the needs and problems of different types of clients.
- Demonstrate knowledge of the issues related to the ethical standards of the human services profession and the ability to follow its ethical guidelines.
- Demonstrate knowledge of how cultural, family, and individual factors influence needs and affect the delivery of human services.
- Apply the skills, techniques, strategies, and abilities needed for therapeutic communication and relationships with clients.
- Apply the skills and abilities needed to be objective, understanding, and empathetic toward people of diverse backgrounds and ability levels.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Human Services A.A.S. program.
- Demonstrate the ability to be productive and effective in a human services delivery system and an understanding of their role, abilities, and limitations as an entry-level human services worker.
- Utilize critical thinking skills.

Graduates of this program can expect to be employed in human services agencies in positions which do not require bachelor's degrees as occupational, social skills or basic living skills trainers or assistants, as behavior specialists, as case aides or caseworkers, or as mental health or crisis intervention technicians. To become licensed social workers, certified addictions counselors or similar professionals, students with the associate degree will need to continue their education by earning more advanced degrees at other colleges or universities. Students who plan to complete a bachelor's degree before seeking employment should consider earning an Associate in Arts degree with a concentration

in Human Services rather than an Associate in Applied Science degree in Human Services in order to obtain credits in more courses that will easily transfer to four-year institutions.

The employment outlook for these jobs currently is average to above average but is dependent upon changing needs within the local region, other regions and the nation.

Salaries are moderately low compared to other fields. Pay depends on the location and type of agency and on the prospective employee's level of education and work experience.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15/17 Credits)

- HS 150 - Introduction to Substance Abuse **3 Credit(s)**
- HS 200 - Social Welfare Institutions **3 Credit(s)**
- MATH - Restricted Math Core **3(4) Credits \***
- PSYC 200 - Abnormal Psychology **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- HS 101 - Understanding Group Processes and Dynamics **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 205 - Human Services/Early Childhood Seminar **1 Credit(s)**
- HS 210 - Intro to Case Management & Counseling **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

#### Spring Semester (15 Credits)

- HS 204 - Human Services Field Experience (Internship) **6 Credit(s) \*\***



- ENG 102 - College Composition II **3 Credit(s)** #  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s)** ##

## Total Credits (61-63)

#Recommended for transferring students

## Choose 6 hours of restricted electives from: ART 256, CRJ 245, PSYC 155, PSYC 210, PSYC 218 or SS 207.

\* Students who plan to transfer should take MATH 108 or MATH 210 to maximize transferability into bachelor's degree programs in social work or psychology.

\*\* Before registering for the Field Placement, students must apply to and be accepted by an approved social services agency. There is also a class requirement of two hours every other week.

Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

## Industrial Maintenance Technology, C.A.S.

(CIP: 470399)

The program is designed to provide the technical knowledge and skills necessary for entry-level maintenance personnel positions in many types of businesses and industries. Students are prepared to make a rapid transition into gainful, productive employment.

Upon completion of this program, graduates will be able to:

- Demonstrate basic knowledge and skills of various welding machines and related equipment.
- Employ adequate safety procedures for all phases of welding.
- Demonstrate basic knowledge and skills of Ohm's Law.
- Demonstrate basic knowledge and skills to run pipe threading and cutting equipment.

Certification through Refrigeration Service Engineering Society (R.S.E.S.) is offered at the completion of the course requirements. WVNCC serves as a testing center in accordance with the R.S.E.S. National Foundation.

Graduates from this program can expect to obtain employment in positions such as welders, pipefitters, heating technicians, refrigeration technicians, and facility maintenance workers.

Graduate are employed by local and out-of-state unions, industrial, chemical and electrical plants, industrial centers, light and heavy commercial centers, health care facilities, and domestic residences.

There are job opportunities in Industrial Maintenance all over the United States. This country is filled with industries that are constantly looking for qualified maintenance personnel. The employment outlook is excellent. WVNCC boasts a 100% employment placement during the past 10 years.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Fall Semester (17 hours)

- EL 112 - Basic Principles of Electricity and Electrical Control Mechanisms **4 Credit(s)**  
IMT 100 - Applied Basic Plumbing and Pipefitting  
MATH 100 - Fundamentals of Mathematics
- RAH 100 - Basic Refrigeration I **3 Credit(s)**
- RAH 206 - Heating Systems I **3 Credit(s)**

## Spring Semester (14 credits)

- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**  
  
IMT 205 - Welding
- RAH 209 - Forced Air Systems/Duct Layout **3 Credit(s)**
- RAH 211 - Air Conditioning **4 Credit(s)**  
General education core requirement\*

## Total Credits 31

\*Additional 1 credit hour of general education core is required.

## Instrumentation Process Technology, A.A.S.

**(CIP: 150403)**

Instrumentation Process Technology, A.A.S, is a program that includes foundation education in both mechanical and electrical instrumentation processes. With safety at the forefront of every applied technology program, West Virginia Northern Community College is preparing a skilled workforce for regional employers. Instrumentation technicians spend time installing, calibrating, and troubleshooting various instruments in addition to complete control systems. Students should possess strong interpersonal skills and be motivated and disciplined in order to learn these technical skills. Reading, writing, mathematics, psychology, and communication are important in this field.

Process technicians are skilled plant operators who work for refining, power generation, water, oil, waste management, advance manufacturing and other related manufacturing companies. Process technicians work with the latest computer control systems, work outdoors taking samples and monitor equipment, and solve problems in a collaborative environment.

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. Drug testing is a condition of acceptance to this program.

- This course provides an overview of process technology in various industries, including the responsibilities of process control technicians, and a description of the equipment and processes used across multiple industries.
- This course will also introduce students to the theory and application of process instrumentation and to the variables that affect industrial processes. Students become acquainted with concepts such as process variables, measuring devices, control loops, control valves, and process diagrams. Building on the knowledge from previous courses, students learn how plant equipment is controlled.

- The course explores practical applications related to the transport, storage, control, processing and flow of fluids. It includes measurement of flow, compressible and incompressible fluids, and pumping of liquids and gases.
- The course is intended to prepare students to work alongside engineers as part of an engineering team, as well as prepare students to work as technicians in a manufacturing setting where they might be responsible for the smooth operation of fluid systems.

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical, power generating, and fabricating industries.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**
- MEC 140 - Programmable Controllers I **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

#### Spring Semester (13 Credits)

- APT 230 - Supervisory Control and Data Acquisition **3 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- MEC 235 - Instrumentation II Electrical **3 Credit(s)**
- MEC 251 - Problem Solving & Teamwork Seminar **2 Credit(s)**
- PTRM 213 - Gas Measurement with Hands-on Lab **2 Credit(s)**

**Total Credits (60)**

## **Medical Assisting, Administrative Medical Assistant, C.A.S.**

**(CIP: 510710)**

Students selecting the Administrative Medical Assistant, CAS option will be provided training in administrative medical office procedures. Students successfully completing the program can test for the Certified Medical Administrative Assistant credential from the National Healthcareer Association (CMAA-NHA) and are eligible to apply for admission to the Clinical Medical Assistant Associate in Applied Science Degree Program at WVNCC.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Identify and differentiate the roles of the various members of the health care team.
- Differentiate administrative competencies and clinical competencies for the medical assistant post patient demographic and clinical information to the electronic health record.
- Produce medical insurance claims with an appropriate diagnostic and procedural coding according to the policies of private, state, federal and Workers' Compensation agencies.
- Demonstrate medical financial management skills, including, patient data entry, billing, insurance submission and standard financial accounting reports.
- Comprehend legal and ethical issues related to a career as a member of the health care team.
- Demonstrate knowledge of compliance related to HIPAA and OSHA Standards.
- Demonstrate an understanding of professionalism in the medical office setting.
- Demonstrate therapeutic communication techniques.

Occupations available for students completing program requirements include the following: medical office receptionist, medical office assistant, administrative medical assistant, and Certified Medical Administrative Assistant, and hospital admissions clerk. Graduates of this program can expect to obtain entry-level employment primarily in ambulatory care settings. According to the U.S. Department of Labor's Occupational Outlook, employment of administrative medical office employees is projected to grow 10 percent from 2014 to 2024.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board, and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## **General Education Core Requirements**

Certificate of Applied Science General Education Requirements

### **Fall Semester (16 Credits)**

- AHS 103 - Medical Terminology **1 Credit(s)**

- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 150 - Introduction to Medical Administrative Procedures **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Spring Semester (14 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

## Total Credits (30)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Medical Assisting, Clinical Medical Assistant, A.A.S.

**(CIP: 510801)**

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Students applying to the Clinical Medical Assistant program, must have successfully completed the Medical Assisting: Administrative Medical Assistant Certificate program.

Students selected for admission to the Clinical Medical Assistant Program will be trained in clinical procedures for entry-level employment in medical ambulatory care settings. Graduates are prepared for employment as "competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains" as required in AAMA/CAAHEP accreditation standards. Campus lab preparatory experiences and a 160-hour supervised and unpaid practicum afford students the opportunity for observation and hands-on training in outpatient medical procedures within the scope of practice of the Medical Assistant.

Upon completion of the program, graduates will be able to:

- Graduates will be prepared as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains through the administrative, clinical and general competencies as required by MAERB and taught by qualified faculty.
- Graduates will be prepared as multi-skilled medical assistants qualified to provide administrative services and clinical patient care while displaying professionalism during their interactions with the college community and practicum opportunities.
- Graduates will be prepared to complete required competencies and national certifications to become Certified Medical Assistants.

- Graduates will demonstrate general education outcomes specific to the program while displaying general abilities in communication, critical thinking, and problem solving as utilized in the medical assisting profession.

Occupations available for students completing program requirements include Certified Medical Assistant positions primarily in ambulatory care settings. According to the U.S. Department of Labor's Occupational Outlook, employment of medical assistants is projected to grow 23 percent from 2014-2024, much faster than the average for all occupations. Medical Assisting is projected to be one of the fastest growing occupations due to the increasing numbers of group practices, clinics, and other health care facilities, especially for multi-skilled medical assistants trained in both administrative and clinical duties.

The WVNCC Medical Assisting: Clinical Medical Assistant, A.A.S Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of this program can test for the Clinical Medical Assistant credential from the American Association of Assistants (CMA/AAMA).

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 150 - Introduction to Medical Administrative Procedures **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

#### Spring Semester (14 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

### Second Year

## Fall Semester (14 Credits)

- MAS 201 - Clinical Medical Assistant I **3 Credit(s)**
- MAS 202 - Clinical Medical Assistant Skills Lab **2 Credit(s)**
- MAS 220 - Medical Assisting Seminar I **3 Credit(s)**
- MATH 115 - Mathematics for Health Sciences **Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Spring Semester (16 Credits)

- MAS 210 - Clinical Medical Assistant II **3 Credit(s)**
- MAS 211 - Clinical Medical Assistant Practicum **4 Credit(s)**
- MAS 221 - Medical Assisting Seminar II **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Total Credits (60)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Medical Billing and Coding Specialist, C.A.S.

**(CIP: 510713)**

Students selecting the Medical Billing and Coding Specialist, CP program will be provided training in general and career-specific courses including medical terminology, anatomy and physiology, business math, medical insurance, diagnostic and procedural coding, computerized billing, accounts receivable, and reimbursement procedures. Students successfully completing the medical Billing and Coding Specialist Certificate program will test for the Certified Billing and Coding Specialist (CBCS) credential from the National Healthcareer Association.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate ability to identify both diagnostic and procedural codes.
- Demonstrate the ability to complete insurance claims providing all required information required by specific insurance companies.
- Demonstrate the ability to apply knowledge of accounts receivable processes in both paper version and computerized version.
- Complete work in the computerized billing system and create work product.
- Demonstrate knowledge of the application of legal and ethical standards to all aspects of the medical office.
- Demonstrate knowledge of application of HIPAA to all aspects of the medical office.
- Demonstrate knowledge of anatomy & physiology and medical terminology to medical billing and coding procedures;

Occupations available for students completing program requirements include the following: Billing Coordinator, Medical Office Insurance Coding Specialist, Physician Office Coding Specialist, Medical Office Billing and Coding Specialist.

Graduates of this program can expect to obtain entry-level employment primarily in private physician practices and/or medical clinics. According to the U.S. Department of Labor, employment outlook for medical coders/billings is projected to grow faster than average through 2024. National Job openings of 164,000 are expected by 2024. Physicians in private practice, as well as health care organizations, will have increasing need for qualified Medical Billing and Coding Specialists.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 103 - Medical Terminology **1 Credit(s)**
- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

### Spring Semester (15 Credits)

- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 155 - Medical Billing and Coding Applications **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

### Total Credits (30)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Nursing, A.A.S.

**(CIP: 513801)**

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The Registered Nurse works to promote health, prevent disease, provide physical and emotional support to cope with illness and restore health. They provide direct patient care and are advocates and health educators for patients, families, and communities. Nurses are employed in the acute and long term care facilities or hospitals, physician office, home health, community, school, business, industry, and in private settings. They must be physically capable to spend considerable time walking and standing; be able to lift fifty pounds; and be required to mobilize quickly to respond to



an emergency. Nurses need emotional stability and a caring philosophy in order to cope with human suffering, emergencies, and stress. Because patients in hospitals and facilities require 24-hour care, nurses in these institutions may work nights, weekends, and holidays. The program is a member of the WV Consortium of Associate Degree Nursing Programs of the Community and Technical College System of WV. As a member of this Consortium we will align with the identified Mission and Philosophy. Please refer to the Nursing Program web page for information.

### **Program Student Learning Outcomes**

In addition to General Education Outcomes, graduates will be prepared to:

**Human Flourishing** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

**Nursing Judgment** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the health care environment.

**Professional Identity** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of health care system resources to efficiently and effectively manage care.

**Spirit of Inquiry** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

6. Integrate current best practices to plan and implement safe and effective patient care.

Nursing education programs include classroom instruction, supervised and precepted clinical experience in hospitals and other health facilities, and community experiences. Students take courses in biological sciences, behavioral sciences, and liberal arts in addition to nursing courses. Students must complete the required nursing courses in the program on a continuous full-time basis within 2 years or a maximum of 3 years if an interruption in education continuum occurs. The program has a specific application, selection requirements, background and drug screening, standard of progress policies, requirement deadlines and abides by the WV State Board of Registered Nursing Education requirements for nursing education. Contact the Nursing Program Director for additional information. Upon the completion of this basic accredited nursing education and successful completion of the National Council Licensure Exam the student will apply to their selected state for license to practice.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies, which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

## Fall Semester (17 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- NURS 132 - Drug and Dosage Calculations I **1 Credit(s)**
- NURS 133 - Health Assessment and Diagnostics I **2 Credit(s)**
- NURS 134 - Introduction to Nursing Concepts **8 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Spring Semester (16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- NURS 112 - Nursing Concept Care Map Construction **2 Credit(s)** (General Education)
- NURS 142 - Drug and Dosage Calculations II **1 Credit(s)**
- NURS 143 - Health Assessment and Diagnostics II **1 Credit(s)**
- NURS 144 - Nursing Concepts of Health and Illness I **9 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- Humanities Core Requirement **3 Credit(s)** \*
- NURS 234 - Nursing Concepts of Health and Illness II **9 Credit(s)**

### Spring Semester (12 Credits)

- NURS 244 - Synthesis of Nursing Concepts **9 Credit(s)**
- NURS 245 - Professional Nursing and Health Systems Concepts **3 Credit(s)**

## Total Credits (60)

\* Humanities Core Requirement should be chosen from acceptable AAS Core requirements listed in the Catalog.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Occupational Development, A.A.S.

Northern recognizes training from approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs towards an associate degree. Required courses of study for eligible programs are determined by agreements between the College and the apprenticeship program. Individuals must be enrolled in or have completed the approved apprenticeship program in order to be eligible to enroll in this program.

**Those BAT apprenticeship programs which are currently available for the occupational development program are:**

- Building and Construction Trades with the Upper Ohio Valley Building and Construction Trades Council AFL-CIO.

- Child Development Specialist with Northern Panhandle Apprenticeship Council.
- Firefighters with Wheeling Fire Department Joint Apprenticeship Committee.
- Plumbers and Steamfitters with Wheeling Plumbers and Steamfitters Joint Apprenticeship Committee.

**Upon completion of the program, graduates will be able to:**

- Effectively use both written and verbal communication skills in the workplace.
- Demonstrate knowledge of interpersonal skills and their application in the workplace.
- Apply principles of mathematics and science to contemporary issues in society and in the workplace.
- Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved apprenticeship training program.

**There are three components to the program:**

1. General education courses are offered by the College.
2. Technical specialty courses, including classroom instruction required by the specific apprenticeship program, which may be supplemented by college courses in some cases.
3. On-the-job training is part of the apprenticeship program and is awarded credit under agreements negotiated by the partners.

Specific agreements, which list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## Patient Care Technician, C.A.S.

**(CIP: 513902)**

The Patient Care Technician is a program which prepares a skilled patient care professional to perform basic medical services, help those who are ill or injured, and assist individuals who need help with daily activities. There is a growing need for patient care throughout all segments of the health care industry. Patient care technicians work under the supervision of a provider and have direct patient contact as a member of the health care team. Employment opportunities may include assisted living facilities, Urgent Care Clinics, Community Health Agencies, Home Health Services, Hospitals, Laboratories, Long-term Care Facilities, Medical Centers, Nursing Homes, Physical Therapy Departments, Physician Offices, and Rehabilitation Centers. Students learn from instructors who work in the health care field and understand what it takes to provide top quality health care. Patient care students learn skills in a medical lab on campus which replicates the medical care environment. Students will complete an extensive preceptor externship in a health care facility under the indirect supervision of faculty. The Program has an advisory board of health care professionals that guide's curriculum so the students learn the latest skills health care companies expect of graduates.

In addition to General Education Outcomes, upon completion of this program, graduates will:

- Be eligible to graduate with a Certificate of Applied Science (CAS) in Patient Care Technician.
- Be eligible to sit for Patient Care Technician certification through the National Healthcareer Association (NHA).
- Be eligible to sit for separate Home Care Worker Exam.
- Be Basic Life Support (BLS) certified (provided within the course).
- Be eligible to obtain employment at a Health Care Facility or transfer/matriculate to an Associate or Bachelor Degree Program in Health Care.

## General Education Core Requirements

## Fall Semester (15 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- PCT 101 - Patient Care Technician I **5 Credit(s)**
- Restricted Electives **3 Credit(s) \***

## Spring Semester (14/16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- MATH - Math Core Requirement **3(4) Credit(s) \*\***
- PCT 151 - Patient Care Technician II **6 Credit(s)**
- Electives **2(4) Credit(s) \*\*\***

## Total Credits (30)

\*Restricted Electives: SPCH 101, SPCH 105, CIT 117, PSYC 105

\*\*Math Core Requirement: MATH 108, MATH 115

A minimum of a "C" grade is required in all courses to remain in the program and graduate.

## Petroleum Technology, A.A.S.

**(CIP:150903)**

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production, and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum. Note: Hands-on outdoor labs may require travel to Fairmont, WV.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.
- Explain considerations that go into designing a well completion.
- Use orifice measurement to meter gas.
- Apply principles of hydraulic, pneumatic, and electrical systems to the drilling, production, and services industries.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fastest growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas

and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s) \***
- PTRM 109 - Drilling Technology with Hands-On Lab **3 Credit(s)**

### Second Year

#### Fall Semester (15/16 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**
- PTRM 206 - Applied Chemistry for Petroleum with Hands-on Lab **4 Credit(s) \***
- PTRM 208 - Artificial Lift with Hands-on Lab **3 Credit(s) \***
- PSYC 155 - Human Relations **3 Credit(s)**
  
- PTRM 217 - Petroleum Geology of Appalachia **2 Credit(s)**  
or
- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**

#### Spring Semester (15 Credits)

- PTRM 107 - Rigging for Land-Based Oil and Gas Operations with Hands-On Lab **2 Credit(s) \***
- PTRM 202 - Well Completions Design and Operations with Hands-on Lab **3 Credit(s) \***
- PTRM 210 - Introduction to Midstream Gas Operations **3 Credit(s)**

- PTRM 211 - Well Control with Hands-on Lab **3 Credit(s) \***
- PTRM 213 - Gas Measurement with Hands-on Lab **2 Credit(s) \***
- PTRM 235 - Petroleum Technology Seminar **2 Credit(s)**

## Total Credits (61-62)

\*Courses with a hands-on lab component

## Petroleum Technology, C.A.S.

(CIP:150903)

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fastest growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**

- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s) \***
- PTRM 109 - Drilling Technology with Hands-On Lab **3 Credit(s)**

## Total Credits (31)

\*Course has a hands-on lab component.

## Pre-Early Childhood Education 2+2 to FUS, A.A.

(CIP: 240101)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an Associate of Arts degree from West Virginia Northern. Upon successfully completing the remaining specified credit hours at Franciscan University they will receive a Bachelor of Science Degree in Education, with eligibility for the initial Ohio teaching license upon successful completion of the educator preparation program. In addition to the WVNCC courses, applicants for admission to a Franciscan University Teacher Education program must meet the following criteria:

- Submit a transcript to Franciscan University verifying an overall grade point average of 2.5.\*
- Successful completion of the PRAXIS CORE (reading, mathematics, & writing); (**Note: Students must provide evidence that they have passed all parts of the PRAXIS prior to acceptance & enrollment in classes in the Teacher Preparation Program. Students who do not pass the PRAXIS CORE are not eligible for licensure.**)
- Submit a written application for admission to teacher education to the Department of Teacher Preparation Programs.
- Submit two positive recommendations from faculty.
- Positive recommendation by the Education Unit faculty.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Franciscan University's educator preparation program should be able to:

- Demonstrate knowledge of the history of the profession of education.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in education.
- Demonstrate knowledge of the major theories of human development.
- Demonstrate knowledge of the issues related to standards of the teaching profession.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** +
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

#### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**

### Second Year

#### Fall Semester (17 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HUM - Humanities Core (Literature) **3 Credit(s)** \*\*\*
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (13 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s)**



## Total Credits (61)

A minimum of a "C" is required in all courses for transfer.

+ Choose from: HIST 100 or HIST 101.

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

Note: Since students in this program complete 15 credit hours in the Social Sciences (HIST, POLS 102, PSYC 208, PSYC 218, and GEOG 205), the WVNCC Social Science core requirements listed for an A.A. degree will be waived, and students will be allowed to substitute the above named courses to fulfill their Social Science core requirements for graduation.

## Pre-Psychology with Social Work 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Psychology faculty at WLU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.

Important Note: Students should be aware that the Bachelor of Sciences degree in Psychology with a Social Work minor from WLU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a B.S.W. degree in an institution that is accredited by NASW and/or complete a Bachelor's and Master's degree in a field that is license eligible at the Master's degree level. Consult with an academic advisor for questions related to this note.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor's of Science Degree in Psychology w/ a Social Work minor.

In addition to the WVNCC courses, applicants for admission to WLU need to have an overall grade point average of 2.0 and meet other program admissions requirements of WLU to be eligible under the 2+2 program. Students must also complete a separate application for the Department of Psychology and fulfill other program admissions requirements.\*

In addition to General Education Outcomes, students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Psychology should be able to:

- Demonstrate knowledge of the history of the psychology and social work profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology and social work.

- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the psychology and social work professions.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**  
or
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 210 - Intro to Case Management & Counseling **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*

- POLS 102 - American National Government and Politics **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

## Spring Semester (13 Credits)

- HIST - History Core Requirement **3 Credit(s)** #
- HPE 110 - CPR and First Aid **1 Credit(s)**
- HUM - Humanities Restricted Elective **3 Credit(s)** +
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- PSYC 200 - Abnormal Psychology **3 Credit(s)**

## Total Credits (60)

\* Choose from: BIO 110, CHEM 108 OR CHEM 109, GSC 100 , OR PHYS 104

\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211

+ Choose from: ART 150 or MUS 105

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Note: West Liberty University may accept up to 72 credit hours from WVNCC. For students who wish to take additional courses for transfer, the following courses are recommended: BIO 110 or GSC 100 and 2 additional HPE credits.

## Psychology 2+2 to WJU, A.A.

(CIP: 240101)

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the additional credit hours required at WJU, they will receive a Bachelor of Science Degree in Psychology.

In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other admissions requirements of WJU to be eligible under the 2+2 program.\*

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the 2+2 agreement with WJU Psychology should be able to:

- Demonstrate knowledge of the history of the field of psychology and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology.

- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the psychology profession.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of psychological services.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

Students are encouraged to meet with a member of the Psychology faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.

Important Note: Students should be aware that the Bachelor of Arts degree in Psychology from WJU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a Bachelor and/or Master's degree in a field that is license eligible. Consult with an academic advisor for questions related to this note.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** +
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)** \*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Elective **3 Credit(s)** ++

### Second Year

#### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**  
or
- BIO 113 - Animal Biology **4 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HUM - Fine Arts Core requirement **3 Credit(s)** \*\*
- PSYC 210 - Child Development **3 Credit(s)**
- Elective **3 Credit(s)** ++

## Spring Semester (15 Credits)

- HUM - Humanities Literature core requirement **3 Credit(s)** \*\*\*
- POLS 102 - American National Government and Politics **3 Credit(s)**
- PSYC 200 - Abnormal Psychology **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (62)

\* Minimum grade of "B" required for this course. For all other transfer courses, a minimum grade of "C" is required.

\*\* Choose from: ART 150 or MUS 105.

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

+ Choose from: HIST 100 or HIST 101

++ Although electives may be chosen from any three-credit course, recommended electives include: CIT 117, HS 147, HS 150, HS 210, or PSYC 155.

## Radiography, A.A.S.

(CIP: 510911)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The most familiar use of the x-ray is the diagnosis of broken bones. Today's radiologic technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use Ultrasound, Computerized Tomography, and Magnetic Resonance Imaging (MRI) are growing rapidly. Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers. The United States Department of Labor, Bureau of Statistics indicates that employment for radiologic technologists is expected to grow faster than average through the year 2026.

In addition to General Education Outcomes, upon completion of the program, graduates will:

- Demonstrate the competency level & patient care skills & knowledge of an entry- level technologist.

- Display abilities in communication, critical thinking, & problem-solving skills necessary for professional practice.
- Understand the significance of professional values & life-long learning experiences.
- Be an entry-level functioning technologist in the health care community.

\*Academic Degree Requirement effective 2015 for primary certification - Eligibility requirements for American Registry of Radiologic Technologists (ARRT) certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy and for the primary pathway to MRI and Sonography will - effective January 1, 2015 - call for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree will provide a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in health care. The degree will not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program.

\*\* Successful completion of and graduation from the WVNCC Radiography Program will meet the academic degree eligibility requirements for the ARRT certification. WVNCC Radiography Program graduates do NOT have to attend a hospital-based certificate program to receive their A.A.S. degree in Radiography.

Go to [www.arrt.org](http://www.arrt.org) for further details.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- RAD 100 - Introduction to Radiography **2 Credit(s)**
- RAD 105 - Radiography **2 Credit(s)**
- RAD 110 - Radiation Protection/Radiobiology I **2 Credit(s)**
- RAD 115 - Clinical Fundamentals I **1 Credit(s)**
- RAD 120 - Radiography Procedures I **3 Credit(s)**

#### Spring Semester (16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- RAD 125 - Clinical Practice I **1 Credit(s)**
- RAD 155 - Radiography II **3 Credit(s)**
- RAD 160 - Radiation Protection/Radiobiology II **2 Credit(s)**
- RAD 165 - Clinical Fundamentals II **1 Credit(s)**
- RAD 170 - Radiography Procedures II **3 Credit(s)**

#### Summer Semester (1 Credits)

- RAD 175 - Clinical Practice II **1 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- RAD 195 - Clinical Practice III **1 Credit(s)**
- RAD 205 - Radiography III **3 Credit(s)**
- RAD 210 - Advanced Imaging Modalities **2 Credit(s)**
- RAD 215 - Clinical Fundamentals III **2 Credit(s)**
- RAD 220 - Radiographic Procedures III **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (14 Credits)

- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- RAD 270 - Radiographic Procedures IV **3 Credit(s)**
- RAD 225 - Clinical Practice IV **2 Credit(s)**
- RAD 255 - Radiography IV **2 Credit(s)**
- RAD 260 - Radiography Seminar **3 Credit(s)**
- RAD 265 - Clinical Fundamentals IV **1 Credit(s)**

## Total Credits (61)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Students wishing to pursue a bachelor's degree should take MATH 108 or MATH 210.

## Radiologic Technology, Degree Completion, A.A.S.

**(CIP: 510911)**

West Virginia Northern offers an Associate in Applied Science Degree (AAS) for graduates of accredited Radiologic Technology programs. Students must have successfully completed a hospital-based certificate program\* such as the OVMC Radiology Program, the former Wheeling Hospital Radiology Program, Washington Hospital Radiology Program, or any other Joint Review Committee on Education in Radiologic Technology (JRCERT) -accredited certificate program to be eligible to earn an AAS Degree by completing designated courses at West Virginia Northern.

The courses at WVNCC must be completed in addition to the certificate program in order to be eligible to sit for the American Registry of Radiologic Technologists (ARRT) primary certification exam in Radiography.

Students with an ARRT Certification are eligible to receive applicable program credits.

The most familiar use of the X-ray is the diagnosis of broken bones. Today's radiation technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use ultrasound, computerized tomography, and magnetic resonance imaging (MRI) is growing rapidly.

Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers.

\* Student must contact the hospital-based program to obtain information regarding specific admission requirements for each hospital-based program.

Please note: Eligibility requirements for ARRT certification in Radiography, effective January 1, 2015 require candidates to earn an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree provides a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in health care.

For more information please contact the ARRT at [www.arrt.org](http://www.arrt.org) for further details.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### Fall Semester (6 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

### Spring Semester (9 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)** #

### Summer Semester (55 Credits)

Radiologic Technology (hospital-based)

Accredited Hospital-based programs begin in the summer.

### Total Credits (70)

# Choose from: MATH 108, MATH 115 or MATH 210.

Notes: Local hospitals accept applications during the Fall and begin class in the summer. Please contact the hospital for specific timelines and admission requirements.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## **Refrigeration, Air Conditioning and Heating Technology, A.A.S.**



**(CIP: 470201)**

This is a program designed to provide the technical knowledge and skills required of persons employed in the air conditioning, heating and refrigeration businesses and industries. Students completing the program will be able to find employment in the areas of residential, commercial, and industrial air conditioning, heating and refrigeration installation, maintenance and service. Planned lectures and laboratory experiences parallel those activities performed by service technicians in the field and include installing and checking equipment, servicing and replacing major and minor components and troubleshooting and analysis of individual units and complete systems. Field trips to businesses and industries are an integral part of the program.

This program will give students a thorough and in-depth understanding of the technology as well as prepare them to make rapid transition into gainful employment.

Upon completion of this program, graduates will be able to:

- Test pressures and temperatures ratings in a heating, air conditioning, or refrigeration system to identify if the system is performing properly.
- Install heating, air conditioning, and refrigeration equipment properly.
- Understand codes and regulations pertaining to the HVACR industry.
- Utilize troubleshooting techniques and implement appropriate follow-up procedures, and adjust and replace correct parts and components.
- Demonstrate an understanding of the basic principles of heating, air conditioning, ventilation, and refrigeration and their applications.

Students will be prepared for current national and state certifications in the industry. WVNCC serves as a testing center for many of these certifications.

Graduates from this program can expect to obtain entry level employment in positions such as refrigeration and air conditioner installers and service technicians. Future career paths include dispatchers, service and installation managers, parts and equipment sales, building control technicians, facilities technicians and managers, and small business owners.

Graduates are employed by refrigeration, air conditioning and heating service and installation contractors, facilities such as hospitals, colleges, and school districts, industrial plants, data centers, supermarkets, convenience stores, and restaurant chains, and trade unions. The employment outlook is excellent for this field of study with opportunities locally, regionally, and nationally.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 115 - Technical Writing **3 Credit(s)**
- RAH 100 - Basic Refrigeration I **3 Credit(s)**
- RAH 110 - HVACR Piping Skills **3 Credit(s)**
- RAH 206 - Heating Systems I **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

#### Spring Semester (16 Credits)

- APT 112 - Introduction to Welding **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- RAH 209 - Forced Air Systems/Duct Layout **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**
- RAH 102 - Refrigeration Controls **3 Credit(s)**
- RAH 220 - Hydronics **3 Credit(s)**
- RAH 207 - Heating Systems II **3 Credit(s)**
- RAH 235 - Comfort Cooling **3 Credit(s)**

### Spring Semester (14 Credits)

- PSYC 155 - Human Relations **3 Credit(s)**  
or
- PSYC 105 - Introduction to Psychology **3 Credit(s)**  
or
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- RAH 260 - Certification Preparation **3 Credit(s)**
- RAH 255 - Building Control Systems **3 Credit(s)**
- RAH 265 - Commercial Refrigeration **3 Credit(s)**
- RAH 250 - Alternative Energy Concepts **2 Credit(s)**

## Total Credits (60)

## Small Business Management, Business Career Studies, C.A.S.

**(CIP: 520701)**

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general Financial statements.
- Demonstrate an ability to market and promote products.
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.
- Demonstrate working knowledge of application software used in the field of small business.

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

### Spring Semester (15 Credits)

- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- MATH 101 - Intermediate Algebra **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Total Credits (30)

## Small Business Management, Business Career Studies, C.A.S. (Online)

**(CIP: 520701)**

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general Financial statements.
- Demonstrate an ability to market and promote products.
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.
- Demonstrate working knowledge of application software used in the field of small business.

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

### Spring Semester (15 Credits)

- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Total Credits (30)

## Social Work 2+2 to FUS, A.A.

**(CIP: 240101)**

### Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate of Arts degree from West Virginia Northern. Upon completing the specified 69-78 credit hours at Franciscan University of Steubenville, they will receive a Bachelor Degree in Social Work (B.S.W.). Approximately 60 credit hours of the 69-78 credit hours (depending on what math and science courses are taken) will transfer as equivalent courses, with the rest transferring as general electives.

In addition to the WVNCC courses, applicants for admission to FUS need to have an overall grade point average of 2.0 and meet other program admissions requirements of Franciscan University to be eligible under the 2+2 program. Students must also make separate application to the Department of Social Work and fulfill other program admissions requirements.\*

- Complete and submit an application to the Executive Assistant for the Social Work Program at Bethany College.
- Schedule and complete an interview with the Social Work Program Director at Bethany College.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Social Work should be able to:

- Demonstrate knowledge of the history of the social work profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the social work profession.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social services.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree in social work.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate .

To be considered for acceptance into the Social Work program at FUS, the student must at the end of their sophomore year apply for formal admission into the Social Work program in addition to applying for general admission to FUS. The prospective student must:

- Complete the application for admission to the Social Work program at FUS.
- Submit a resume.
- Submit two letters of reference.
- Complete a personal interview with program faculty member.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**

- HUM - Humanities Core **3 Credit(s)** \*\*\*
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s)** \*\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (16/17 Credits)

- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s)**\*\*
- Elective **3 Credit(s)** +++

### Spring Semester (14 Credits)

- HIST - History Core Requirement **3 Credit(s)** +
- HPE - Physical Education Requirement **2 Credit(s)** ++
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*\*
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60-62)

\*\* Choose from: BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, CHEM 108, CHEM 109 , PHYS 104 or PHYS 105;  
Note: FUS requires BIO 114 and BIO 115, so students may choose these courses in lieu of the Associate in Arts core requirements listed in the Academic Programs section.

\*\*\* Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, MUS 105, or PHIL 200. Note: FUS requires two Humanities core (Literature and history). Since WVNCC doesn't count HIST core as a HUM, an additional HUM core must be taken to fulfill WVNCC requirements for the A.A. degree.

+ Choose from: HIST 100 or HIST 101;

++ Physical education requirements should be chosen from any HPE course - two credits are required for WVNCC's A.A. degree.

+++ Although electives may be chosen from any courses, FUS recommends SOC 255 or SOC 276 for additional transfer credits.

## Social Work 2+2 to WVU, A.A.

(CIP: 240101)

Transfer to West Virginia University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the specified 61-66 credit hours at West Virginia University, they will receive a Bachelor in Social Work (B.S.W.) Degree.

Fifty-seven to fifty-nine hours (depending on what math courses are taken) of the 63-67 credit hours will transfer as equivalent courses.

In addition to the WVNCC courses, applicants for admission to WVU need to have an overall grade point average of 2.5, 100 hours of documented volunteer experience, a written personal statement and two letters of reference. Qualifying students will compete with other WVU students and transfers for 60 slots.\*

Students successfully completing and receiving an A.A. degree under the 2+2 agreement with West Virginia University's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/human services.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the social work/human services professions.
- Demonstrate knowledge of the issues related to the needs and problems of different client populations.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social work/human services.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Social Work A.A. degree.
- Apply knowledge and basic skills related to therapeutic communication and relationships in social work.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HPE - Physical Education Requirement **2 Credit(s) ++**

- HS 100 - Intro to Social Work & Human Services **3 Credit(s)** +++  
or
- HS 147 - Understanding Human Diversity **3 Credit(s)** +++
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

## Spring Semester (17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- HUM - Humanities Core **3 Credit(s)** \*\*\*
- MATH 108 - College Algebra **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)** +++  
or
- HS 147 - Understanding Human Diversity **3 Credit(s)** +++
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*

### Spring Semester (13 Credits)

- HIST - History Core Requirement **3 Credit(s)** +
- HPE - Physical Education Requirement **1 Credit(s)**
- HUM - HUM Core Requirement **3 Credit(s)** \*\*\*
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60-62)

\*\* Choose from: BIO 110, CHEM 108, CHEM 109, PHYS 104 or PHYS 105.

\*\*\* Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, MUS 105 or PHIL 200. WVU requires 12 semester hours of humanities from at least 3 different disciplines with two from the same discipline.

+ Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

++ Choose from: HPE 100, HPE 101, HPE 105, or HPE 110.



+++ WVU requires a "C" or better.

## **Social Work/Pre-Social Work Transfer to BC, A.A.**

(CIP: 240199)

## **Transfer to Bethany College**

Note: This articulation transfer agreement allows a student to complete an associate degree at WVNCC and finish their Bachelor's degree at Bethany College. Individual student factors, part-time or full-time status, scheduling and availability of courses, or other factors may affect the time it will take a particular student to complete all requirements.

The articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under an articulation agreement program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College (which may require only three additional semesters if taken in sequence and as a full-time student), they will receive a Bachelor in Social Work (B.S.W.) Degree. Although 61 credit hours are required for the Associate degree, Bethany recommends students take additional courses (up to 76-78 credit hours). In addition to the WVNCC courses, applicants for admission to Bethany's social work program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.0.\*
- Obtain Bethany College's Social Work Student Handbook and additional forms and instruction for the following criteria:
  - Submit at least one recommendation form by a current or past faculty member or employer.
  - Complete and submit a criminal background check.
  - Complete and submit a written personal statement entitled, "Why I want to be a Social Worker."
  - Provide proof of completion of a 30-hour service learning experience (a WVNCC internship or paid or volunteer work experience in an appropriate human services setting will fulfill this requirement).
- Complete and submit an application to the Executive Assistant for the Social Work Program at Bethany College.
- Schedule and complete an interview with the Social Work Program Director at Bethany College.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/ human services and apply basic skills related to general education curriculum requirements for the Social Work A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

# General Education Core Requirements

Associate in Arts General Education Requirements

## First Year

### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s) +++**
- MUS 105 - Music Appreciation **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- Elective **3 Credit(s)**

### Spring Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Second Year

### Fall Semester (15/16 Credits)

- HS 147 - Understanding Human Diversity **3 Credit(s) +++**
- MATH - Mathematics Core Requirement **3(4) Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

### Spring Semester (14 Credits)

- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HPE 100 - General Program in Physical Education **1 Credit(s)**  
or
- HPE 101 - General Program in Physical Education **1 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) \*\***
- HS 200 - Social Welfare Institutions **3 Credit(s) +++**
- HUM - Humanities Core Requirement **3 Credit(s) \*\*\***

## Total Credits (61-62)

\* Choose from: MATH 108 or MATH 210.

\*\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, ENG 225, or ENG 226

+++ Bethany College requires a "C" or better in these courses and reserves the right to evaluate whether these WVNCC courses meet all outcomes for equivalent courses in a major.

NOTE: Students who transfer to Bethany with an additional 18 credits (76-78 total credits ) may finish the Social Work Program in as little as three (3) semesters under the Transfer Incentive Plan (TIP), (which is available only for commuting students), which may include a reduction in tuition and fees at Bethany College. Recommended courses for additional transfer credits include, but are not limited to: CRJ 110, CRJ 201, CRJ 220, CRJ 225, HS 150, and SOC 276.

## Surgical Technology, A.A.S.

(CIP: 510909)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Surgical Technologists are experts in the theory and application of sterile and aseptic techniques. That, combined with knowledge of human anatomy, surgical procedures, and implementation tools and technologies, helps physicians perform invasive procedures. They provide surgical care under medical supervision, ensure operating rooms are safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

The laboratory portions of the program, which reinforce concepts learned in class, are held in our on-campus lab and in operating suites at area hospitals. Students have clinical experiences in hospitals and actively participate on operating room teams during surgery while clinical preceptors oversee their work.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Apply principles of asepsis and sterile technique.
- Provide safe care to the surgical patient.
- Successfully complete the National Certification Examination for Surgical Technologists.
- Demonstrate general education skills relevant to the program.

Important information: Additional costs are associated with this program such as physicals, vaccinations, titers, drug screening and background checks. If you have ever been convicted of a felony or misdemeanor for any reason, you may be denied employment in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the Program Director.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

## Fall Semester (14 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- MATH - Math Core Requirement **2 Credit(s)**
- ST 105 - Surgical Technology I **4 Credit(s)**
- ST 115 - Clinical Practice I **3 Credit(s)**

## Spring Semester (17 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- ST 125 - Anesthesia/Pharmacology for the Surgical Technologist **3 Credit(s)**
- ST 150 - Surgical Technology II **4 Credit(s)**
- ST 155 - Clinical Practice II **4 Credit(s)**

## Summer Semester (3 Credits)

- ST 175 - Pathophysiology for the Surgical Technologist **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- ST 200 - Surgical Technology III **4 Credit(s)**
- ST 210 - Clinical Practice III **4 Credit(s)**

### Spring Semester (13 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- ST 250 - Surgical Technology IV **4 Credit(s)**
- ST 255 - Clinical Practice IV **4 Credit(s)**
- ST 260 - Surgical Technology Seminar **2 Credit(s)**

## Total Credits (60)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

# Teacher Education: Pre-Secondary Education, English Specialization 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor of Arts Degree in Teacher Education with an English specialization.

In addition to General Education Outcomes, students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Teacher Education with an English specialization should be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Demonstrate critical thinking and problem-solving skills.
  - Employ or utilize information access and literacy skills.
  - Acquire a cultural, artistic and global perspective.
  - Demonstrate professional and human relations skills.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I) which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the

transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16/17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s) \***
- ENG 101 - College Composition I **3 Credit(s) \***
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
  
- MATH 108 - College Algebra **4 Credit(s) \***  
or
- MATH 210 - Introduction to Statistics **3 Credit(s) \***
  
- SS - Social Science Core Requirement **3 Credit(s) \*\*\***

#### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s) \***
- ENG 102 - College Composition II **3 Credit(s) \***
- ENG 201 - American Literature Since the Civil War **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***

### Second Year

#### Fall Semester (16 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s) \***
- ENG 200 - American Literature Through the Civil War **3 Credit(s) \***
- HPE 105 - Personal Fitness **1 Credit(s) \***
- HIST - History Core Requirement **3 Credit(s) \*\***
- MUS 105 - Music Appreciation **3 Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s) \***

#### Spring Semester (14 Credits)

- ENG 211 - English Literature Since the Eighteenth Century **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s) \***

## Total Credits (61-62)

\* A minimum of "C" is required for transfer

\*\* Choose from: HIST 100, HIST 101, HIST 110 OR HIST 111

\*\*\* Choose from ECON 105 or SOC 125

## Teacher Education: Pre-Secondary Education, Social Sciences Specialization 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years.

The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years. Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students successfully completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon successfully completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Arts Degree in Teacher Education: Social Sciences.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S degree under the 2+2 agreement with WLU in Teacher Education, Secondary: Social Sciences should be able to:

- Demonstrate knowledge of the disciplines in the social sciences and relevant historical, political, and sociological events.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.

- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16/17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)** \*
- ENG 101 - College Composition I **3 Credit(s)** \*
- HIST 100 - World Cultures I **3 Credit(s)**  
or
- HIST 101 - World Cultures II **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**  
or
- MATH 210 - Introduction to Statistics **3 Credit(s)**

#### Spring Semester (16 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)** \*
- HPE 105 - Personal Fitness **1 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)** \*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)** \*

### Second Year



## Fall Semester (15 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HIST 110 - The United States to 1865 **3 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

## Spring Semester (14 Credits)

- ENG - English Restricted Elective **3 Credit(s)** \*\*
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HIST 111 - The United States Since 1865 **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)** \*

## Total Credits (61-62)

\* A minimum of "C" is required for transfer

\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211

## Technical Studies, A.A.S.

Northern works with employers or agencies to develop programs that incorporate training from the sponsor and combine it with general education and technical training provided by the College to offer an associate's degree. Students must be employees or clients of the sponsor to be eligible for enrollment in this program. Required courses are specified in agreements between the College and the sponsor.

Currently there is a Technical Studies degree available as a Child and Family Specialist with Northern Panhandle Headstart of West Virginia.

### **Upon completion of the program, graduates will be able to:**

- Effectively use both written and verbal communication skills in the workplace.
- Demonstrate knowledge of interpersonal skills and their application in the workplace.
- Apply principles of mathematics and science to contemporary issues in society and in the workplace.
- Demonstrate an understanding of technical skills required in the specific occupational area.

### **The Technical Studies program generally has four components:**

- General education core.
- Technical core.
- Technical specialty.
- And in addition, some programs have an on-the-job training component.

Specific agreements that list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

# General Education Core Requirements

Associate in Applied Science General Education Requirements

## Welding Technology, A.A.S.

(CIP: 48.0508)

The Welding Technology program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld plate and pipe in various processes in all positions to American Welding Society (AWS) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW), TIG welding and MIG welding. Safety, selection of proper equipment, selection of appropriate filler materials, and proper weld techniques are stressed throughout the curriculum. In addition, students will be trained in reading prints with welding symbols and will have a basic understanding of metallurgy and layout and fabrication.

The Welding Technology program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advanced standing and should confer with program faculty and/or advisors about processes to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate knowledge of the disciplines in the social sciences and relevant historical, political, and sociological events.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to read and apply welding prints and symbols.
- Perform basic processes of oxyacetylene welding including cutting and brazing.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using SMAW to AWS and ASME standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions to AWS standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using GTAW to AWS and ASME standards.
- Perform an API 1104 Butt and Branch test for Downhill welding.
- Perform flux core welding.
- Apply basic understanding of metallurgy in performing welds and selecting appropriate processes and materials.
- Understand all aspects of a project, bidding on jobs, writing quotes, ordering material, budgeting labor and consumables, quality control and customer satisfaction.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$30,000 to \$80,000 for welder and \$55,000 to \$120,000 for Welding supervisors. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## General Education Core Requirements

## First Year

### Fall Semester (16 Credits)

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- WELD 101 - Oxyacetylene Welding **1 Credit(s)**
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**

### Spring Semester (16 Credits)

- APT 110 - Introduction to Print Reading **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- WELD 202 - Beginning MIG (GMAW) Welding **3 Credit(s)**
- WELD 204 - Advanced MIG (GMAW) **3 Credit(s)**
- WELD 210 - Flux Core Welding **3 Credit(s)**
- WELD 215 - Metallurgy **2 Credit(s)**

### Spring Semester (15 Credits)

- PSYC 155 - Human Relations **3 Credit(s)**
- WELD 206 - Beginning TIG **3 Credit(s)**
- WELD 208 - Advanced TIG **3 Credit(s)**
- WELD 220 - Layout and Fabrication **3 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**

### Total Credits (61)

## **Welding: Combination Pipe, Advanced Skills Set Program**

**(CIP: 48.0508)**

The Combination Pipe Welding Advanced Skills Set Program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld pipe in various processes in all positions to ASME (American Society of Mechanical Engineers) and API (American Petroleum Institute) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW).

The Combination Pipe Welding Program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advance standing and should confer with program faculty and/or advisors about processed to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, students will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld pipe in all positions using SMAW to ASME & API standards.
- Demonstrate ability to weld fillet and butt welds in all positions on both plate and pipe, utilizing GTAW to AWS and ASME standards.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$40,000 to \$80,000 for Combination Pipe Welder. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## Spring Semester

- WELD 115 - Fabrication Drawing & Fitter Skills **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**
- WELD 206 - Beginning TIG **3 Credit(s)**
- WELD 208 - Advanced TIG **3 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**

## Total Credits (18)

These classes will take 15 weeks to complete and will require a commitment of 7 am - 2 pm, Monday through Friday, during the spring semester. Upon completion of these classes, students will receive 18 college credit hours or 45 CEU's depending on the student's needs. This program is not eligible for Title IV financial aid. Options are available to take additional general education requirements to obtain a college certificate or degree.

## Welding: Oil and Gas Pipe, C.A.S.

**(CIP: 48.0508)**

The Oil & Gas Pipe Welding program is designed to prepare an individual with the advanced skills needed for the ever changing job market. Graduating students will have the skills necessary to find work as a construction pipe welder, pipeline welder, or facility maintenance welder, in a variety of settings. Students in the program will weld pipe utilizing Shielded Metal Arc Welding (SMAW) in all positions to ASME (American Society of Mechanical Engineers) and APT (American Petroleum Institute) standards. All technical courses in the program provide extensive hands-on experiences.

The Oil & Gas Pipe Welding program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advanced standing and should confer with program faculty and/or advisors about processes to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld pipe in all positions using SMAW to ASME & API standards.
- Demonstrate how to read and identify drawings, prints and symbols.
- Demonstrate the ability to layout and cut pipe manually for branch and butt joints.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$40,000 to \$80,000 for oil & gas pipe welder. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Welding: Oil & Gas Pipe

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
  
- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
  
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**
- Math Core Requirement **3 Credit(s)**

### Total Credits (30)

This program runs five 10-hour days a week during the summer and starts with WELD 102. Each course starts after the successful completion of the previous course listed above it and will follow the Welding Technology, A.A.S. program's course requirements. This will also allow students wanting to enroll in the Welding Technology, A.A.S. program to start early instead of waiting until fall. All welding courses will run through the summer and the students will have the opportunity to take their English, Math, and APT 110 requirements in the fall or spring.

\*Financial aid eligibility for this program is pending.

## Welding: Structural Steel, Advanced Skills Set Program

(CIP: 48.0508)

The Structural Steel Welding Advanced Skills Set Program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld plate in various processes in all positions to AWS (American Welding Society) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW).

The Structural Steel Welding Program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advance standing and should confer with program faculty and/or advisors about processed to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, students will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld fillet welds in all positions on structural steel plate using SMAW to AWS and ASME standards.
- Demonstrate ability to weld fillet welds in all positions on structural steel plate using GMAW and FCAW to AWS standards.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$30,000 to \$75,000 for Structure Steel Welder. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## Fall Semester

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 202 - Beginning MIG (GMAW) Welding **3 Credit(s)**
- WELD 210 - Flux Core Welding **3 Credit(s)**

## Total Credits (18)

These classes will take 15 weeks to complete and will require a commitment of 7 am - 2 pm, Monday through Friday, during the fall semester. Upon completion of these classes, students will receive 18 college credit hours or 45 CEU's depending on the student's needs. This program is not eligible for Title IV financial aid. Options are available to take additional general education requirements to obtain a college certificate or degree.

## Programs of Study

West Virginia Northern Community College is authorized by the West Virginia Council for Community and Technical College Education and Higher Education Policy Commission to offer the following programs resulting in the granting of Associate in Arts degrees (A.A.), Associate in Science degrees (A.S.), Associate in Applied Science degrees (A.A.S.) and Certificate in Applied Science (C.A.S.). NOTE: Students can apply up to three credit hours of continuing education credit toward a degree.

Transfer Partners (2+2)

**BC** = Bethany College / **FUS** = Franciscan University of Steubenville / **WLU** = West Liberty University / **WVU** = West Virginia University / **WJU** = Wheeling Jesuit University / **WVSU** = West Virginia State University / **UC** = University of Charleston

## Associate

### Associate in Arts Degree, English/Humanities Concentration

(CIP: 240101)

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a knowledge of philosophies and the expression of ideas and values through the arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access in literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**

- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s) #**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Total Credits (60-63)

\* Choose from: ENG 200, ENG 201, ENG 208, ENG 210, ENG 211, ENG 225, ENG 226.

\*\* Choose from: HIST 100, HIST 101, HIST 110 and HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours – it is recommended that students in this program choose their six hours of HUM core requirements from ART, ENG, MUS, or PHIL.

## Associate in Arts Degree, General Concentration

(CIP: 240101)



This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)**
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Second Year

## Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s)** #
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

## Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-63)

\*Choose from: Any ART, ENG, ECON, HIST, MUS, SOC, SS, PSYC, or PHIL (3 hours from 3 separate disciplines to equal 9 hours).

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements can be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, History/Social Science Concentration

(CIP: 240101)

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.

- Demonstrate professional and human relations skills.

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

### Second Year

#### Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s)** #
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

#### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

- Elective **3 Credit(s)**

## Total Credits (60-63)

\* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, Psychology Concentration

(CIP: 240101)

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-63)

\*Choose from: HS 147, HS 150, HS 210, PSYC 155, PSYC 200, PSYC 208, PSYC 210, PSYC 218, SS 207.

\*\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI. #HPE requirements may be fulfilled with HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Science Degree

(CIP: 240199)

This program is designed for students who expect to complete a degree at a four- year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

In addition, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics.
- Apply the scientific method in designing, conducting and analyzing experiments.
- Communicate effectively and work collaboratively.
- Use mathematical and scientific principles in problem solving.
- Relate issues from a global perspective.
- Conduct basic research using the Internet and print resources.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Mathematics Core Requirement **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- HIST - History Core Requirement **3 Credit(s) \***
- HUM - Humanities Core Requirement **3 Credit(s)**
- MATH - Mathematics Electives **9 Credit(s)**  
or
- SCI - Science Electives **9 Credit(s)**

## Spring Semester (15 Credits)

- MATH - Mathematics Core Requirements **6 Credit(s)**  
or
- SCI - Science Core Requirements **6 Credit(s)**
- Elective **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

## Total Credits (60)

Students must see their academic advisor to plan courses for a concentration in Science or Mathematics.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## Associate in Applied Science

### Accounting/Business Studies, A.A.S.

(CIP: 520101)

This option is designed to meet the needs of modern business and industry for accounting professionals. The curriculum will help students develop habits of critical, logical thinking while they learn to record, report and interpret data using basic accounting as well as electronic procedures. Computerized software and accounting applications will be emphasized.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate the ability to analyze financial statements and evaluate the performance of a company.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate working knowledge of application software used in the field of accounting.

Graduates of this program can expect to obtain employment in positions such as accounts receivable, accounts payable, accounting clerk, payroll clerk, billing manager, and customer service representatives.

Graduates can expect to be employed in medical and banking facilities, industrial and manufacturing plants, communication businesses, and various small businesses.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Accounting should take the Business Administration Transfer Option A.S. degree, the Accounting/Business Administration Transfer Option to

Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S. degree, or the Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- ACC 224 - Intermediate Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**  
or
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- ACC 225 - Intermediate Accounting II **3 Credit(s)**
- ACC 240 - Business Taxation **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**



- BA 241 - Business Law II **3 Credit(s)**

**Total Credits (60)**

## **Advanced Manufacturing, A.A.S.**

**(CIP: 150406)**

The mission of the Associate in Applied Science (AAS) program in Advanced Manufacturing is to prepare individuals to be electrical and mechanical maintenance technicians for the highly technological, integrated and automated manufacturing facilities of the modern workplace, and into the 21st century. The program is designed to integrate mechanical, electrical, process and control skills as employers are demanding technicians who are "cross-trained." Students learn to install, replace, troubleshoot and repair equipment used in manufacturing facilities.

All technical courses have an intensive hands-on lab component as students learn skills in electrical systems, motor control, hydraulics and pneumatics, programmable logic controllers, instrumentation, workplace safety, and problem solving and teamwork.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate the basic skills needed to safely perform work as a field technician in a commercial and/or industrial environment.
- Apply principles of hydraulic, pneumatic, electrical, and programmable logic controller systems in a commercial and/or industrial environment.
- Demonstrate ability to read and analyze prints, schematic diagrams, circuit diagrams and ladder diagrams, technical manuals, and to implement field procedures.
- Demonstrate general education skills relevant to the program.

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical, power generating, and fabricating industries.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (14 Credits)**

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**

#### **Spring Semester (16 Credits)**

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**
- MEC 140 - Programmable Controllers I **3 Credit(s)**
- MEC 232 - Pumps and Piping **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

### Spring Semester (14 Credits)

- MEC 240 - Programmable Controllers II **3 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- MEC 235 - Instrumentation II Electrical **3 Credit(s)**
- MEC 251 - Problem Solving & Teamwork Seminar **2 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Total Credits (60)

## Board of Governors, A.A.S.

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

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

Curriculum-The Board of Governors A.A.S. requires 60 credit hours that include a general education core of 21 credit hours and 39 credit hours of general electives. An optional capstone experience and an optional defined area of emphasis encompassing a broad range of content areas may be included. The structure of the degree assures flexibility in program design to meet the individual needs of adult students. The required general education courses assure the development of essential skills and competencies necessary for an associate degree level graduate. The general electives, with the opportunity for a defined area of emphasis, allow students to demonstrate and document a defined

occupational proficiency. Students are encouraged to explore various options for obtaining credit for prior learning experiences including course articulation, standardized exams, challenge exams, credential validation and portfolio credit. Students who choose to earn credit for college-level learning acquired through professional work experience or other life experiences must complete the portfolio development course and submit a portfolio. The portfolio provides the opportunity for equating documented, college level, experiential learning to college credit. College courses successfully completed at regionally accredited institutions may be transferred into the program and applied toward the 60 credit requirement.

A student may apply any or all methods of extra-institutional credit toward the completion of the Board of Governors A.A.S. degree. Further details can be obtained by contacting the Advising Center or the Dean of Academic Affairs.

**Graduation Grade Point Average:** 2.0

**Residency Requirement:** 12 credit hours from a regionally accredited higher education institution. A minimum of 3 credits may be required at the host institution. Petition for exception to the residency requirement may be made to the Chief Academic Officer of the host institution.

**Academic Forgiveness:** All F's earned in College courses earned four or more years before admission to program are disregarded from the computation of the graduation grade point average. The "F" grades will not be deleted from the transcript.

**Grades and Grading:** Grading will follow the institution's current grading policy.

**Admission Requirements:** Students are eligible for admission to the program two years after graduation from high school. In case of those passing a high school equivalency examination, admission must be two years after their high school class has graduated.

## General Education Core Requirements (21 Credits)

Associate in Applied Science General Education Requirements

Communications (6 Credits)

Mathematics/Sciences (6 Credits)

Social Sciences/Humanities (6 Credits)

Computer Literacy (3 Credits)

General Electives (39 Credits)

Includes credit hours for optional area of emphasis, portfolio course, and capstone course.

Total Credits (60)

## Business Administration, Business Studies, A.A.S.

(CIP: 520201)

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate working knowledge of application software used in the field of business.

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjustor, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take one of the following: the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 degree, the Business Administration Transfer Option to WLU 2+2 A.S. degree, the Business Administration Transfer Option to West Virginia State University 2+2 A.S. degree, or the Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

## Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**

## Total Credits (60)

# Chemical Operator Technology, A.A.S.

**(CIP: 410301)**

Chemical Operator Technology, AAS, prepares students to be employed as operators in the process industry. A chemical process operator works in the safe production, refining and transfer of various chemicals in three states of matter - solid, liquid, and gas. Production is carried out in reactors and converters. Refining is done in distillation columns, filter presses, separators and other types of equipment. Chemicals are transferred through pipelines to shipping containers or storage tanks. In operating equipment, the operator must observe, interpret and record data from gauges, instruments, computer displays, log books, and laboratory analysis data. The operator will need to make changes in pressure, flow, temperature, level and other parameters by operating control devices including valves, switches, and levers.

Operators may also be required to operate moving equipment such as aerial work platforms, forklifts, and track mobiles. Minor maintenance activities requiring the use of hand tools is done frequently by operators. The operators must be able to solve simple math problems and be able to run lab tests to assure quality products are being made. An operator must have good written and verbal communication skills. Being able to recognize unusual conditions and troubleshoot problems are essential traits for a chemical operator.

The lifeblood of modern society is found in petroleum products. Process technicians are involved in the manufacture of chemicals and petroleum products that supports our global economy. The chemical processing industry (CPI) is anticipating severe shortages in skilled technicians to operate their plants. As the large baby boomer group quickly approaches retirement age, the CPI braces for a 70-80 percent employee turnover. This occupation shows a growth potential of 17 percent.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

## Fall Semester (14 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**

## Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- COT 201 - Chemical Process Tech I: Equipment **3 Credit(s)**
- COT 205 - Applied Chemistry for Chem Operator **4 Credit(s)**
- COT 210 - Process Quality **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

### Spring Semester (14 Credits)

- COT 230 - Chemical Process Tech II: Systems **3 Credit(s)**
- COT 235 - Chemical Process Unit Oper: Simulations **3 Credit(s)**
- COT 250 - Chemical Operator Technology Seminar **1 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**

## Total Credits (60)

## Computer Information Technology, Cyber Security, A.A.S.

(CIP: 430116)

This program is designed for those who want to work in the cyber security field of computer information technology.

In addition to General Education Outcomes, students should be able to:

- Identify the scope of security problems, identify risk assessment, and describe malicious logic and security policies.
- Identify major concepts of theories used in Cloud computing and architecture
- Describe Cloud ROI models, deployment models, and Cloud computing implementation.
- Identify hacker attack techniques and methodologies, network worms, viruses, and malicious code, computer crimes, organizational intelligence regarding their technologies, and information technology warfare.
- Identify major concepts used in cyber security, and psychological influences of cyber security.
- Describe the mentality of a hacker and a hacker's manifesto.
- Identify major concepts regarding network security and abnormal networking behavior and its causes.
- Describe network defense fundamentals, concepts related to managing firewalls, and the use of Intrusion Detection Systems.

According to the Bureau of Labor Statistics, U.S. Department of Labor, employment of information security analysts is projected to grow 37 percent from 2012 to 2022, much faster than average for all occupations. Demand for information security analysts is expected to be very high as these analysts will be needed to come up with innovative solutions to prevent hackers from stealing critical information or creating havoc on computer networks. Most information security analysts can work for computer companies, consulting firms, federal or state government agencies, or business and financial companies.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 101 - Introduction to Cyber Security **3 Credit(s)**
- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 106 - Fundamentals of Hacking/IT Psychology and Security **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 222 - Ethical Protocols of Cyber Security **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**

- CIT 235 - Introduction to Cloud Computing **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 255 - Tactical Perimeter Defense in Network Security **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- CIT - Restricted Elective **3 Credit(s) \***
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (61)

\*Choose from CIT 107, CIT 112, CIT 152, CIT 187 or CIT 232.

# Computer Information Technology, Microsoft Applications/Support Desk, A.A.S.

**(CIP: 110103)**

This program provides students with the technical skills required for Microsoft application certification exams and end user support.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Use various types of software programs efficiently and effectively to fulfilling business objectives.
- Troubleshoot applications and software.
- Assist in the design, delivery and improvement of in-house software applications.
- Install, diagnose, repair, maintain and upgrade PC hardware.
- Support the organization in the delivery of training to end users in the organization.

Graduates of this program can expect to obtain employment in positions such as computer support specialists, help desk technician, application support analyst, software application trainer, desktop technician and use Microsoft applications in support of business management.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year



## Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- CIT 111 - Help Desk Concepts **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SS - SS Core Requirement **3 Credit(s)**
- Restricted Elective **3 Credit(s)** \*\*

### Spring Semester (15 Credits)

- CIT 112 - Access **3 Credit(s)**
- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 207 - Computer Applications Support **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**

## Total Credits (60)

\*\* Select from BA 240, MGT 253 or any CIT course other than CIT 117

## **Computer Information Technology, Networking: Microsoft, A.A.S.**

(CIP: 110103)

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Plan, design, install, configure, maintain, and optimize Microsoft network hardware, software, and communication links.
- Diagnose, resolve, and document hardware and software Microsoft network problems.
- Provide end user support for Microsoft networks.

Graduates of this program can expect to obtain employment in Microsoft positions such as computer engineers, computer support specialists, network administrators, managers of internet/intranet technology, and network technicians.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- CIT 274 - Microsoft Server Setup and Troubleshooting **3 Credit(s)**
- MATH - Core Requirement **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**
- CIT 210 - SQL Server Administration **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- Restricted Elective **3 Credit(s)** \*\*\*
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or

- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15/16 Credits)

- CIT 247 - Windows PowerShell **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- CIT - Restricted Elective **3(4) Credit(s) \*\***
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (61-62)

**\*\*Choose from any other CIT course**

**\*\*\*Choose from BA 240, MGT 253, or any CIT course**

# Computer Information Technology, Software Engineering, A.A.S.

**(CIP: 110103)**

This program prepares students with practical skills and knowledge for entry-level positions within the software engineering profession. Software engineering relates to the concept, design, implementation, deployment and maintenance of software. The program seeks to provide the theoretical fundamentals of software development coupled with an understanding and application of practical aspects and competencies required by industry. The program is designed to support innovation through the application of software engineering principles to solve business problems.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Develop a broad foundation of various programming languages and platforms.
- Provide students with an understanding of software engineering principles.
- Instruct students in conceptualization, proposal development, database design, interface design, system architecture, documentation, presentation, and delivery.
- Develop, within students, an appreciation for the importance of excellent business and communication skills in a typical software engineering environment.
- Assist graduates in obtaining entry-level positions in the field of software engineering.

Graduates may work in software design, testing, maintenance and development, database administration, and web development. Graduates may also qualify for entry-level management positions in a technical capacity.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

## Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 187 - HTML/CSS **2 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 112 - Access **3 Credit(s)**
- CIT 176 - Visual Basic Programming **3 Credit(s)**
- CIT 205 - Web Development Tools **3 Credit(s)**
- CIT 272 - Object Oriented Programming/Data Structures **3 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- CIT 215 - Client Side Scripting/JavaScript **3 Credit(s)**
- CIT 237 - Advanced Database Programming **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- CIT 253 - ASP and E-Business Programming **3 Credit(s)**
- Restricted Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 227 - Applied Programming **3 Credit(s)**
- CIT 291 - CIT Internship and Certification **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (60)

\* Chose from any other CIT course or MGT 250, MGT 253

## **Criminal Justice, A.A.S.**

(CIP: 240199)

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that comprise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the current events and issues that law enforcement and the criminal justice system deal with in today's society.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish, as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employment opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in internet crimes, forensic technicians and criminal profilers.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CRJ 104 - Introduction to Criminal Justice Systems **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

#### Spring Semester (18 Credits)

- CRJ 245 - Introduction to Juvenile Justice System **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

- Elective **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- CRJ 201 - Introduction to Corrections **3 Credit(s)**
- CRJ 220 - Criminal Law **3 Credit(s)**
- CRJ 225 - Terrorism and Homeland Security **3 Credit(s)**
- SOC 276 - Criminology **3 Credit(s)**

### Spring Semester (15/16 Credits)

- CRJ 221 - Criminal Law II **3 Credit(s)**
- CRJ 235 - Field Service **3 Credit(s)**
- CRJ 251 - Problems in Criminal Justice **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**  
or
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

### Total Credits (61-62)

## Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 209, CRJ 246, CRJ 230

## Culinary Arts, A.A.S.

**(CIP: 120503)**

The Culinary Arts Program, accredited by the American Culinary Federation, is designed to meet the demands for well-trained food service personnel with an emphasis on development of basic techniques of commercial food preparation. Exposure to many facets of food preparation as well as nutrition, sanitation, menu planning, and personnel management used by the professional culinarian are included in the program. Hands-on experience is a high priority in the laboratory classes, building a solid foundation of basic cooking skills. Upon completion of the program students can obtain employment as cook, baker, sous chef, kitchen manager or supervisor, lead cook in restaurants, hotels, catering operations and other food service organizations. The program provides students with the opportunity to meet the requirements for certification by the American Culinary Federation.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious.
- Demonstrate baking principles to prepare and serve pastries and sweets
- Manage people with respect to their many diversities.

- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures.
- Use and care for equipment normally found in the culinary kitchen.
- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation.
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation.
- Develop skills in producing a variety of cold food products and buffet designs.
- Apply fundamentals of baking and pastry preparation to a variety of products.
- Demonstrate an understanding of quality customer service.
- Prepare items for buffet presentations including tallow carvings, bread sculpting and ice carvings.
- Prepare for transition from employee to supervisor.
- Apply principles of menu planning and layout for development of menus in a variety of facilities and service options.
- Apply knowledge of laws and regulations relating to safety and sanitation in the commercial kitchen.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, CART 145, CART 151, CART 159, CART 231, CART 240 and CART 241.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (17 Credits)

- CART 121 - Food Service Sanitation and Safety **2 Credit(s)**
- CART 124 - General Nutrition **3 Credit(s)**
- CART 131 - Bakeshop **3 Credit(s)**
- CART 145 - Elements of Commercial Food Preparation and Service **3 Credit(s)**
- CART 159 - Basic Food Science **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

#### Spring Semester (16 Credits)

- CART 125 - Essentials of Dining Services **3 Credit(s)**
- CART 151 - Meat, Poultry and Seafood Preparation **3 Credit(s)**
- CART 175 - Advanced Food Science **3 Credit(s)**
- CART 251 - Culinary Internship **4 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s) \***

### Second Year

#### Fall Semester (15 Credits)

- CART 223 - Personnel Supervision for the Hospitality Industry **3 Credit(s)**
- CART 235 - American Cuisines **3 Credit(s)**
- CART 240 - Garde Manger **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SS - SS Core Requirement **3 Credit(s)**

## Spring Semester (13 Credits)

- CART 231 - Pastry Preparation **3 Credit(s)**
- CART 241 - Classical Cuisines **3 Credit(s)**
- CART 245 - Menu, Purchasing and Cost Control **3 Credit(s)**
- CART 275 - Senior Seminar **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**

## Total Credits (61)

# Early Childhood: Care and Education (Paraprofessional Educator), A.A.S.

**(CIP: 440701)**

This program is designed for those who want to work with children from birth-adolescence. Graduates can be expected to fill paraprofessional or professional positions in private or public agencies that provide early care and/or education services. This program meets the requirements of the WV Department of Education's paraprofessional educator's certificate (available at <http://wvde.state.wv.us/policies>); therefore individuals with this degree should also be eligible for positions as teacher's aides in the public school system. It also fulfills the majority of requirements for Early Childhood Assistant Teachers in West Virginia and for employment in child care centers and independent pre-school programs.

Students who eventually plan to complete a bachelor's degree in a related field can use this degree as a foundation for transfer, but it is recommended that students who plan to complete a bachelor's degree before beginning employment consider completing additional requirements for an Associate in Arts 2+2 or transfer degree in Elementary Education, Secondary Education, or Early Childhood Education to maximize transferability of courses.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and strategies used in early childhood care and education.
- Demonstrate knowledge of curriculum development, and how to implement activities for children of different ages.
- Demonstrate knowledge of infant, toddler, pre-school, and school - age child development.
- Demonstrate the ability to assist with designing developmentally appropriate practice activities for children.
- Demonstrate knowledge of and the ability to follow ethical standards and guidelines for the profession.
- Apply the skills and abilities related to assist planning and implementing therapeutic, learning, or social activities that are appropriate for children with diverse needs and abilities and for their families.
- Demonstrate knowledge of cultural, family, and individual influences on a child's development and service delivery.
- Demonstrate an understanding of their role, abilities, and limitations in a relevant work setting.
- Demonstrate an understanding of general education goals of WVNCC for all students.



Employment outlook is currently above average, but is dependent upon changing local, regional, and national needs. Salaries tend to be low-moderate for graduates, depending on location, type of facility, and the prospective employee's level of education and work experience. This program is designed to prepare individuals for entry-level positions in day care, preschools, and public school systems, or to prepare them for transfer to baccalaureate programs in early childhood education

NOTE: Two specialized programs which provide credit for credentials completed outside the college setting are available for students who possess either a U.S. Department of Labor Apprenticeship Certificate (ACDS) and/or a Child Development Associate (CDA) credential. (See Occupational Development, A.A.S. and Technical Studies, A.A.S. in the Center for Economic and Workforce Development section.) Contact an advisor for additional information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECCE 212 - Child, Family, and Community **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- ECCE 214 - Child Observation and Assessment **3 Credit(s)**
- MATH - Restricted Mathematics Core **3(4) Credit(s) \***
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (16/17 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECCE 220 - Language and Literacy **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 205 - Human Services/Early Childhood Seminar **1 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s) \*\*\***
- Restricted Elective **3 Credit(s) ##**

## Spring Semester (15 Credits)

- ECCE 204 - Early Childhood Field Experience **6 Credit(s)** \*\*
- ENG 102 - College Composition II **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

## Total Credits (60-62)

# Recommended choice for transferring students.

## Choose one course from the following: ART 150, MUS 105, HIST 100 or HIST 101, MGT 250 or MGT 253, or SS 207.

\* Restricted Math Core must be chosen from MATH 108#, MATH 210#, MATH 204 or MATH 205.

\*\*\* BIO 110, BIO 112, or BIO 113 are recommended.

\*\* Before registering for the field experience, students must apply to and be accepted by an approved educational institution, or child care agency. There is also a class requirement of 2 hours every other week.

Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

## Executive Administrative Assistant, Business Studies, A.A.S.

(CIP: 520101)

The Executive Administrative Assistant Option will prepare students with the appropriate skills for employment in today's offices. General education requirements and specialized course options will enable students to apply current office/business skills, computer applications, and decision-making techniques.

Students selecting this program will be given training on current computer applications and current office procedures needed to help run today's offices. Graduates of this program can obtain employment in various businesses such as state/federal government agencies, corporate regional offices, educational institutions, medical facilities, banks, law offices, and social agencies.

Occupations available for students completing program requirements include the following: administrative assistant, secretary, office manager, word processing supervisor, lead secretary, office and administrative support supervisor, and administrative technology specialist. Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following areas:

- Microsoft Office I and II - Microsoft Certified Application Specialist.
- Microsoft Office Specialist (MOS) certification is recognized as the standard for demonstrating desktop skills.

In addition to General Education Outcomes, upon completion of the Executive Administrative Assistant Option, graduates will be able to:

- Create business documents using word processing software.

- Transcribe mailable documents.
- Create various types of business documents using spreadsheet and presentation software.
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar.
- Apply current office/business procedures.
- Demonstrate knowledge of communication and mathematical skills.
- Create promotional items such as brochures, newsletters, flyers, letterheads, etc., using document design and layout principles.
- Integrate electronic office/business skills with decision-making skills.
- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents.
- Apply experiences learned through a business internship.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in this catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**

- MGT 250 - Principles of Management **3 Credit(s)**
- PAL 110 - Legal Ethics **3 Credit(s)** #  
or
- PAL 100 - Drafting Legal Documents **3 Credit(s)** #

## Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA 280 - Business Internship **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Total Credits (60)

# Students may substitute any BA or CIT course for a PAL course

# Health Information Technology, A.A.S.

(CIP: 510707)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

This program is designed for the student who desires a career in a health related field with little or no patient contact. The curriculum provides a solid background in various aspects of health record management. Key topic areas include: records management, collection and dissemination of health data, fraud and abuse, confidentiality and privacy, medical coding, informational governance, and statistical outcomes to name a few.

In addition to General Education Outcomes, upon completion of the program graduates should be able to:

- Demonstrate understanding of the purpose of various disease/procedure indexes and registries.
- Demonstrate health record management functions.
- Demonstrate knowledge of basic management principles.
- Demonstrate knowledge of the legal system in relation to health care records.

The graduate of this program will be eligible to take the National Credentialing Examination to become credentialed as a Registered Health Information Technician (RHIT). The graduate of this program will enjoy employment opportunities in a variety of positions such as: supervisor/ management, coders, consultants, vendors, educators, and data analysts, disease registrars, and EHR specialists. The graduate may choose to seek employment in government agencies, health care facilities, medical offices, clinics, hospitals, nursing homes, home health agencies, education, vendors (health care related, as well as, software/hardware), and consulting.

Employment of Health Information Technicians is expected to increase by 15 percent through 2024—faster than the average for all occupations. This growth will be attributed to the rapid growth in the number of medical tests, treatments, and procedures which are being increasingly scrutinized by health insurance companies, regulators, courts, and consumers. Health Information Technicians are instrumental in the management of health information as providers

strive to comply with Federal legislation mandating the use of electronic medical records. Health Information Technicians are a critical component of the health care team.

Students unable to complete the program on a full-time basis should consult the program director.

This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information.

The HIM/HI (degree level) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Important information.

If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s) \*\***
- HIT 100 - Health Data Management Systems **3 Credit(s)**
- HIT 230 - Medicolegal Aspects **3 Credit(s)**

#### Spring Semester (16 Credits)

- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- HIT 125 - Medical Coding I **3 Credit(s)**
- HIT 145 - HIT Professional Practice Experience (PPE) I **2 Credit(s)**
- HIT 150 - Health Record Documentation **2 Credit(s)**
- MATH - Math Core **3 Credit(s) \*\***

### Second Year

#### Fall Semester (14 Credits)

- HIT 225 - Health Information Systems **2 Credit(s)**
- HIT 235 - Medical Coding II **3 Credit(s)**
- HIT 240 - Quality Management and Performance Improvement **3 Credit(s)**
- HIT 251 - Health Care Statistics **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**

## Spring Semester (14 Credits)

- HIT 253 - Health Care Reimbursement **1 Credit(s)**
- HIT 260 - Medical Coding III **2 Credit(s)**
- HIT 263 - HIT Seminar **1 Credit(s)**
- HIT 265 - HIT Professional Practice Experience (PPE) II **4 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)** \*\*  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS - Social Science Core **3 Credit(s)** \*

## Total Credits (60)

\*Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

\*\*Students who plan to transfer to a four year institution should take ENG 101, MATH 108 or MATH 210, and SPCH 105.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Human Services, A.A.S.

(CIP: 440701)

This program is designed for students who want to prepare for careers in human service agencies. It also is for employees of such agencies who wish to obtain new knowledge or skills. Students will use the knowledge and skills of the social sciences to learn more about human behavior, especially as it relates to assessing and designing interventions for maladaptive or problem behaviors in children, adolescents, adults and the elderly.

In addition to General Education Outcomes, students successfully completing and receiving a Human Services A.A.S. degree should be able to:

- Demonstrate knowledge of the history of the human services profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories and strategies used in human services delivery systems.
- Demonstrate knowledge of the issues related to the needs and problems of different types of clients.
- Demonstrate knowledge of the issues related to the ethical standards of the human services profession and the ability to follow its ethical guidelines.
- Demonstrate knowledge of how cultural, family, and individual factors influence needs and affect the delivery of human services.

- Apply the skills, techniques, strategies, and abilities needed for therapeutic communication and relationships with clients.
- Apply the skills and abilities needed to be objective, understanding, and empathetic toward people of diverse backgrounds and ability levels.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Human Services A.A.S. program.
- Demonstrate the ability to be productive and effective in a human services delivery system and an understanding of their role, abilities, and limitations as an entry-level human services worker.
- Utilize critical thinking skills.

Graduates of this program can expect to be employed in human services agencies in positions which do not require bachelor's degrees as occupational, social skills or basic living skills trainers or assistants, as behavior specialists, as case aides or caseworkers, or as mental health or crisis intervention technicians. To become licensed social workers, certified addictions counselors or similar professionals, students with the associate degree will need to continue their education by earning more advanced degrees at other colleges or universities. Students who plan to complete a bachelor's degree before seeking employment should consider earning an Associate in Arts degree with a concentration in Human Services rather than an Associate in Applied Science degree in Human Services in order to obtain credits in more courses that will easily transfer to four-year institutions.

The employment outlook for these jobs currently is average to above average but is dependent upon changing needs within the local region, other regions and the nation.

Salaries are moderately low compared to other fields. Pay depends on the location and type of agency and on the prospective employee's level of education and work experience.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15/17 Credits)

- HS 150 - Introduction to Substance Abuse **3 Credit(s)**
- HS 200 - Social Welfare Institutions **3 Credit(s)**
- MATH - Restricted Math Core **3(4) Credits \***
- PSYC 200 - Abnormal Psychology **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s)**

### Second Year

## Fall Semester (16 Credits)

- HS 101 - Understanding Group Processes and Dynamics **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 205 - Human Services/Early Childhood Seminar **1 Credit(s)**
- HS 210 - Intro to Case Management & Counseling **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

## Spring Semester (15 Credits)

- HS 204 - Human Services Field Experience (Internship) **6 Credit(s) \*\***
- ENG 102 - College Composition II **3 Credit(s) #**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

## Total Credits (61-63)

#Recommended for transferring students

## Choose 6 hours of restricted electives from: ART 256, CRJ 245, PSYC 155, PSYC 210, PSYC 218 or SS 207.

\* Students who plan to transfer should take MATH 108 or MATH 210 to maximize transferability into bachelor's degree programs in social work or psychology.

\*\* Before registering for the Field Placement, students must apply to and be accepted by an approved social services agency. There is also a class requirement of two hours every other week.

Refer to Core Requirements for the Associate in Applied Science Program in the beginning of this section.

## Instrumentation Process Technology, A.A.S.

(CIP: 150403)

Instrumentation Process Technology, A.A.S, is a program that includes foundation education in both mechanical and electrical instrumentation processes. With safety at the forefront of every applied technology program, West Virginia Northern Community College is preparing a skilled workforce for regional employers. Instrumentation technicians spend time installing, calibrating, and troubleshooting various instruments in addition to complete control systems. Students should possess strong interpersonal skills and be motivated and disciplined in order to learn these technical skills. Reading, writing, mathematics, psychology, and communication are important in this field.

Process technicians are skilled plant operators who work for refining, power generation, water, oil, waste management, advance manufacturing and other related manufacturing companies. Process technicians work with the latest computer control systems, work outdoors taking samples and monitor equipment, and solve problems in a collaborative environment.



NOTE: This program has specific entrance requirements, application, and standards of progress requirements. Drug testing is a condition of acceptance to this program.

- This course provides an overview of process technology in various industries, including the responsibilities of process control technicians, and a description of the equipment and processes used across multiple industries.
- This course will also introduce students to the theory and application of process instrumentation and to the variables that affect industrial processes. Students become acquainted with concepts such as process variables, measuring devices, control loops, control valves, and process diagrams. Building on the knowledge from previous courses, students learn how plant equipment is controlled.
- The course explores practical applications related to the transport, storage, control, processing and flow of fluids. It includes measurement of flow, compressible and incompressible fluids, and pumping of liquids and gases.
- The course is intended to prepare students to work alongside engineers as part of an engineering team, as well as prepare students to work as technicians in a manufacturing setting where they might be responsible for the smooth operation of fluid systems.

Job opportunities for graduates of the program are high as manufacturing facilities are faced with large numbers of baby boomers retiring and the need for highly skilled workers to maintain and operate the automated equipment of the modern manufacturing facility. In addition to opportunities with the steel industry, individuals may work in chemical, power generating, and fabricating industries.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- MEC 122 - Machine Maintenance and Installation I **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**

### Second Year

## Fall Semester (16 Credits)

- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**
- MEC 140 - Programmable Controllers I **3 Credit(s)**
- PHYS 115 - Applied Physics **4 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**

## Spring Semester (13 Credits)

- APT 230 - Supervisory Control and Data Acquisition **3 Credit(s)**
- MEC 230 - Fluid Power Systems **3 Credit(s)**
- MEC 235 - Instrumentation II Electrical **3 Credit(s)**
- MEC 251 - Problem Solving & Teamwork Seminar **2 Credit(s)**
- PTRM 213 - Gas Measurement with Hands-on Lab **2 Credit(s)**

## Total Credits (60)

## Medical Assisting, Clinical Medical Assistant, A.A.S.

**(CIP: 510801)**

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Students applying to the Clinical Medical Assistant program, must have successfully completed the Medical Assisting: Administrative Medical Assistant Certificate program.

Students selected for admission to the Clinical Medical Assistant Program will be trained in clinical procedures for entry-level employment in medical ambulatory care settings. Graduates are prepared for employment as "competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains" as required in AAMA/CAAHEP accreditation standards. Campus lab preparatory experiences and a 160-hour supervised and unpaid practicum afford students the opportunity for observation and hands-on training in outpatient medical procedures within the scope of practice of the Medical Assistant.

Upon completion of the program, graduates will be able to:

- Graduates will be prepared as entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains through the administrative, clinical and general competencies as required by MAERB and taught by qualified faculty.
- Graduates will be prepared as multi-skilled medical assistants qualified to provide administrative services and clinical patient care while displaying professionalism during their interactions with the college community and practicum opportunities.
- Graduates will be prepared to complete required competencies and national certifications to become Certified Medical Assistants.

- Graduates will demonstrate general education outcomes specific to the program while displaying general abilities in communication, critical thinking, and problem solving as utilized in the medical assisting profession.

Occupations available for students completing program requirements include Certified Medical Assistant positions primarily in ambulatory care settings. According to the U.S. Department of Labor's Occupational Outlook, employment of medical assistants is projected to grow 23 percent from 2014-2024, much faster than the average for all occupations. Medical Assisting is projected to be one of the fastest growing occupations due to the increasing numbers of group practices, clinics, and other health care facilities, especially for multi-skilled medical assistants trained in both administrative and clinical duties.

The WVNCC Medical Assisting: Clinical Medical Assistant, A.A.S Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of this program can test for the Clinical Medical Assistant credential from the American Association of Assistants (CMA/AAMA).

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 150 - Introduction to Medical Administrative Procedures **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

#### Spring Semester (14 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

### Second Year

## Fall Semester (14 Credits)

- MAS 201 - Clinical Medical Assistant I **3 Credit(s)**
- MAS 202 - Clinical Medical Assistant Skills Lab **2 Credit(s)**
- MAS 220 - Medical Assisting Seminar I **3 Credit(s)**
- MATH 115 - Mathematics for Health Sciences **Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Spring Semester (16 Credits)

- MAS 210 - Clinical Medical Assistant II **3 Credit(s)**
- MAS 211 - Clinical Medical Assistant Practicum **4 Credit(s)**
- MAS 221 - Medical Assisting Seminar II **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Total Credits (60)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Nursing, A.A.S.

**(CIP: 513801)**

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The Registered Nurse works to promote health, prevent disease, provide physical and emotional support to cope with illness and restore health. They provide direct patient care and are advocates and health educators for patients, families, and communities. Nurses are employed in the acute and long term care facilities or hospitals, physician office, home health, community, school, business, industry, and in private settings. They must be physically capable to spend considerable time walking and standing; be able to lift fifty pounds; and be required to mobilize quickly to respond to an emergency. Nurses need emotional stability and a caring philosophy in order to cope with human suffering, emergencies, and stress. Because patients in hospitals and facilities require 24-hour care, nurses in these institutions may work nights, weekends, and holidays. The program is a member of the WV Consortium of Associate Degree Nursing Programs of the Community and Technical College System of WV. As a member of this Consortium we will align with the identified Mission and Philosophy. Please refer to the Nursing Program web page for information.

### Program Student Learning Outcomes

In addition to General Education Outcomes, graduates will be prepared to:

**Human Flourishing** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

1. Collaborate with the patient or designee to plan and provide nursing care that respects the patient's individual values and needs.

**Nursing Judgment** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

2. Generate safe and effective patient centered care using the nursing process.
3. Incorporate effective communication strategies to reduce risk and injuries in the health care environment.

**Professional Identity** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. Create caring relationships with patients and support systems consistent with the ANA Standards of Nursing Practice and the Code of Ethics.
5. Evaluate the utilization of health care system resources to efficiently and effectively manage care.

**Spirit of Inquiry** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

6. Integrate current best practices to plan and implement safe and effective patient care.

Nursing education programs include classroom instruction, supervised and precepted clinical experience in hospitals and other health facilities, and community experiences. Students take courses in biological sciences, behavioral sciences, and liberal arts in addition to nursing courses. Students must complete the required nursing courses in the program on a continuous full-time basis within 2 years or a maximum of 3 years if an interruption in education continuum occurs. The program has a specific application, selection requirements, background and drug screening, standard of progress policies, requirement deadlines and abides by the WV State Board of Registered Nursing Education requirements for nursing education. Contact the Nursing Program Director for additional information. Upon the completion of this basic accredited nursing education and successful completion of the National Council Licensure Exam the student will apply to their selected state for license to practice.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board and agencies, which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (17 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- NURS 132 - Drug and Dosage Calculations I **1 Credit(s)**
- NURS 133 - Health Assessment and Diagnostics I **2 Credit(s)**
- NURS 134 - Introduction to Nursing Concepts **8 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**

- NURS 112 - Nursing Concept Care Map Construction **2 Credit(s)** (General Education)
- NURS 142 - Drug and Dosage Calculations II **1 Credit(s)**
- NURS 143 - Health Assessment and Diagnostics II **1 Credit(s)**
- NURS 144 - Nursing Concepts of Health and Illness I **9 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- Humanities Core Requirement **3 Credit(s)** \*
- NURS 234 - Nursing Concepts of Health and Illness II **9 Credit(s)**

### Spring Semester (12 Credits)

- NURS 244 - Synthesis of Nursing Concepts **9 Credit(s)**
- NURS 245 - Professional Nursing and Health Systems Concepts **3 Credit(s)**

### Total Credits (60)

\* Humanities Core Requirement should be chosen from acceptable AAS Core requirements listed in the Catalog.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Petroleum Technology, A.A.S.

(CIP:150903)

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production, and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum. Note: Hands-on outdoor labs may require travel to Fairmont, WV.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.
- Explain considerations that go into designing a well completion.
- Use orifice measurement to meter gas.
- Apply principles of hydraulic, pneumatic, and electrical systems to the drilling, production, and services industries.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fastest growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas

and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**
- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

#### Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s) \***
- PTRM 109 - Drilling Technology with Hands-On Lab **3 Credit(s)**

### Second Year

#### Fall Semester (15/16 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**
- PTRM 206 - Applied Chemistry for Petroleum with Hands-on Lab **4 Credit(s) \***
- PTRM 208 - Artificial Lift with Hands-on Lab **3 Credit(s) \***
- PSYC 155 - Human Relations **3 Credit(s)**
  
- PTRM 217 - Petroleum Geology of Appalachia **2 Credit(s)**  
or
- MEC 115 - Instrumentation I: Mechanical **3 Credit(s)**

#### Spring Semester (15 Credits)

- PTRM 107 - Rigging for Land-Based Oil and Gas Operations with Hands-On Lab **2 Credit(s) \***
- PTRM 202 - Well Completions Design and Operations with Hands-on Lab **3 Credit(s) \***
- PTRM 210 - Introduction to Midstream Gas Operations **3 Credit(s)**

- PTRM 211 - Well Control with Hands-on Lab **3 Credit(s) \***
- PTRM 213 - Gas Measurement with Hands-on Lab **2 Credit(s) \***
- PTRM 235 - Petroleum Technology Seminar **2 Credit(s)**

## Total Credits (61-62)

\*Courses with a hands-on lab component

## Radiography, A.A.S.

(CIP: 510911)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

The most familiar use of the x-ray is the diagnosis of broken bones. Today's radiologic technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use Ultrasound, Computerized Tomography, and Magnetic Resonance Imaging (MRI) are growing rapidly. Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers. The United States Department of Labor, Bureau of Statistics indicates that employment for radiologic technologists is expected to grow faster than average through the year 2026.

In addition to General Education Outcomes, upon completion of the program, graduates will:

- Demonstrate the competency level & patient care skills & knowledge of an entry-level technologist.
- Display abilities in communication, critical thinking, & problem-solving skills necessary for professional practice.
- Understand the significance of professional values & life-long learning experiences.
- Be an entry-level functioning technologist in the health care community.

\*Academic Degree Requirement effective 2015 for primary certification - Eligibility requirements for American Registry of Radiologic Technologists (ARRT) certification in Radiography, Nuclear Medicine Technology, and Radiation Therapy and for the primary pathway to MRI and Sonography will - effective January 1, 2015 - call for candidates to have earned an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree will provide a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in health care. The degree will not need to be in radiologic sciences, and it can be earned before entering the educational program or after graduation from the program.

\*\* Successful completion of and graduation from the WVNCC Radiography Program will meet the academic degree eligibility requirements for the ARRT certification. WVNCC Radiography Program graduates do NOT have to attend a hospital-based certificate program to receive their A.A.S. degree in Radiography.

Go to [www.arrt.org](http://www.arrt.org) for further details.

## General Education Core Requirements



## First Year

### Fall Semester (16 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)**
- RAD 100 - Introduction to Radiography **2 Credit(s)**
- RAD 105 - Radiography **2 Credit(s)**
- RAD 110 - Radiation Protection/Radiobiology I **2 Credit(s)**
- RAD 115 - Clinical Fundamentals I **1 Credit(s)**
- RAD 120 - Radiography Procedures I **3 Credit(s)**

### Spring Semester (16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- RAD 125 - Clinical Practice I **1 Credit(s)**
- RAD 155 - Radiography II **3 Credit(s)**
- RAD 160 - Radiation Protection/Radiobiology II **2 Credit(s)**
- RAD 165 - Clinical Fundamentals II **1 Credit(s)**
- RAD 170 - Radiography Procedures II **3 Credit(s)**

### Summer Semester (1 Credits)

- RAD 175 - Clinical Practice II **1 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- RAD 195 - Clinical Practice III **1 Credit(s)**
- RAD 205 - Radiography III **3 Credit(s)**
- RAD 210 - Advanced Imaging Modalities **2 Credit(s)**
- RAD 215 - Clinical Fundamentals III **2 Credit(s)**
- RAD 220 - Radiographic Procedures III **3 Credit(s)**
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (14 Credits)

- PSYC 105 - Introduction to Psychology **3 Credit(s)**

- RAD 270 - Radiographic Procedures IV **3 Credit(s)**
- RAD 225 - Clinical Practice IV **2 Credit(s)**
- RAD 255 - Radiography IV **2 Credit(s)**
- RAD 260 - Radiography Seminar **3 Credit(s)**
- RAD 265 - Clinical Fundamentals IV **1 Credit(s)**

## Total Credits (61)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

Students wishing to pursue a bachelor's degree should take MATH 108 or MATH 210.

## Radiologic Technology, Degree Completion, A.A.S.

**(CIP: 510911)**

West Virginia Northern offers an Associate in Applied Science Degree (AAS) for graduates of accredited Radiologic Technology programs. Students must have successfully completed a hospital-based certificate program\* such as the OVMC Radiology Program, the former Wheeling Hospital Radiology Program, Washington Hospital Radiology Program, or any other Joint Review Committee on Education in Radiologic Technology (JRCERT) -accredited certificate program to be eligible to earn an AAS Degree by completing designated courses at West Virginia Northern.

The courses at WVNCC must be completed in addition to the certificate program in order to be eligible to sit for the American Registry of Radiologic Technologists (ARRT) primary certification exam in Radiography.

Students with an ARRT Certification are eligible to receive applicable program credits.

The most familiar use of the X-ray is the diagnosis of broken bones. Today's radiation technology includes the use of radiation for diagnostic and therapeutic procedures. Imaging techniques that use ultrasound, computerized tomography, and magnetic resonance imaging (MRI) is growing rapidly.

Hospitals are the principal employers of radiologic technologists, but new opportunities now exist in clinics, physician offices and Diagnostic Imaging Centers.

\* Student must contact the hospital-based program to obtain information regarding specific admission requirements for each hospital-based program.

Please note: Eligibility requirements for ARRT certification in Radiography, effective January 1, 2015 require candidates to earn an associate (or more advanced) degree from an accrediting agency recognized by ARRT. ARRT believes that the general education courses required for an academic degree provides a firm foundation to support the evolving role of the technologist and the lifelong learning necessitated by the increasing rate of technological change. Quantitative and communication skills and understanding of human behavior that are acquired through general education classes are believed by ARRT to have value in continuing to shape professionalism and advancement of a Registered Technologist's role in health care.

For more information please contact the ARRT at [www.arrt.org](http://www.arrt.org) for further details.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## Fall Semester (6 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Spring Semester (9 Credits)

- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- MATH - Math Core Requirement **3 Credit(s)** #

## Summer Semester (55 Credits)

Radiologic Technology (hospital-based)

Accredited Hospital-based programs begin in the summer.

## Total Credits (70)

# Choose from: MATH 108, MATH 115 or MATH 210.

Notes: Local hospitals accept applications during the Fall and begin class in the summer. Please contact the hospital for specific timelines and admission requirements.

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## **Refrigeration, Air Conditioning and Heating Technology, A.A.S.**

**(CIP: 470201)**

This is a program designed to provide the technical knowledge and skills required of persons employed in the air conditioning, heating and refrigeration businesses and industries. Students completing the program will be able to find employment in the areas of residential, commercial, and industrial air conditioning, heating and refrigeration installation, maintenance and service. Planned lectures and laboratory experiences parallel those activities performed by service technicians in the field and include installing and checking equipment, servicing and replacing major and minor components and troubleshooting and analysis of individual units and complete systems. Field trips to businesses and industries are an integral part of the program.

This program will give students a thorough and in-depth understanding of the technology as well as prepare them to make rapid transition into gainful employment.

Upon completion of this program, graduates will be able to:

- Test pressures and temperatures ratings in a heating, air conditioning, or refrigeration system to identify if the system is performing properly.
- Install heating, air conditioning, and refrigeration equipment properly.
- Understand codes and regulations pertaining to the HVACR industry.

- Utilize troubleshooting techniques and implement appropriate follow-up procedures, and adjust and replace correct parts and components.
- Demonstrate an understanding of the basic principles of heating, air conditioning, ventilation, and refrigeration and their applications.

Students will be prepared for current national and state certifications in the industry. WVNCC serves as a testing center for many of these certifications.

Graduates from this program can expect to obtain entry level employment in positions such as refrigeration and air conditioner installers and service technicians. Future career paths include dispatchers, service and installation managers, parts and equipment sales, building control technicians, facilities technicians and managers, and small business owners.

Graduates are employed by refrigeration, air conditioning and heating service and installation contractors, facilities such as hospitals, colleges, and school districts, industrial plants, data centers, supermarkets, convenience stores, and restaurant chains, and trade unions. The employment outlook is excellent for this field of study with opportunities locally, regionally, and nationally.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 115 - Technical Writing **3 Credit(s)**
- RAH 100 - Basic Refrigeration I **3 Credit(s)**
- RAH 110 - HVACR Piping Skills **3 Credit(s)**
- RAH 206 - Heating Systems I **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

#### Spring Semester (16 Credits)

- APT 112 - Introduction to Welding **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- MEC 120 - Motors and Motor Controls **3 Credit(s)**
- RAH 209 - Forced Air Systems/Duct Layout **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**
- RAH 102 - Refrigeration Controls **3 Credit(s)**
- RAH 220 - Hydronics **3 Credit(s)**
- RAH 207 - Heating Systems II **3 Credit(s)**

- RAH 235 - Comfort Cooling **3 Credit(s)**

## Spring Semester (14 Credits)

- PSYC 155 - Human Relations **3 Credit(s)**  
or
- PSYC 105 - Introduction to Psychology **3 Credit(s)**  
or
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- RAH 260 - Certification Preparation **3 Credit(s)**
- RAH 255 - Building Control Systems **3 Credit(s)**
- RAH 265 - Commercial Refrigeration **3 Credit(s)**
- RAH 250 - Alternative Energy Concepts **2 Credit(s)**

## Total Credits (60)

## Surgical Technology, A.A.S.

(CIP: 510909)

NOTE: This program has specific entrance requirements, application, and standards of progress requirements. See the Admissions/Registration and Policies sections for additional information. The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Surgical Technologists are experts in the theory and application of sterile and aseptic techniques. That, combined with knowledge of human anatomy, surgical procedures, and implementation tools and technologies, helps physicians perform invasive procedures. They provide surgical care under medical supervision, ensure operating rooms are safe, that equipment functions properly and that the operative procedure is conducted under conditions that maximize patient safety.

The laboratory portions of the program, which reinforce concepts learned in class, are held in our on-campus lab and in operating suites at area hospitals. Students have clinical experiences in hospitals and actively participate on operating room teams during surgery while clinical preceptors oversee their work.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Apply principles of asepsis and sterile technique.
- Provide safe care to the surgical patient.
- Successfully complete the National Certification Examination for Surgical Technologists.
- Demonstrate general education skills relevant to the program.

Important information: Additional costs are associated with this program such as physicals, vaccinations, titers, drug screening and background checks. If you have ever been convicted of a felony or misdemeanor for any reason, you may be denied employment in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the Program Director.

## General Education Core Requirements

## First Year

### Fall Semester (14 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- MATH - Math Core Requirement **2 Credit(s)**
- ST 105 - Surgical Technology I **4 Credit(s)**
- ST 115 - Clinical Practice I **3 Credit(s)**

### Spring Semester (17 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- ST 125 - Anesthesia/Pharmacology for the Surgical Technologist **3 Credit(s)**
- ST 150 - Surgical Technology II **4 Credit(s)**
- ST 155 - Clinical Practice II **4 Credit(s)**

### Summer Semester (3 Credits)

- ST 175 - Pathophysiology for the Surgical Technologist **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- ST 200 - Surgical Technology III **4 Credit(s)**
- ST 210 - Clinical Practice III **4 Credit(s)**

### Spring Semester (13 Credits)

- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- ST 250 - Surgical Technology IV **4 Credit(s)**
- ST 255 - Clinical Practice IV **4 Credit(s)**
- ST 260 - Surgical Technology Seminar **2 Credit(s)**

### Total Credits (60)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## **Welding Technology, A.A.S.**

**(CIP: 48.0508)**

The Welding Technology program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld plate and pipe in various processes in all positions to American Welding Society (AWS) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW), TIG welding and MIG welding. Safety, selection of proper equipment, selection of appropriate filler materials, and proper weld techniques are stressed throughout the curriculum. In addition, students will be trained in reading prints with welding symbols and will have a basic understanding of metallurgy and layout and fabrication.

The Welding Technology program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advanced standing and should confer with program faculty and/or advisors about processes to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate knowledge of the disciplines in the social sciences and relevant historical, political, and sociological events.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to read and apply welding prints and symbols.
- Perform basic processes of oxyacetylene welding including cutting and brazing.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using SMAW to AWS and ASME standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions to AWS standards.
- Demonstrate ability to weld Fillet welds in all positions and pipe in all positions using GTAW to AWS and ASME standards.
- Perform an API 1104 Butt and Branch test for Downhill welding.
- Perform flux core welding.
- Apply basic understanding of metallurgy in performing welds and selecting appropriate processes and materials.
- Understand all aspects of a project, bidding on jobs, writing quotes, ordering material, budgeting labor and consumables, quality control and customer satisfaction.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$30,000 to \$80,000 for welder and \$55,000 to \$120,000 for Welding supervisors. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (16 Credits)

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- WELD 101 - Oxyacetylene Welding **1 Credit(s)**
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**

### Spring Semester (16 Credits)

- APT 110 - Introduction to Print Reading **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- WELD 202 - Beginning MIG (GMAW) Welding **3 Credit(s)**
- WELD 204 - Advanced MIG (GMAW) **3 Credit(s)**
- WELD 210 - Flux Core Welding **3 Credit(s)**
- WELD 215 - Metallurgy **2 Credit(s)**

### Spring Semester (15 Credits)

- PSYC 155 - Human Relations **3 Credit(s)**
- WELD 206 - Beginning TIG **3 Credit(s)**
- WELD 208 - Advanced TIG **3 Credit(s)**
- WELD 220 - Layout and Fabrication **3 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**

### Total Credits (61)

## 2+2 Transfer



# Accounting/Business Administration 2+2 to FUS, A.S.

(CIP: 240199)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Accounting and/or Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST 100 - World Cultures I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

### Second Year

## Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST 101 - World Cultures II **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

\* Choose from: PHIL 200, ENG 200, ENG 201, ENG 210, ENG 211, ENG 225, and ENG 226.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## Business Administration 2+2 to WLU, A.S.

(CIP: 240199)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Liberty University to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

Students successfully completing and receiving an A.S. degree under this program will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate a working knowledge of application software used in the field of business.
- Demonstrate adequate knowledge and skills related to the general education curriculum requirements of the program including effective communication, collaboration with peers, critical thinking and problem solving.

In addition to these competencies, upon successful completion of this program students will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- SCI - Science Core Requirement (Life Science) **4 Credit(s) \*\***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

#### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s) \***
- SCI - Science Core Requirement (Physical Science) **4 Credit(s) \*\*\***

## Total Credits (60)

\* Choose from: ART 150 or MUS 105

\*\*Choose from: BIO 110, BIO 112 or BIO 113

\*\*\* Choose from: GSC 100, CHEM 108 or PHYS 104

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

## Choose from: BA 265, ENG 200, ENG 201, ENG 210, ENG 211, MGT 250, MKT 230, PHIL 200

## Business Administration, Business Studies 2+2 to FUS, A.A.S.

(CIP: 520201)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA - Business Elective **3 Credit(s) \***
- MKT 230 - Principles of Marketing **3 Credit(s)**

## Total Credits (60)

\* Choose from: Any additional Accounting, CIT, Management or Business Administration course.

## **Business Administration, Business Studies: Management Concentration 2+2 to WVSU, A.A.S.**

(CIP: 520201)

## **Transfer to West Virginia State University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

Total Credits (60)

## **Business Administration, Pre-Business Studies 2+2 to WVU, A.A.S.**

(CIP: 520201)

## **Transfer to West Virginia University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia University to complete work on Baccalaureate of Science degrees in Business. Students should consult with their advisor regarding requirements. In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Students completing this proposed pathway may choose to major within one of the following College of Business and Economics fields once they transfer to WVU: Accounting; Management; Economics; Finance; General Business; Hospitality & Tourism Management; Management Information Systems; Marketing; Entrepreneurship and Innovation; or Global Supply Chain Management. To be admitted to the College of Business and Economics at WVU, students must have an overall GPA of 2.5.

**WVU has additional requirements for certain courses to be taken in the summer semesters prior to transfer.** Therefore, WVNCC recommends that students contact WVU's College of Business and Economics ([be.wvu.edu](http://be.wvu.edu)) for recommended sequences of courses for each undergraduate major early in their program of study and/or contact the Office of Undergraduate Education at WVU before transfer.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**

- ECON 104 - Principles of Macroeconomics **3 Credit(s)** \*+
- ENG 101 - College Composition I **3 Credit(s)** #\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15/16 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)** \*++
- ECON 105 - Principles of Microeconomics **3 Credit(s)** \*
- ENG 102 - College Composition II **3 Credit(s)** #\*
- PSYC 105 - Introduction to Psychology **3 Credit(s)** \*\*
- Science Core Requirement **3(4) Credit(s)** \*\*\*

## Second Year

### Fall Semester (17 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)** \*++
- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- MATH 110 - Pre-Calculus Mathematics **5 Credit(s)** \*

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)** \*
- MKT 230 - Principles of Marketing **3 Credit(s)**

## Total Credits (62-63)

# Although ENG 101 and ENG 102 are not equivalent to WVU's ENGL 101 & 102, they will be accepted by the College of Business and Economics to satisfy GEF 1 requirement per the WV HEPC Core Coursework Agreement.

\* To be admitted to the College of Business & Economics, transferring students must have a "C" or better in these courses.

+ To be admitted to the Accounting major, transferring students must have a "B" or better in these courses.

++ To be admitted to the Economics or Finance majors, transferring students must have a "B" or better in these courses.

\*\* SOCA 101 and PSYC 101 are required by all Business majors, except for Economics. Students pursuing a degree in Economics may disregard this required course to align closer to the 120 credit hour minimum.

\*\*\* Science core requirement should be chosen from BIO 110 or PHYS 104.



# Community Education 2+2 to WLU, A.A.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A. degree from West Virginia Northern. Upon **successfully** completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Community Education. The program is designed for students who have an interest in education that is not limited to "traditional teacher education" in the classroom and/or for students who are interested in the non-profit world. The program allows students to choose from 6 different majors, including: Community Arts, Disabilities Services, Education Leadership in Faith Organizations, Museum Education, Outdoor Education, and Sports, Recreation and Wellness. The program trains individuals to serve as educators or facilitators in a community-based setting and/or as non-profit administrators. Many of the courses in the Community Education program include field experiences in the local community and/or community based settings.

Students are encouraged to communicate and collaborate with individuals, groups, and institutions of the community on a local, national, and even international level. Students are trained in how to serve the community through the non-formal education of children, adults, and communities through a broad set of course work.

Students successfully completing and receiving an A.A. degree under the 2+2 Community Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Demonstrate critical thinking and problem-solving skills.
  - Employ or utilize information access and literacy skills.
  - Acquire a cultural, artistic and global perspective.
  - Demonstrate professional and human relations skills.

Students are encouraged to meet with the Community Education Program Advisor at WLU **early in their program of study** at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

## First Year

### Fall Semester (15/16 Credits)

- ENG 101 - College Composition I **3 Credit(s) \***
- MATH 108 - College Algebra **4 Credit(s) \***  
or
- MATH 210 - Introduction to Statistics **3 Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s) \***
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s) \***

### Spring Semester (15 Credits)

- ENG 102 - College Composition II **3 Credit(s) \***
- HIST - History Core Requirement **3 Credit(s) \*+**
- PSYC 208 - Developmental Psychology **3 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***
- SS 255 - The Global Community **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- BIO 110 - Principles of Biology **4 Credit(s) \***
- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
- MUS 105 - Music Appreciation **3 Credit(s) \***
- Restricted Elective **3 Credit(s) \*\*\***

### Spring Semester (16 Credits)

- ART 150 - Art Appreciation **3 Credit(s) \***
- ECON 105 - Principles of Microeconomics **3 Credit(s) \***
- ENG - Literature Core Requirement **3 Credit(s) \*\***
- GEOG 205 - World Geography **3 Credit(s) \***
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s) \***

### Total Credits (60-61)

\* A minimum of a "C" is required in all courses to be used for transfer

+ Choose from: HIST 100, HIST 101, HIST 110, HIST 111

\*\* Choose from ENG 200, ENG 201, ENG 210, ENG 211

\*\*\* Students who plan to transfer into "Community Arts Education" or "Museum Education" should take MGT 250; students who plan to transfer into "Sports, Recreation & Wellness" should take BIO 114; undecided or other community education majors should take CIT 117, PSYC 155 or SOC 125

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section.

## **Computer Information Systems Specialization, Business Administration 2+2 to WLU, A.A.S.**

(CIP: 110103)

### **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate) or four (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Science Degree in Business Administration with a specialization in Computer Information Systems.

Students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WLU should be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to analyze financial statements and information.
- Demonstrate knowledge of communication, organizational, mathematical, and managerial skills.
- Demonstrate working knowledge of application software used in the field of business and accounting.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
  - Communicate effectively.
  - Work collaboratively.
  - Think critically and solve problems.
  - View issues from a global perspective.
  - Conduct basic research using computers.
  - Appreciate literature and the arts.
  - Live according to conscious values and ethics.

Students are encouraged to meet with members of the faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 105 - Operating Systems **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- CIT 112 - Access **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
  
- MKT 230 - Principles of Marketing **3 Credit(s)**  
or
- MGT 250 - Principles of Management **3 Credit(s)**
  
- SS - Social Science Core Requirement **3 Credit(s) \***

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- BIO 110 - Principles of Biology **4 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- ENG - English Literature Core Requirement **3 Credit(s)** \*\*\*\*
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*\*
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*

## Total Credits (63)

\* Choose from: PSYC 105, SOC 125, OR HIST CORE

\*\* Choose from: GSC 100, CHEM 108, PHYS 104

\*\*\* Choose from: ART 150 OR MUS 105

\*\*\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211

## Computer Information Technology 2+2 to WJU, A.A.S.

(CIP: 110103)

## Transfer to Wheeling Jesuit University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Computer Science faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the CSC program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at Wheeling Jesuit University, they will receive a Bachelor of Science Degree in Computer Science. In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other program admissions requirements of WJU to be eligible under the 2+2 program.\*

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 agreement with WJU in Computer Information Technology should be able to:

- Use structured programming techniques in a high-level programming language.
- Use HTML and ASP to design, create, test, and document Web pages and applications.
- Understand basic components of PC networks and operating systems.
- Design, code, test and document business related programs.
- Understand and use data structures, information storage and retrieval in computer programs.

- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- HUM - Humanities Core Requirements (Fine Arts) **3 Credit(s)** \*\*
- CIT 187 - HTML/CSS **2 Credit(s)**
- CIT 232 - Introduction to Programming Logic **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (16 Credits)

- CIT 176 - Visual Basic Programming **3 Credit(s)**
- CIT 272 - Object Oriented Programming/Data Structures **3 Credit(s)**
- CIT 112 - Access **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**

### Second Year

#### Fall Semester (14/15 Credits)

- CIT - Restricted Elective **3(4) Credit(s)** +
- CIT 237 - Advanced Database Programming **3 Credit(s)**
- ENG - Core Requirement **3 Credit(s)** \*
- MATH 110 - Pre-Calculus Mathematics **5 Credit(s)**

#### Spring Semester (15 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- HIST - Humanities Core (History) **3 Credit(s)** \*\*\*

- MATH 279 - Calculus I **5 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60-61)

\* Choose from: ENG 200, ENG 201, ENG 210 or ENG 211.

\*\* Choose from: ART 150 or MUS 105.

\*\*\*Choose from: HIST 110 or HIST 111

+ CIT restricted elective should be chosen from CIT 142, CIT 215, CIT 241 or CIT 254.

Note: Wheeling Jesuit University requires a 2.3 GPA for transfer students.

## Computer Information Technology, Cyber Security 2+2 to UC, A.A.S.

(CIP: 430116)

## Transfer to University of Charleston

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for transitional education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all course requirements in 4 years.

The term 2+2 articulation agreements contain very requirements that have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to contact a member of the Cyber Security faculty at the University of Charleston early in their program of study at WVNCC to obtain information and counseling concerning their Cyber Security transfer program. However, to be eligible to transfer, you must have a 60-hour Associate's degree in Cyber Security with a minimum GPA of 2.0, in order to transfer into the University of Charleston's Cyber Security program.

In addition to General Education Outcomes, transfer students should be able to:

- Identify the scope of security problems, identify risk assessment, and describe malicious logic and security policies.
- Identify major concepts of theories used in Cloud computing and architecture
- Describe Cloud ROI models, deployment models, and Cloud computing implementation.
- Identify hacker attack techniques and methodologies, network worms, viruses, and malicious code, computer crimes, organizational intelligence regarding their technologies, and information technology warfare.
- Identify major concepts used in cyber security, and psychological influences of cyber security.
- Describe the mentality of a hacker and a hacker's manifesto.
- Identify major concepts regarding network security and abnormal networking behavior and its causes.
- Describe network defense fundamentals, concepts related to managing firewalls, and the use of Intrusion Detection Systems.

# General Education Core Requirements

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (15 Credits)

- CIT 101 - Introduction to Cyber Security **3 Credit(s)**
- CIT 106 - Fundamentals of Hacking/IT Psychology and Security **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- CIT 241 - Microsoft Network Administration **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

### Spring Semester (18 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 222 - Ethical Protocols of Cyber Security **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 142 - Cisco I - Networking Fundamentals **4 Credit(s)**
- CIT 235 - Introduction to Cloud Computing **3 Credit(s)**
- CIT 250 - IT Analysis, Design, and Career Prep **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (12 Credits)

- CIT 255 - Tactical Perimeter Defense in Network Security **3 Credit(s)**
- CIT 265 - Virtualization Concepts **3 Credit(s)**
- CIT - Restricted Elective **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

## Total Credits (61)

\*Choose from CIT 107, CIT 112, CIT 205, or CIT 207.



# **Criminal Justice 2+2 to WLU, A.A.S.**

**(CIP: 430107)**

## **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and may finish a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

The Criminal Justice program is designed for students interested in pursuing a career in the legal professions such as law enforcement, corrections and private investigation. Students will learn how these professions integrate into a system of criminal justice.

In addition to General Education Outcomes, graduates will be able to:

- Read substantive and procedural case law with an understanding of how they impact law enforcement, juvenile justice and the correctional systems.
- Develop computer skills in the areas of Internet investigation, research and electronic messaging.
- Have familiarity with the inner workings of agencies on the local, state and federal levels that comprise our nation's criminal justice systems.
- Have an understanding of basic law enforcement investigative techniques, crime scene preservation and analysis.
- Have an understanding of the principles of homeland security, international threats, and terrorism.
- Have an understanding of the expanded security needs and principles of security in the 21st century.
- Understand the rights of the accused from arrest to post conviction appeals and how law enforcement, court and correctional personnel function to balance individual rights and the need to protect society, convict the guilty and humanely punish as well as rehabilitate the offender.

Currently many graduates of the Criminal Justice program are employed in the West Virginia State Police and Ohio State Highway Patrol agencies as well as in various law enforcement agencies in the Upper Ohio Valley. Many graduates are working in the correctional field as correctional officers, adult and juvenile case workers and as treatment specialists both in the public and private domain.

Future employment opportunities, according to experts in the field of criminal justice, will continue to grow at the federal, state and local levels. New positions include computer analysts specializing in Internet crimes, forensic technicians and criminal profilers.

Students completing this program will receive an A.A.S. degree from West Virginia Northern. The program is also designed for students preparing for transfer to West Liberty University to complete a bachelor's degree in Criminal Justice.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

## First Year

### Fall Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- CRJ 104 - Introduction to Criminal Justice Systems **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

### Spring Semester (15 Credits)

- CRJ 245 - Introduction to Juvenile Justice System **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***
- Restricted Elective **3 Credit(s) ##**

## Second Year

### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- CRJ 201 - Introduction to Corrections **3 Credit(s)**
- CRJ 220 - Criminal Law **3 Credit(s)**
- CRJ 225 - Terrorism and Homeland Security **3 Credit(s)**
- SOC 276 - Criminology **3 Credit(s)**

### Spring Semester (15/16 Credits)

- CRJ 221 - Criminal Law II **3 Credit(s)**
- CRJ 235 - Field Service **3 Credit(s)**
- CRJ 251 - Problems in Criminal Justice **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s) \*\***  
or
- MATH 108 - College Algebra **4 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

### Total Credits (61-62)

\* Minimum grade of "C" required.

\*\* MATH 210 is recommended for WLU

## Choose from: CRJ 110, CRJ 115, CRJ 175, CRJ 205, CRJ 206, CRJ 209, CRJ 246

## **Elementary Education (Early Intervention) 2+2 to WLU, A.A.S.**

(CIP: 240101)

### **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for transitional education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A.S. degree from West Virginia Northern. Upon successfully completing the specified credit hours at West Liberty University, students will receive a B.A. degree in Elementary Education: Major: Early Intervention.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 this Education program with WLU should be able to:

- Demonstrate knowledge of human development, developmentally appropriate practice, effects of family & culture on children, educational systems, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
- Communicate effectively in oral and written formats.
- Demonstrate critical thinking and problem-solving skills.
- Employ or utilize information access and literacy skills.
- Acquire a cultural, artistic and global perspective.
- Demonstrate professional and human relations skills.

To be admitted to the WLU program, students must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Education, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which includes direct instruction, simulations, and group discussions. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students save samples of their work from several relevant classes at WVNCC electronically for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.
- Meet all other requirements as outlined in the student policy manual at WLU

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ECCE 212 - Child, Family, and Community **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

#### Spring Semester (14 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECCE 220 - Language and Literacy **3 Credit(s)**
- HIST - History Core **3 Credit(s)** \*
- HPE 105 - Personal Fitness **1 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

#### Spring Semester (14 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- ENG - Literature Core Requirement **3 Credit(s)** \*\*
- GEOG 205 - World Geography **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- Elective **1 Credit(s)**

## Total Credits (60)

A minimum of "C" is required in all courses to be used for transfer.

\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

\*\* Chose from: ENG 200, ENG 201, ENG 210, or ENG 211

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU **early in their program of study** at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## Elementary Education 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an A.A.S. degree from West Virginia Northern. Upon successfully completing the specified credit hours at West Liberty University, they will receive a B.A. degree in Elementary Education.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S. degree under the 2+2 Elementary Education program with WLU should be able to:

- Demonstrate knowledge of human development, culture, educational systems, and exceptionalities.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization and interest in the field.

To be admitted to the WLU program, students must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed., so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes while at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the

transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s) \***
- HIST 110 - The United States to 1865 **3 Credit(s) \***
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
- MATH 108 - College Algebra **4 Credit(s) \***
- MUS 105 - Music Appreciation **3 Credit(s) \***

#### Spring Semester (17 Credits)

- ENG 102 - College Composition II **3 Credit(s) \***
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HIST 111 - The United States Since 1865 **3 Credit(s)**
- BIO 110 - Principles of Biology **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***

### Second Year

#### Fall Semester (14 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s) \***
- ENG - Literature Core Requirement **3 Credit(s) \*\***
- HPE 105 - Personal Fitness **1 Credit(s)**
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s) \***
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

#### Spring Semester (14 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s) \***
- PSYC 218 - Exceptional Children **3 Credit(s) \***

## Total Credits (61)

\* A minimum of "C" is required in all courses to be used for transfer.

\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211

## Pre-Early Childhood Education 2+2 to FUS, A.A.

(CIP: 240101)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students successfully completing this option will receive an Associate of Arts degree from West Virginia Northern. Upon successfully completing the remaining specified credit hours at Franciscan University they will receive a Bachelor of Science Degree in Education, with eligibility for the initial Ohio teaching license upon successful completion of the educator preparation program. In addition to the WVNCC courses, applicants for admission to a Franciscan University Teacher Education program must meet the following criteria:

- Submit a transcript to Franciscan University verifying an overall grade point average of 2.5.\*
- Successful completion of the PRAXIS CORE (reading, mathematics, & writing); (**Note: Students must provide evidence that they have passed all parts of the PRAXIS prior to acceptance & enrollment in classes in the Teacher Preparation Program. Students who do not pass the PRAXIS CORE are not eligible for licensure.**)
- Submit a written application for admission to teacher education to the Department of Teacher Preparation Programs.
- Submit two positive recommendations from faculty.
- Positive recommendation by the Education Unit faculty.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Franciscan University's educator preparation program should be able to:

- Demonstrate knowledge of the history of the profession of education.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in education.
- Demonstrate knowledge of the major theories of human development.
- Demonstrate knowledge of the issues related to standards of the teaching profession.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the

transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** +
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**

#### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**

### Second Year

#### Fall Semester (17 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HUM - Humanities Core (Literature) **3 Credit(s)** \*\*\*
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (13 Credits)

- ART 256 - Creative Expression in Art and Design **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s)**

### Total Credits (61)

A minimum of a "C" is required in all courses for transfer.



+ Choose from: HIST 100 or HIST 101.

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

Note: Since students in this program complete 15 credit hours in the Social Sciences (HIST, POLS 102, PSYC 208, PSYC 218, and GEOG 205), the WVNCC Social Science core requirements listed for an A.A. degree will be waived, and students will be allowed to substitute the above named courses to fulfill their Social Science core requirements for graduation.

## **Pre-Psychology with Social Work 2+2 to WLU, A.A.S.**

(CIP: 240101)

## **Transfer to West Liberty University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students are encouraged to meet with a member of the Psychology faculty at WLU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.

Important Note: Students should be aware that the Bachelor of Sciences degree in Psychology with a Social Work minor from WLU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a B.S.W. degree in an institution that is accredited by NASW and/or complete a Bachelor's and Master's degree in a field that is license eligible at the Master's degree level. Consult with an academic advisor for questions related to this note.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor's of Science Degree in Psychology w/ a Social Work minor.

In addition to the WVNCC courses, applicants for admission to WLU need to have an overall grade point average of 2.0 and meet other program admissions requirements of WLU to be eligible under the 2+2 program. Students must also complete a separate application for the Department of Psychology and fulfill other program admissions requirements.\*

In addition to General Education Outcomes, students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Psychology should be able to:

- Demonstrate knowledge of the history of the psychology and social work profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology and social work.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the psychology and social work professions.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence.

- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**  
or
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- HS 210 - Intro to Case Management & Counseling **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*
- POLS 102 - American National Government and Politics **3 Credit(s)**
- PSYC 210 - Child Development **3 Credit(s)**

#### Spring Semester (13 Credits)

- HIST - History Core Requirement **3 Credit(s)** #
- HPE 110 - CPR and First Aid **1 Credit(s)**
- HUM - Humanities Restricted Elective **3 Credit(s)** +
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- PSYC 200 - Abnormal Psychology **3 Credit(s)**

## Total Credits (60)

\* Choose from: BIO 110, CHEM 108 OR CHEM 109, GSC 100 , OR PHYS 104

\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211

+ Choose from: ART 150 or MUS 105

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Note: West Liberty University may accept up to 72 credit hours from WVNCC. For students who wish to take additional courses for transfer, the following courses are recommended: BIO 110 or GSC 100 and 2 additional HPE credits.

## Psychology 2+2 to WJU, A.A.

**(CIP: 240101)**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the additional credit hours required at WJU, they will receive a Bachelor of Science Degree in Psychology.

In addition to the WVNCC courses, applicants for admission to WJU need to have an overall grade point average of 2.3 and meet other admissions requirements of WJU to be eligible under the 2+2 program.\*

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the 2+2 agreement with WJU Psychology should be able to:

- Demonstrate knowledge of the history of the field of psychology and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in psychology.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the psychology profession.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of psychological services.
- Utilize critical thinking skills.

- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the profession.

Students are encouraged to meet with a member of the Psychology faculty at WJU early in their program of study at WVNCC to obtain information and counseling concerning the Psychology program.

Important Note: Students should be aware that the Bachelor of Arts degree in Psychology from WJU does not qualify students for any kind of licensure. Students who are interested in becoming licensed social workers, licensed psychologists, or licensed professional counselors have to complete a Bachelor and/or Master's degree in a field that is license eligible. Consult with an academic advisor for questions related to this note.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) +**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Elective **3 Credit(s) ++**

### Second Year

#### Fall Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**  
or
- BIO 113 - Animal Biology **4 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HUM - Fine Arts Core requirement **3 Credit(s) \*\***

- PSYC 210 - Child Development **3 Credit(s)**
- Elective **3 Credit(s)** ++

## Spring Semester (15 Credits)

- HUM - Humanities Literature core requirement **3 Credit(s)** \*\*\*
- POLS 102 - American National Government and Politics **3 Credit(s)**
- PSYC 200 - Abnormal Psychology **3 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (62)

\* Minimum grade of "B" required for this course. For all other transfer courses, a minimum grade of "C" is required.

\*\* Choose from: ART 150 or MUS 105.

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

+ Choose from: HIST 100 or HIST 101

++ Although electives may be chosen from any three-credit course, recommended electives include: CIT 117, HS 147, HS 150, HS 210, or PSYC 155.

## Social Work 2+2 to FUS, A.A.

(CIP: 240101)

### Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate of Arts degree from West Virginia Northern. Upon completing the specified 69-78 credit hours at Franciscan University of Steubenville, they will receive a Bachelor Degree in Social Work (B.S.W.). Approximately 60 credit hours of the 69-78 credit hours (depending on what math and science courses are taken) will transfer as equivalent courses, with the rest transferring as general electives.

In addition to the WVNCC courses, applicants for admission to FUS need to have an overall grade point average of 2.0 and meet other program admissions requirements of Franciscan University to be eligible under the 2+2 program. Students must also make separate application to the Department of Social Work and fulfill other program admissions requirements.\*

- Complete and submit an application to the Executive Assistant for the Social Work Program at Bethany College.
- Schedule and complete an interview with the Social Work Program Director at Bethany College.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Social Work should be able to:

- Demonstrate knowledge of the history of the social work profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the social work profession.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social services.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Arts degree in social work.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate .

To be considered for acceptance into the Social Work program at FUS, the student must at the end of their sophomore year apply for formal admission into the Social Work program in addition to applying for general admission to FUS. The prospective student must:

- Complete the application for admission to the Social Work program at FUS.
- Submit a resume.
- Submit two letters of reference.
- Complete a personal interview with program faculty member.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- HUM - Humanities Core **3 Credit(s) \*\*\***
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s) \*\***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (16/17 Credits)

- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SCI - Science Core Requirement **3(4) Credit(s)\*\***
- Elective **3 Credit(s)** +++

### Spring Semester (14 Credits)

- HIST - History Core Requirement **3 Credit(s)** +
- HPE - Physical Education Requirement **2 Credit(s)** ++
- HUM - Humanities Core Requirement **3 Credit(s)** \*\*\*
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

### Total Credits (60-62)

\*\* Choose from: BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, CHEM 108, CHEM 109 , PHYS 104 or PHYS 105;  
Note: FUS requires BIO 114 and BIO 115, so students may choose these courses in lieu of the Associate in Arts core requirements listed in the Academic Programs section.

\*\*\* Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, MUS 105, or PHIL 200. Note: FUS requires two Humanities core (Literature and history). Since WVNCC doesn't count HIST core as a HUM, an additional HUM core must be taken to fulfill WVNCC requirements for the A.A. degree.

+ Choose from: HIST 100 or HIST 101;

++ Physical education requirements should be chosen from any HPE course - two credits are required for WVNCC's A.A. degree.

+++ Although electives may be chosen from any courses, FUS recommends SOC 255 or SOC 276 for additional transfer credits.

## Social Work 2+2 to WVU, A.A.

(CIP: 240101)

### Transfer to West Virginia University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the specified 61-66 credit hours at West Virginia University, they will receive a Bachelor in Social Work (B.S.W.) Degree.

Fifty-seven to fifty-nine hours (depending on what math courses are taken) of the 63-67 credit hours will transfer as equivalent courses.

In addition to the WVNCC courses, applicants for admission to WVU need to have an overall grade point average of 2.5, 100 hours of documented volunteer experience, a written personal statement and two letters of reference. Qualifying students will compete with other WVU students and transfers for 60 slots.\*

Students successfully completing and receiving an A.A. degree under the 2+2 agreement with West Virginia University's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/human services.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to the ethical standards of the social work/human services professions.
- Demonstrate knowledge of the issues related to the needs and problems of different client populations.
- Demonstrate knowledge of how social, cultural, family, and individual factors influence needs and affect the delivery of social work/human services.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Social Work A.A. degree.
- Apply knowledge and basic skills related to therapeutic communication and relationships in social work.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HPE - Physical Education Requirement **2 Credit(s) ++**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s) +++**  
or
- HS 147 - Understanding Human Diversity **3 Credit(s) +++**



- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**

## Spring Semester (17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- HUM - Humanities Core **3 Credit(s)** \*\*\*
- MATH 108 - College Algebra **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s)** +++  
or
- HS 147 - Understanding Human Diversity **3 Credit(s)** +++
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)** \*\*

### Spring Semester (13 Credits)

- HIST - History Core Requirement **3 Credit(s)** +
- HPE - Physical Education Requirement **1 Credit(s)**
- HUM - HUM Core Requirement **3 Credit(s)** \*\*\*
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60-62)

\*\* Choose from: BIO 110, CHEM 108, CHEM 109, PHYS 104 or PHYS 105.

\*\*\* Choose from: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, MUS 105 or PHIL 200. WVU requires 12 semester hours of humanities from at least 3 different disciplines with two from the same discipline.

+ Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

++ Choose from: HPE 100, HPE 101, HPE 105, or HPE 110.

+++ WVU requires a "C" or better.

# Teacher Education: Pre-Secondary Education, English Specialization 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at one institution and finishes a Bachelor degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in 2 (Associate) or 4 (Bachelor) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in 4 years.

Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon completing the additional credit hours required at WLU, they will receive a Bachelor of Arts Degree in Teacher Education with an English specialization.

In addition to General Education Outcomes, students successfully completing and receiving an AAS degree under the 2+2 agreement with WLU in Teacher Education with an English specialization should be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the 2+2 Associate in Applied Science degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Demonstrate critical thinking and problem-solving skills.
  - Employ or utilize information access and literacy skills.
  - Acquire a cultural, artistic and global perspective.
  - Demonstrate professional and human relations skills.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I) which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.
- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the

transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16/17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s) \***
- ENG 101 - College Composition I **3 Credit(s) \***
- HS 147 - Understanding Human Diversity **3 Credit(s) \***
  
- MATH 108 - College Algebra **4 Credit(s) \***  
or
- MATH 210 - Introduction to Statistics **3 Credit(s) \***
  
- SS - Social Science Core Requirement **3 Credit(s) \*\*\***

#### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s) \***
- ENG 102 - College Composition II **3 Credit(s) \***
- ENG 201 - American Literature Since the Civil War **3 Credit(s) \***
- PSYC 105 - Introduction to Psychology **3 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s) \***

### Second Year

#### Fall Semester (16 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s) \***
- ENG 200 - American Literature Through the Civil War **3 Credit(s) \***
- HPE 105 - Personal Fitness **1 Credit(s) \***
- HIST - History Core Requirement **3 Credit(s) \*\***
- MUS 105 - Music Appreciation **3 Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s) \***

#### Spring Semester (14 Credits)

- ENG 211 - English Literature Since the Eighteenth Century **3 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s) \***

## Total Credits (61-62)

\* A minimum of "C" is required for transfer

\*\* Choose from: HIST 100, HIST 101, HIST 110 OR HIST 111

\*\*\* Choose from ECON 105 or SOC 125

## Teacher Education: Pre-Secondary Education, Social Sciences Specialization 2+2 to WLU, A.A.S.

(CIP: 240101)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate's degree at one institution and finishes a Bachelor's degree at another institution. Due to individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete these degrees in two (Associate's) or four (Bachelor's) years.

The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years. Further, 2+2 articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under a 2+2 program.

Students successfully completing this option will receive an Associate in Applied Science degree from West Virginia Northern. Upon successfully completing the additional credit hours required at West Liberty University, they will receive a Bachelor of Arts Degree in Teacher Education: Social Sciences.

In addition to General Education Outcomes, students successfully completing and receiving an A.A.S degree under the 2+2 agreement with WLU in Teacher Education, Secondary: Social Sciences should be able to:

- Demonstrate knowledge of the disciplines in the social sciences and relevant historical, political, and sociological events.
- Demonstrate a readiness to enter a bachelor's degree program with appropriate commitment to attendance, initiative, organization, and interest in the concentration field.

In addition to the WVNCC courses, applicants for admission to the Teacher Education program at WLU must:

- Have a 3.0 cumulative GPA or better.\*
- Have earned at least a "C" in all courses to be used in transfer.
- Pass a professional skills test (Praxis I), which must be taken before the student can be admitted to Teacher Ed, so it must be completed during the last semester at WVNCC, over the summer, or early in the first semester at WLU.

- Pass a criminal background check.
- Have completed a 1 credit course through WLU (EDUC 100 - Introduction to Professional Education), which is a twelve (12) hour field-based experience which includes direct instruction, simulations, and group discussions. Minimum grade of "C" is required. It is recommended that transferring students plan to take this course during the summer prior to transferring to WLU if possible.
- It is recommended that students electronically save samples of their work from several classes at WVNCC for the portfolio they must submit when they are in their final year of the bachelor's degree at WLU.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

Students are encouraged to meet with members of the Teacher Education and English faculty at WLU early in their program of study at WVNCC to obtain information and advising concerning the program. Consult your WVNCC advisor for further information.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (16/17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)** \*
- ENG 101 - College Composition I **3 Credit(s)** \*
- HIST 100 - World Cultures I **3 Credit(s)**  
or
- HIST 101 - World Cultures II **3 Credit(s)**
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**  
or
- MATH 210 - Introduction to Statistics **3 Credit(s)**

#### Spring Semester (16 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)** \*
- HPE 105 - Personal Fitness **1 Credit(s)**
- GEOG 205 - World Geography **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)** \*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)** \*

### Second Year

## Fall Semester (15 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- HIST 110 - The United States to 1865 **3 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

## Spring Semester (14 Credits)

- ENG - English Restricted Elective **3 Credit(s)** \*\*
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HIST 111 - The United States Since 1865 **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)** \*

## Total Credits (61-62)

\* A minimum of "C" is required for transfer

\*\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211

## Transfer

### Business Administration Transfer Option, A.S.

(CIP: 240199)

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

## First Year

### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

- MATH 108 - College Algebra **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279. However, MATH 279 is not eligible for financial aid in this program.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

## **Elementary Education (Pre-Elementary Education Option) Transfer to BC, A.A.**

(CIP: 240101)

## **Transfer to Bethany College**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College students will receive a Bachelor of Arts Degree in Elementary Education. Although 67 credit hours are required for the associate degree, Bethany may accept up to 74 credit hours in transfer. In addition to the WVNCC courses, applicants for admission to Bethany's Teacher Education program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.5.\*
- Submit a written application for admission to teacher education to the Director of Teacher Preparation Programs.
- Submit two positive recommendations from faculty.
- Successful completion of the PRAXIS I - PPST (reading, mathematics, & writing).
- Positive recommendation by the Education Unit faculty.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Teacher Education should be able to:

- Demonstrate knowledge of the history of the profession of education.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in elementary education.
- Demonstrate knowledge of the major theories of psychology and human development.
- Demonstrate knowledge of the issues related to standards of the teaching profession.
- Demonstrate adequate knowledge and skills related to general education curriculum requirements for the Pre-Elementary Education A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - HIST Core Requirement **3 Credit(s)** +
- HS 147 - Understanding Human Diversity **3 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**



## Spring Semester (17 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 218 - Exceptional Children **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- ECCE 100 - Foundations of Education **3 Credit(s)**
- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- MATH 204 - Mathematics for Teachers I (K-9) **4 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

### Spring Semester (14 Credits)

- ENG - Literature Core Requirement **3 Credit(s)** \*
- GEOG 205 - World Geography **3 Credit(s)**
- HPE 105 - Personal Fitness **1 Credit(s)**
- MATH 205 - Mathematics for Teachers II (K-9) **4 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**

## Total Credits (60)

+ Choose from: HIST 110 or HIST 111.

\* Choose from: ENG 200, ENG 201, ENG 210, or ENG 211.

NOTE: Since students in this program complete 18 credit hours in the Social Sciences (HIST, POLS 102, SS 207, PSYC 208, PSYC 218, and GEOG 205), the WVNCC Social Science core requirements listed for an A.A. degree will be waived, and students will be allowed to substitute the above named courses to fulfill their Social Science core requirements for graduation.

## Social Work/Pre-Social Work Transfer to BC, A.A.

(CIP: 240199)

## Transfer to Bethany College

Note: This articulation transfer agreement allows a student to complete an associate degree at WVNCC and finish their Bachelor's degree at Bethany College. Individual student factors, part-time or full-time status, scheduling and availability of courses, or other factors may affect the time it will take a particular student to complete all requirements.

The articulation agreements contain very specific requirements which have been agreed upon and approved by the administration and faculty at both institutions. Because of this, petitions for course substitutions will not usually be considered or approved to allow a student to graduate under an articulation agreement program.

Students completing this option will receive an Associate in Arts degree from West Virginia Northern. Upon completing the remaining specified credit hours at Bethany College (which may require only three additional semesters if taken in sequence and as a full-time student), they will receive a Bachelor in Social Work (B.S.W.) Degree. Although 61 credit hours are required for the Associate degree, Bethany recommends students take additional courses (up to 76-78 credit hours). In addition to the WVNCC courses, applicants for admission to Bethany's social work program must meet the following criteria:

- Submit a transcript to Bethany College verifying an overall grade point average of 2.0.\*
- Obtain Bethany College's Social Work Student Handbook and additional forms and instruction for the following criteria:
  - Submit at least one recommendation form by a current or past faculty member or employer.
  - Complete and submit a criminal background check.
  - Complete and submit a written personal statement entitled, "Why I want to be a Social Worker."
  - Provide proof of completion of a 30-hour service learning experience (a WVNCC internship or paid or volunteer work experience in an appropriate human services setting will fulfill this requirement).
- Complete and submit an application to the Executive Assistant for the Social Work Program at Bethany College.
- Schedule and complete an interview with the Social Work Program Director at Bethany College.

In addition to General Education Outcomes, students successfully completing and receiving an A.A. degree under the articulation agreement with Bethany College's School of Social Work should be able to:

- Demonstrate knowledge of the history of the "human services/social work" profession and the evolution of its various delivery systems.
- Demonstrate knowledge of the basic concepts, theories, and strategies used in social work/ human services and apply basic skills related to general education curriculum requirements for the Social Work A.A. degree.
- Utilize critical thinking skills.
- Demonstrate a readiness to enter a bachelor degree program with appropriate commitment to attendance, initiative, organization and interest in the profession.

\*Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HPE 105 - Personal Fitness **1 Credit(s)**
- HS 100 - Intro to Social Work & Human Services **3 Credit(s) +++**

- MUS 105 - Music Appreciation **3 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- Elective **3 Credit(s)**

## Spring Semester (16 Credits)

- BIO 110 - Principles of Biology **4 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- PSYC 208 - Developmental Psychology **3 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

## Second Year

### Fall Semester (15/16 Credits)

- HS 147 - Understanding Human Diversity **3 Credit(s) +++**
- MATH - Mathematics Core Requirement **3(4) Credit(s) \***
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 207 - West Virginia and the Appalachian Subculture **3 Credit(s)**

### Spring Semester (14 Credits)

- GSC 100 - Science in the Contemporary World **4 Credit(s)**
- HPE 100 - General Program in Physical Education **1 Credit(s)**  
or
- HPE 101 - General Program in Physical Education **1 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) \*\***
- HS 200 - Social Welfare Institutions **3 Credit(s) +++**
- HUM - Humanities Core Requirement **3 Credit(s) \*\*\***

## Total Credits (61-62)

\* Choose from: MATH 108 or MATH 210.

\*\* Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

\*\*\* Choose from: ENG 200, ENG 201, ENG 210, ENG 211, ENG 215, ENG 225, or ENG 226

+++ Bethany College requires a "C" or better in these courses and reserves the right to evaluate whether these WVNCC courses meet all outcomes for equivalent courses in a major.

NOTE: Students who transfer to Bethany with an additional 18 credits (76-78 total credits ) may finish the Social Work Program in as little as three (3) semesters under the Transfer Incentive Plan (TIP), (which is available only for

commuting students), which may include a reduction in tuition and fees at Bethany College. Recommended courses for additional transfer credits include, but are not limited to: CRJ 110, CRJ 201, CRJ 220, CRJ 225, HS 150, and SOC 276.

## Flexible Degree

## Occupational Development, A.A.S.

Northern recognizes training from approved U.S. Department of Labor Bureau of Apprenticeship Training (BAT) programs towards an associate degree. Required courses of study for eligible programs are determined by agreements between the College and the apprenticeship program. Individuals must be enrolled in or have completed the approved apprenticeship program in order to be eligible to enroll in this program.

**Those BAT apprenticeship programs which are currently available for the occupational development program are:**

- Building and Construction Trades with the Upper Ohio Valley Building and Construction Trades Council AFL-CIO.
- Child Development Specialist with Northern Panhandle Apprenticeship Council.
- Firefighters with Wheeling Fire Department Joint Apprenticeship Committee.
- Plumbers and Steamfitters with Wheeling Plumbers and Steamfitters Joint Apprenticeship Committee.

**Upon completion of the program, graduates will be able to:**

- Effectively use both written and verbal communication skills in the workplace.
- Demonstrate knowledge of interpersonal skills and their application in the workplace.
- Apply principles of mathematics and science to contemporary issues in society and in the workplace.
- Demonstrate an understanding of technical skills required in the specific occupational area through the successful completion of an approved apprenticeship training program.

**There are three components to the program:**

1. General education courses are offered by the College.
2. Technical specialty courses, including classroom instruction required by the specific apprenticeship program, which may be supplemented by college courses in some cases.
3. On-the-job training is part of the apprenticeship program and is awarded credit under agreements negotiated by the partners.

Specific agreements, which list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

## Technical Studies, A.A.S.

Northern works with employers or agencies to develop programs that incorporate training from the sponsor and combine it with general education and technical training provided by the College to offer an associate's degree. Students must be employees or clients of the sponsor to be eligible for enrollment in this program. Required courses are specified in agreements between the College and the sponsor.

Currently there is a Technical Studies degree available as a Child and Family Specialist with Northern Panhandle Headstart of West Virginia.

**Upon completion of the program, graduates will be able to:**

- Effectively use both written and verbal communication skills in the workplace.
- Demonstrate knowledge of interpersonal skills and their application in the workplace.
- Apply principles of mathematics and science to contemporary issues in society and in the workplace.
- Demonstrate an understanding of technical skills required in the specific occupational area.

**The Technical Studies program generally has four components:**

- General education core.
- Technical core.
- Technical specialty.
- And in addition, some programs have an on-the-job training component.

Specific agreements that list course requirements for each component are available from the College Counselors or the Vice President of Economic and Workforce Development.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### Online

## Associate in Arts Degree, English/Humanities Concentration (Online)

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in English, literature and/or humanities. The curriculum gives students a broad background in liberal arts with an emphasis on English, literature, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of important literary works and writers and their relationship to historical and sociological events.
- Demonstrate a knowledge of philosophies and the expression of ideas and values through the arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in English, literature, secondary education, English education, or another liberal arts discipline, and may go on to earn an advanced degree.

# General Education Core Requirements

Associate in Arts General Education Requirements

## First Year

### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- PHIL 200 - Introduction to Philosophy **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

## Second Year

### Fall Semester (14 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- MUS 105 - Music Appreciation **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

### Spring Semester (15 Credits)

- ART 150 - Art Appreciation **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-61)

\*Choose from: ENG 200, ENG 201, ENG 210 and ENG 211.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## **Associate in Arts Degree, General Concentration (Online)**

**(CIP: 240101)**

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This program is designed for those who expect to transfer to a college or university to study in a variety of liberal arts programs, including art, communication, education, English, journalism, library science, philosophy, pre-law, political science, or the social sciences. The curriculum gives students a broad background in liberal arts with an emphasis in the Liberal Arts disciplines.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts, and principles relevant to the liberal arts.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in a variety of liberal arts disciplines, and may go on to earn an advanced degree.

## **General Education Core Requirements**

Associate in Arts General Education Requirements

### **First Year**

#### **Fall Semester (16 Credits)**

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirement **1 Credit(s)** #
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Total Credits (60-61)

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

HPE: Choose from HPE 100, HPE 101, HPE 105

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, PSYC 208

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, PHIL 200

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

\*Concentration Elective: Choose from any ART, ENG, ECON, HIST, SOC, SS, PSYC, or PHIL 200 (3 hours from 3 separate disciplines to equal nine hours.)



# Associate in Arts Degree, History/Social Science Concentration (Online)

(CIP: 240101)

This program is designed for those who expect to transfer to a college or university to study in history, sociology, political science, economics or other social science disciplines. The curriculum gives students a broad background in liberal arts with an emphasis on history, humanities, and social sciences.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of theories, concepts and principles relevant to the social sciences.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.
  - Demonstrate problem-solving and critical thinking skills.
  - Employ mathematical and science reasoning skills.
  - Acquire a cultural, artistic, and global perspective.
  - Demonstrate professional and human relations skills.

Graduates of this program may transfer to a four-year college or university to complete a bachelor's degree in history, social science, sociology, political science, economics or another social sciences discipline.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (15/17 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH - Mathematics Core Requirement **3(5) Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (16/17 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH - Mathematics Core Requirement **4(5) Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HPE - Physical Education Requirements **1 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***

### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

### Total Credits (60-63)

\* Choose from: ECON 104, ECON 105, ECON 120, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, HS 147, PSYC 208, SOC 255, SOC 276.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111

Concentration electives and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

#HPE requirements can be fulfilled with any HPE 100, HPE 101 or HPE 105.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Arts Degree, Psychology Concentration (Online)

**(CIP: 240101)**

This program is designed for those who expect to transfer to a college or university to study in psychology. The curriculum gives students a broad background in liberal arts with an emphasis on psychology, social sciences, and humanities.

Upon completion of the program, graduates will be able to:

- Demonstrate knowledge of basic concepts, theories, and principles used in the field of psychology.
- Demonstrate knowledge and skills related to general education competencies for the Associate in Arts degree, including the ability to:
  - Communicate effectively in oral and written formats.
  - Employ or utilize information access and literacy skills.

- Demonstrate problem-solving and critical thinking skills.
- Employ mathematical and science reasoning skills.
- Acquire a cultural, artistic, and global perspective.
- Demonstrate professional and human relations skills.

Graduates of this program would plan to transfer to a four-year college or university to complete a bachelor's degree in psychology, and may go on to earn an advanced degree. At the bachelor's level, they may expect to become case managers or service providers in public or private agencies which provide psychological and social services. With an advanced degree, they may expect to become licensed clinical or counseling psychologists working in public or private agencies which provide psychological services.

## General Education Core Requirements

Associate in Arts General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*\*
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

#### Spring Semester (15/16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**  
or
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*
- Elective **3 Credit(s)**

### Second Year

#### Fall Semester (14 Credits)

- HPE 105 - Personal Fitness **1 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SOC 125 - Introduction to Sociology **3 Credit(s)**
- Concentration Elective **3 Credit(s)** \*

#### Spring Semester (15 Credits)

- HUM - Humanities Core Requirement **3 Credit(s)**
- POLS 102 - American National Government and Politics **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- Concentration Elective **3 Credit(s) \***
- Elective **3 Credit(s)**

## Total Credits (60-61)

\*Choose from: PSYC 155, PSYC 208, PSYC 210, PSYC 218.

\*\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

Concentration and general electives should be selected in consultation with an advisor and/or the college to which the student intends to transfer.

Refer to Core Requirements for the Associate in Arts Program in the beginning of this section for acceptable core requirements in HUM, HIST, SS, MATH, and SCI.

Note: Courses used to fulfill core requirements may not also be used as concentration hours.

## Associate in Science Degree (Online)

(CIP: 240199)

This program is designed for students who expect to complete a degree at a four-year institution in such areas as biology, engineering, mathematics or the physical sciences. Students should consult with their advisor regarding requirements of WVNCC and the institution to which they plan to transfer.

In addition to General Education Outcomes, graduates will be able to:

- Apply basic principles of biological and physical sciences and mathematics.
- Apply the scientific method in designing, conducting and analyzing experiments.
- Communicate effectively and work collaboratively.
- Use mathematical and scientific principles in problem solving.
- Relate issues from a global perspective.
- Conduct basic research using the internet and print resources.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (14 Credits)

- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (16 Credits)

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- SCI - Science Core Requirement **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

## Second Year

### Fall Semester (14 Credits)

- HIST - History Core Requirement **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Electives **8 Credit(s)**

### Spring Semester (17 Credits)

- SCI - Science Core Requirements **8 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**
- Elective **3 Credit(s)**

## Total Credits (61)

HIST: Choose from HIST 100, HIST 101, HIST 110, HIST 111

SCI: Choose from ASTR 125, BIO 110, BIO 112, BIO 218, CHEM 108, CHEM 109, GSC 100, PHYS 104, PHYS 105

SS: Choose from ECON 104, ECON 105, GEOG 205, HIST 100, HIST 101, HIST 110, HIST 111, POLS 102, PSYC 105, PSYC 208, SOC 125

HUM: Choose from ART 150, ENG 200, ENG 201, ENG 210, ENG 211, PHIL 200

Note on Science core/electives for A.S.: At least two must be from the same discipline that is Biology, Chemistry, or Physics.

## Business Administration, Business Studies, A.A.S. (Online)

**(CIP: 520201)**

NOTE: Online Degree Programs have specific entrance requirements. All developmental coursework must be completed prior to program admission.

This option is designed for students who desire to explore the various opportunities available in business. The curriculum will provide a solid general business education and the necessary skills for graduates to enter the work force.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate a working knowledge of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate working knowledge of application software used in the field of business.

Graduates of this program can expect to obtain employment in positions such as supervisors, accounts adjuster, operations manager, assistant managers, and customer service representatives.

Graduates can expect to be employed in government agencies, health care facilities, industrial and manufacturing plants, human resource departments, and entrepreneurs. According to the U.S. Labor Department, jobs in the business area rank in the top 10 for the next millennium.

Students who are planning to transfer to a four-year institution to obtain a bachelor's degree in Business Administration should take one of the following: the Business Administration Transfer Option, A.S. degree, the Business Administration Transfer Option to Franciscan University 2+2 A.S. degree, or the Business Administration Transfer Option to WLU 2+2 A.S., the Business Administration Transfer Option to West Virginia State University 2+2 A.S. degree, or the Business Administration Pre-Business Transfer Option to WVU 2+2 A.S. degree. Students should contact an advisor from the transfer institution as soon as possible regarding transferability of specific courses.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**

- BA 240 - Business Law I **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**
- BA 285 - Accounting/Business Capstone **3 Credit(s)**

## Total Credits (60)

## Online Transfer

## Business Administration Transfer Option, A.S. (Online)

(CIP: 240199)

This option is designed for students preparing for transfer to a four-year institution to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

## First Year

## Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- SS - Social Science Core Requirement **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**

- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s)** \*
- SCI - Science Core Requirement (Life Science) **4 Credit(s)** \*\*
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)** \*\*\*
- SS 255 - The Global Community **3 Credit(s)**

### Total Credits (60)

In addition, students who plan to transfer to West Virginia University must have at least a 2.5 GPA and should take MATH 279. MATH 279 is not currently offered in the online format.

\*Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

\*\*Choose from BIO 110, BIO 112, BIO 113, BIO 114, BIO 115, or BIO 117

\*\*\*Choose from: ASTR 125, CHEM 108 or CHEM 109, GSC 100, PHYS 104, PHYS 105, or PHYS 115.

Refer to Core Requirements for the Associate in Science Program in the beginning of this section.

## Online 2+2 Transfer

### Accounting/Business Administration 2+2 to FUS, A.S. (Online)

(CIP: 240199)

## Transfer to Franciscan University of Steubenville

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all



students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Accounting and/or Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Science General Education Requirements

### First Year

#### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- HIST 100 - World Cultures I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**

#### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

### Second Year

#### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- HUM - Humanities Core Requirement **3 Credit(s) \***
- SCI - Science Core Requirement (Life Science) **4 Credit(s) #**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST 101 - World Cultures II **3 Credit(s)**
- SCI - Science Core Requirement (Physical Science) **4 Credit(s)** ##
- SS 255 - The Global Community **3 Credit(s)**

## Total Credits (60)

\* Choose from: PHIL 200, ENG 200, ENG 201, ENG 210, ENG 211

# Choose from: BIO 110, BIO 112

## Choose from: GSC 100, CHEM 108, or PHYS 104

## Business Administration 2+2 to WLU, A.S. (Online)

(CIP: 240199)

## Transfer to West Liberty University

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Liberty University to complete work in professional areas of accounting, banking and finance, economics, general business, management, marketing, office administration or related business professions. Students should consult with their advisor regarding requirements.

In addition to General Education Outcomes, students successfully completing and receiving an A.S. degree under this program will be able to:

- Demonstrate mastery of the accounting cycle.
- Demonstrate an ability to market and promote products.
- Demonstrate knowledge of communication, organizational, mathematical and managerial skills.
- Demonstrate an understanding of the global economy and its impact on business management.
- Demonstrate a working knowledge of application software used in the field of business.
- Demonstrate adequate knowledge and skills related to the general education curriculum requirements of the program including effective communication, collaboration with peers, critical thinking and problem solving.

In addition to these competencies, upon successful completion of this program students will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

# General Education Core Requirements

Associate in Science General Education Requirements

## First Year

### Fall Semester (16 Credits)

- BA 100 - Introduction to Business **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 108 - College Algebra **4 Credit(s)**
- PSYC 105 - Introduction to Psychology **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- ENG 102 - College Composition II **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**
- Restricted Elective **3 Credit(s) ##**

## Second Year

### Fall Semester (16 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- SCI - Science Core Requirement (Life Science) **4 Credit(s) \***
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**
- SS 255 - The Global Community **3 Credit(s)**

### Spring Semester (13 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- HIST - History Core Requirement **3 Credit(s) #**
- HUM - Humanities Core Requirement **3 Credit(s) \*\*\***
- SCI - Science Core Requirement (Physical Science) **4 Credit(s) \*\***

## Total Credits (60)

\* Choose from: BIO 110, BIO 112

\*\* Choose from: GSC 100, CHEM 108, PHYS 104

\*\*\* Humanities: ART 150, ENG 200, ENG 201, ENG 210, ENG 211, or PHIL 200

## Choose from: BA 265, ENG 200, ENG 201, ENG 210, ENG 211, MGT 250, MKT 230, PHIL 200

# Choose from: HIST 100, HIST 101, HIST 110, or HIST 111.

## **Business Administration, Business Studies 2+2 to FUS, A.A.S. (Online)**

(CIP: 520201)

## **Transfer to Franciscan University of Steubenville**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to Franciscan University of Steubenville to complete work on baccalaureate degrees in Business Administration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration program, upon completion of this program, graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## **General Education Core Requirements**

Associate in Applied Science General Education Requirements

### **First Year**

#### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### **Spring Semester (15 Credits)**

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MATH 210 - Introduction to Statistics **3 Credit(s)**

## Second Year

### Fall Semester (15 Credits)

- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA - Business Elective **3 Credit(s) \***
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Total Credits (60)

\* Choose from: Any additional Accounting, CIT, Management or Business Administration course.

## **Business Administration, Business Studies: Management Concentration 2+2 to WVSU, A.A.S. (Online)**

(CIP: 520201)

## **Transfer to West Virginia State University**

Note: The "2+2" term is used to refer to a transfer agreement through which a student completes an Associate degree at WVNCC and finishes a Bachelor's degree at another institution. Because of individual student factors, part-time or full-time status, need for developmental education coursework, scheduling and availability of courses, or other factors, all students may not be able to complete this degree in two (Associate's) or four (Bachelor's) years. The term "2+2" does not imply a guarantee that a student will be able to complete all requirements in four years.

This option is designed for students preparing for transfer to West Virginia State University to complete work on baccalaureate degree in Business Administration with a Management Concentration. Students should consult with their advisor regarding requirements.

In addition to the overall competencies of the Business Administration Online Program, upon completion of this program graduates will be able to transfer into a baccalaureate program.

Note: Although a cumulative GPA of 2.0 meets requirements for graduation at WVNCC, students who do not meet the GPA (or other special) requirements at the transfer institution for admission to this baccalaureate program may not be admitted to the program until they are able to meet those requirements. Students should consult with an advisor at the transfer institution early in their program to check on this, and other requirements for admission to the baccalaureate program.

## General Education Core Requirements

Associate in Applied Science General Education Requirements

### First Year

#### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 100 - Introduction to Business **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ECON 105 - Principles of Microeconomics **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Second Year

#### Fall Semester (15 Credits)

- ACC 205 - Cost & Managerial Accounting **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- MGT 250 - Principles of Management **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

#### Spring Semester (15 Credits)

- ACC 222 - Computerized Accounting **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**

- MKT 230 - Principles of Marketing **3 Credit(s)**
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

**Total Credits (60)**

## **Certificate**

### **Business Office, Business Career Studies, C.A.S.**

**(CIP: 520401)**

Students selecting the Business Office option will be given training in word processing, transcription, spreadsheet applications, and office procedures which are essential in providing the administrative support in today's office environment.

In addition to General Education Outcomes, upon completion of the Business Office option, graduates will be able to:

- Create business documents using word processing software.
- Produce mailable documents from dictated materials.
- Create business documents using spreadsheet and database software.
- Integrate electronic office/business skills with decision-making skills.
- Compose various types of business correspondence applying appropriate writing techniques, accurate spelling, correct punctuation, and proper grammar.
- Demonstrate a knowledge of records management principles and filing procedures in maintaining business documents.

Occupations available for students completing program requirements include the following: general office clerk, office support clerk, transcriptionist, word processor, file clerk, receptionist, and information clerk.

Graduates may expect to obtain entry-level employment in insurance firms, banks, law offices, medical offices, and industrial offices.

Students completing the competencies in the following courses should be prepared to pursue Microsoft Office Specialist (MOS) certification in the following area:

- Microsoft Word I and Microsoft Word II - Microsoft Certified Application Specialist: Microsoft Office Word.

Microsoft Office Specialist (MOS) certification is possible in this program area. Employment possibilities are much higher with certification in specific software applications.

## **General Education Core Requirements**

Certificate of Applied Science General Education Requirements

### **Fall Semester (15 Credits)**

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**  
or

- MGT 250 - Principles of Management **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Spring Semester (15 Credits)

- ACC 123 - Principles of Accounting II **3 Credit(s)**
- BA 265 - Business Communications **3 Credit(s)**
- BA 241 - Business Law II **3 Credit(s)**  
or
- MKT 230 - Principles of Marketing **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- CIT 121 - Microsoft Word II **3 Credit(s)**

## Total Credits (30)

# Computer Information Technology A+ Computer Repair, C.A.S.

**(CIP: 110201)**

This program will provide students with short-term training to obtaining entry-level positions in computer and/or business offices. Graduates can obtain entry-level employment in a variety of firms that require technical computer repair and services.

Students in the Computer Information Technology, CAS A+ Computer Repair option will receive hands-on training using Windows, computer hardware upgrading, and network installation. Occupations available for students completing program requirements include the following: technical support person, PC operator, software applications user, help desk technician, and end user support.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems.
- Learn the fundamentals of networks.
- Learn the basic operating system functions of Linux.
- Troubleshoot computer problems related to disks and files.
- Perform a network installation and interface of hardware components.
- Learn principles of building, repairing, and upgrading computers.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements



## Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 111 - Help Desk Concepts **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- CIT 123 - A+ Hardware Essentials **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 184 - A+ Networking and Software **3 Credit(s)**
- CIT 207 - Computer Applications Support **3 Credit(s)**
- CIT 220 - Unix/Linux **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**

## Total Credits (30)

# Computer Information Technology, Microsoft Applications, C.A.S.

**(CIP: 110103)**

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S., will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

In addition to General Education Outcomes, transfer students should be able to:

- Use and apply features and commands of various operating systems.
- Develop complex spreadsheets with Excel.
- Develop presentations with PowerPoint.
- Develop documents in Publisher.
- Develop documents in Word.
- Troubleshoot Microsoft Office problems.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

# General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

## Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

## Total Credits (30)

## Culinary Arts, C.A.S.

(CIP: 120505)

This program is designed to provide a certificate of achievement in food preparation with one year of training. It emphasizes basic techniques of food preparation. Hands-on experience in the laboratory classes is included to build a foundation of basic cooking skills and commercial food sanitation skills. Upon completion of the program students are prepared to obtain positions as prep cooks and other entry level kitchen positions in restaurants, fast food establishments, hotels and other food service operations. The certificate program prepares students for a seamless transition to the Culinary Arts, Associate in Applied Science program.

In addition to General Education Outcomes, upon completion the student should be able to:

- Use and care for equipment normally found in the culinary kitchen.
- Develop an understanding of basic principles of sanitation and safety and ability to apply the sanitation principles of food preparation.
- Develop skills in knife, tool and equipment handling and ability to apply skills in food preparation.
- Develop skills in producing a variety of cold food products.
- Demonstrate expertise in preparation of breakfast, lunch and dinner items using ingredients that are wholesome, sanitary and nutritious.
- Demonstrate baking principles to prepare and serve pastries and sweets.
- Work with people with respect to their many diversities.

- Select and prepare meat, seafood and poultry items for service; choose accompaniments for each dish emphasizing different cultures.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

Uniforms are required for CART 131, CART 145, CART 151, and CART 159.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (17 Credits)

- CART 121 - Food Service Sanitation and Safety **2 Credit(s)**
- CART 124 - General Nutrition **3 Credit(s)**
- CART 131 - Bakeshop **3 Credit(s)**
- CART 145 - Elements of Commercial Food Preparation and Service **3 Credit(s)**
- CART 159 - Basic Food Science **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**

### Spring Semester (15 Credits)

- CART 125 - Essentials of Dining Services **3 Credit(s)**
- CART 151 - Meat, Poultry and Seafood Preparation **3 Credit(s)**
- CART 175 - Advanced Food Science **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH - Math Core Requirement\* **3 Credit(s)**

## Total Credits 32

\*Refer to Core Requirements for the Certificate in Applied Science Program in the beginning of this section.

## Industrial Maintenance Technology, C.A.S.

**(CIP: 470399)**

The program is designed to provide the technical knowledge and skills necessary for entry-level maintenance personnel positions in many types of businesses and industries. Students are prepared to make a rapid transition into gainful, productive employment.

Upon completion of this program, graduates will be able to:

- Demonstrate basic knowledge and skills of various welding machines and related equipment.
- Employ adequate safety procedures for all phases of welding.
- Demonstrate basic knowledge and skills of Ohm's Law.

- Demonstrate basic knowledge and skills to run pipe threading and cutting equipment.

Certification through Refrigeration Service Engineering Society (R.S.E.S.) is offered at the completion of the course requirements. WVNCC serves as a testing center in accordance with the R.S.E.S. National Foundation.

Graduates from this program can expect to obtain employment in positions such as welders, pipefitters, heating technicians, refrigeration technicians, and facility maintenance workers.

Graduates are employed by local and out-of-state unions, industrial, chemical and electrical plants, industrial centers, light and heavy commercial centers, health care facilities, and domestic residences.

There are job opportunities in Industrial Maintenance all over the United States. This country is filled with industries that are constantly looking for qualified maintenance personnel. The employment outlook is excellent. WVNCC boasts a 100% employment placement during the past 10 years.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (17 hours)

- EL 112 - Basic Principles of Electricity and Electrical Control Mechanisms **4 Credit(s)**  
IMT 100 - Applied Basic Plumbing and Pipefitting  
MATH 100 - Fundamentals of Mathematics
- RAH 100 - Basic Refrigeration I **3 Credit(s)**
- RAH 206 - Heating Systems I **3 Credit(s)**

### Spring Semester (14 credits)

- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- IMT 205 - Welding
- RAH 209 - Forced Air Systems/Duct Layout **3 Credit(s)**
- RAH 211 - Air Conditioning **4 Credit(s)**  
General education core requirement\*

**Total Credits 31**

\*Additional 1 credit hour of general education core is required.

## Medical Assisting, Administrative Medical Assistant, C.A.S.

(CIP: 510710)

Students selecting the Administrative Medical Assistant, CAS option will be provided training in administrative medical office procedures. Students successfully completing the program can test for the Certified Medical Administrative Assistant credential from the National Healthcareer Association (CMAA-NHA) and are eligible to apply for admission to the Clinical Medical Assistant Associate in Applied Science Degree Program at WVNCC.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Identify and differentiate the roles of the various members of the health care team.
- Differentiate administrative competencies and clinical competencies for the medical assistant post patient demographic and clinical information to the electronic health record.
- Produce medical insurance claims with an appropriate diagnostic and procedural coding according to the policies of private, state, federal and Workers' Compensation agencies.
- Demonstrate medical financial management skills, including, patient data entry, billing, insurance submission and standard financial accounting reports.
- Comprehend legal and ethical issues related to a career as a member of the health care team.
- Demonstrate knowledge of compliance related to HIPAA and OSHA Standards.
- Demonstrate an understanding of professionalism in the medical office setting.
- Demonstrate therapeutic communication techniques.

Occupations available for students completing program requirements include the following: medical office receptionist, medical office assistant, administrative medical assistant, and Certified Medical Administrative Assistant, and hospital admissions clerk. Graduates of this program can expect to obtain entry-level employment primarily in ambulatory care settings. According to the U.S. Department of Labor's Occupational Outlook, employment of administrative medical office employees is projected to grow 10 percent from 2014 to 2024.

Important information: If you have ever been convicted of a felony or misdemeanor for any reason, State or National credentialing boards, licensing board, and agencies which require criminal background checks on potential employees and students may deny you employment or placement in certain settings, even if you have completed all academic requirements. If you have been convicted of a felony or misdemeanor, please contact the appropriate Health Science Program Director.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (16 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 150 - Introduction to Medical Administrative Procedures **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

### Spring Semester (14 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

## Total Credits (30)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Medical Billing and Coding Specialist, C.A.S.

(CIP: 510713)

Students selecting the Medical Billing and Coding Specialist, CP program will be provided training in general and career-specific courses including medical terminology, anatomy and physiology, business math, medical insurance, diagnostic and procedural coding, computerized billing, accounts receivable, and reimbursement procedures. Students successfully completing the medical Billing and Coding Specialist Certificate program will test for the Certified Billing and Coding Specialist (CBCS) credential from the National Healthcareer Association.

In addition to General Education Outcomes, upon completion of the program, graduates will be able to:

- Demonstrate ability to identify both diagnostic and procedural codes.
- Demonstrate the ability to complete insurance claims providing all required information required by specific insurance companies.
- Demonstrate the ability to apply knowledge of accounts receivable processes in both paper version and computerized version.
- Complete work in the computerized billing system and create work product.
- Demonstrate knowledge of the application of legal and ethical standards to all aspects of the medical office.
- Demonstrate knowledge of application of HIPAA to all aspects of the medical office.
- Demonstrate knowledge of anatomy & physiology and medical terminology to medical billing and coding procedures;

Occupations available for students completing program requirements include the following: Billing Coordinator, Medical Office Insurance Coding Specialist, Physician Office Coding Specialist, Medical Office Billing and Coding Specialist.

Graduates of this program can expect to obtain entry-level employment primarily in private physician practices and/or medical clinics. According to the U.S. Department of Labor, employment outlook for medical coders/billings is projected to grow faster than average through 2024. National Job openings of 164,000 are expected by 2024. Physicians in private practice, as well as health care organizations, will have increasing need for qualified Medical Billing and Coding Specialists.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- AHS 102 - Electronic Health Records **1 Credit(s)**
- AHS 103 - Medical Terminology **1 Credit(s)**
- AHS 108 - Disease Process Applications **3 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MAS 125 - Basic Diagnostic and Procedural Coding **2 Credit(s)**
- MAS 153 - Medical Insurance and Reimbursement Methodologies **2 Credit(s)**

## Spring Semester (15 Credits)

- AHS 110 - Medical Legal/Ethical Issues **1 Credit(s)**
- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- MAS 151 - Medical Financial Management **2 Credit(s)**
- MAS 155 - Medical Billing and Coding Applications **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**

## Total Credits (30)

A minimum grade of a "C" is required in all courses to remain in the program and graduate.

## Patient Care Technician, C.A.S.

**(CIP: 513902)**

The Patient Care Technician is a program which prepares a skilled patient care professional to perform basic medical services, help those who are ill or injured, and assist individuals who need help with daily activities. There is a growing need for patient care throughout all segments of the health care industry. Patient care technicians work under the supervision of a provider and have direct patient contact as a member of the health care team. Employment opportunities may include assisted living facilities, Urgent Care Clinics, Community Health Agencies, Home Health Services, Hospitals, Laboratories, Long-term Care Facilities, Medical Centers, Nursing Homes, Physical Therapy Departments, Physician Offices, and Rehabilitation Centers. Students learn from instructors who work in the health care field and understand what it takes to provide top quality health care. Patient care students learn skills in a medical lab on campus which replicates the medical care environment. Students will complete an extensive preceptor externship in a health care facility under the indirect supervision of faculty. The Program has an advisory board of health care professionals that guide's curriculum so the students learn the latest skills health care companies expect of graduates.

In addition to General Education Outcomes, upon completion of this program, graduates will:

- Be eligible to graduate with a Certificate of Applied Science (CAS) in Patient Care Technician.
- Be eligible to sit for Patient Care Technician certification through the National Healthcareer Association (NHA).
- Be eligible to sit for separate Home Care Worker Exam.
- Be Basic Life Support (BLS) certified (provided within the course).
- Be eligible to obtain employment at a Health Care Facility or transfer/matriculate to an Associate or Bachelor Degree Program in Health Care.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Fall Semester (15 Credits)

- AHS 103 - Medical Terminology **1 Credit(s)**
- BIO 114 - Anatomy and Physiology I **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**

- PCT 101 - Patient Care Technician I **5 Credit(s)**
- Restricted Electives **3 Credit(s)** \*

## Spring Semester (14/16 Credits)

- BIO 115 - Anatomy and Physiology II **3 Credit(s)**
- MATH - Math Core Requirement **3(4) Credit(s)** \*\*
- PCT 151 - Patient Care Technician II **6 Credit(s)**
- Electives **2(4) Credit(s)** \*\*\*

## Total Credits (30)

\*Restricted Electives: SPCH 101, SPCH 105, CIT 117, PSYC 105

\*\*Math Core Requirement: MATH 108, MATH 115

A minimum of a "C" grade is required in all courses to remain in the program and graduate.

## Petroleum Technology, C.A.S.

(CIP:150903)

The Petroleum Technology program is designed to prepare students for employment in the natural gas drilling, gathering and field operations industry associated with development of the Marcellus and Utica Shales. The program provides a strong foundation in oil and gas exploration, production and development in the Appalachian Basin. Laboratory classes include a strong emphasis on hands-on experiences. Safe work practices are emphasized and several industry certifications are embedded within the curriculum.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Follow conventional industrial safety practices.
- Perform procedures and tasks commonly used in production of oil and gas in the Appalachian Basin.
- Correctly and safely use lifting equipment and rigging hardware in the handling of machinery, supplies, and loads.
- Demonstrate correct procedures to use in various drilling technologies.

Job opportunities for graduates of the program are high as the oil and gas industry is one of the fastest growing industries in the region, if not the nation. Production workers are in high demand as employers move to extract the gas and associated petroleum liquids from the Marcellus and Utica Shales. The program qualifies graduates for employment in such positions as field technicians, pumpers, drilling technicians, measurement technicians, compressor operations, and many others.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Fall Semester (15 Credits)

- APT 100 - Introduction to Applied Technology **2 Credit(s)**



- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- CIT 117 - Microsoft Applications **3 Credit(s)**
- ENG 115 - Technical Writing **3 Credit(s)**
- HPE 110 - CPR and First Aid **1 Credit(s)**

## Spring Semester (16 Credits)

- APT 150 - Hydraulic and Pneumatic Fundamentals **3 Credit(s)**
- APT 155 - Electrical and Electronic Fundamentals **3 Credit(s)**
- MATH 113 - Technical Mathematics **4 Credit(s)**
- PTRM 104 - Production Technology with Hands-On Lab **3 Credit(s) \***
- PTRM 109 - Drilling Technology with Hands-On Lab **3 Credit(s)**

## Total Credits (31)

\*Course has a hands-on lab component.

# Small Business Management, Business Career Studies, C.A.S.

(CIP: 520701)

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general Financial statements.
- Demonstrate an ability to market and promote products.
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.
- Demonstrate working knowledge of application software used in the field of small business.

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

## Spring Semester (15 Credits)

- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- MATH 101 - Intermediate Algebra **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

## Total Credits (30)

## Welding: Oil and Gas Pipe, C.A.S.

**(CIP: 48.0508)**

The Oil & Gas Pipe Welding program is designed to prepare an individual with the advanced skills needed for the ever changing job market. Graduating students will have the skills necessary to find work as a construction pipe welder, pipeline welder, or facility maintenance welder, in a variety of settings. Students in the program will weld pipe utilizing Shielded Metal Arc Welding (SMAW) in all positions to ASME (American Society of Mechanical Engineers) and APT (American Petroleum Institute) standards. All technical courses in the program provide extensive hands-on experiences.

The Oil & Gas Pipe Welding program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advanced standing and should confer with program faculty and/or advisors about processes to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld pipe in all positions using SMAW to ASME & API standards.
- Demonstrate how to read and identify drawings, prints and symbols.
- Demonstrate the ability to layout and cut pipe manually for branch and butt joints.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$40,000 to \$80,000 for oil & gas pipe welder. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

## Welding: Oil & Gas Pipe

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- APT 110 - Introduction to Print Reading **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**  
or
- ENG 115 - Technical Writing **3 Credit(s)**
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**
- Math Core Requirement **3 Credit(s)**

## Total Credits (30)

This program runs five 10-hour days a week during the summer and starts with WELD 102. Each course starts after the successful completion of the previous course listed above it and will follow the Welding Technology, A.A.S. program's course requirements. This will also allow students wanting to enroll in the Welding Technology, A.A.S. program to start early instead of waiting until fall. All welding courses will run through the summer and the students will have the opportunity to take their English, Math, and APT 110 requirements in the fall or spring.

\*Financial aid eligibility for this program is pending.

## Online Certificate

### Computer Information Technology, Microsoft Applications, C.A.S. (Online)

**(CIP: 110103)**

This program will provide students with short-term training to obtain entry-level positions in computer and/or business offices.

Students in the Microsoft Applications, C.A.S., will receive hands-on training using Excel, PowerPoint, Word and Publisher. Occupations available for students completing program requirements include the following: software applications user, help desk technician and end user support. Graduates can obtain entry-level employment in a variety of firms that require an expertise in using Microsoft applications. The program also prepares the students for the MOS Certification exams.

Upon completion of this program, graduates will be able to:

- Use and apply features and commands of various operating systems.
- Develop complex spreadsheets with Excel.
- Develop presentations with PowerPoint.
- Develop documents in Publisher.
- Develop documents in Word.
- Troubleshoot Microsoft Office problems.

The program course requirements are presented in sequence. Part-time students and others who cannot follow this sequence should check course descriptions in the college catalog to determine prerequisites and, in addition, should consult their academic advisor regarding the order in which they take courses.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- CIT 105 - Operating Systems **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- CIT 159 - Microsoft Publisher **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
  
- SPCH 101 - Interpersonal Communication **3 Credit(s)**  
or
- SPCH 105 - Fundamentals of Speech Communication **3 Credit(s)**

### Spring Semester (15 Credits)

- CIT 107 - Excel **3 Credit(s)**
- CIT 182 - Power Point Presentations **3 Credit(s)**
- CIT 245 - Network Security Fundamentals **3 Credit(s)**
- MATH - Mathematics Core Requirement **3 Credit(s)**
- PSYC 155 - Human Relations **3 Credit(s)**

### Total Credits (30)

## Small Business Management, Business Career Studies, C.A.S. (Online)

**(CIP: 520701)**

This program is designed to prepare students to make sound management decisions concerning the operation of a small business. A basic background is provided in the following areas: accounting, computers and information technology, business law, marketing, business communications, and management.

This certificate program may be transferred to a two year program leading to an Associate in Applied Science degree.

In addition to General Education Outcomes, upon completion of this program, graduates will be able to:

- Demonstrate an understanding of the elements of the accounting cycle and general Financial statements.
- Demonstrate an ability to market and promote products.
- Demonstrate an understanding of the global economy and its impact on and opportunity for small business.
- Demonstrate working knowledge of application software used in the field of small business.

Graduates of this program can expect to obtain employment in positions such as entrepreneurs, assistant managers, front line shift supervisors, store managers, and customer service representatives.

Graduates can expect to be employed in retail establishments, sole proprietorships, and food and hospitality industries.

Statistically, individuals with entrepreneurial skills constitute one of the fastest growing fields of employment.

## General Education Core Requirements

Certificate of Applied Science General Education Requirements

### Fall Semester (15 Credits)

- ACC 122 - Principles of Accounting I **3 Credit(s)**
- BA 240 - Business Law I **3 Credit(s)**
- CIT 120 - Microsoft Word I **3 Credit(s)**
- ECON 104 - Principles of Macroeconomics **3 Credit(s)**
- MGT 253 - Small Business Management **3 Credit(s)**

### Spring Semester (15 Credits)

- BA 265 - Business Communications **3 Credit(s)**
- CIT 107 - Excel **3 Credit(s)**
- ENG 101 - College Composition I **3 Credit(s)**
- MATH 109 - Mathematics of Business and Finance **3 Credit(s)**
- MKT 230 - Principles of Marketing **3 Credit(s)**

### Total Credits (30)

## Advanced Skills Set

## Welding: Combination Pipe, Advanced Skills Set Program

**(CIP: 48.0508)**

The Combination Pipe Welding Advanced Skills Set Program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld pipe in various processes in all positions to ASME (American Society of Mechanical Engineers) and API (American Petroleum Institute) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW) and Gas Tungsten Arc Welding (GTAW).

The Combination Pipe Welding Program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advance standing and should confer with program faculty and/or advisors about processed to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, students will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld pipe in all positions using SMAW to ASME & API standards.
- Demonstrate ability to weld fillet and butt welds in all positions on both plate and pipe, utilizing GTAW to AWS and ASME standards.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$40,000 to \$80,000 for Combination Pipe Welder. Career opportunities are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## Spring Semester

- WELD 115 - Fabrication Drawing & Fitter Skills **3 Credit(s)**
- WELD 112 - Advanced Shielded Metal Arc Welding **6 Credit(s)**
- WELD 206 - Beginning TIG **3 Credit(s)**
- WELD 208 - Advanced TIG **3 Credit(s)**
- WELD 225 - Downhill Pipe Welding **3 Credit(s)**

## Total Credits (18)

These classes will take 15 weeks to complete and will require a commitment of 7 am - 2 pm, Monday through Friday, during the spring semester. Upon completion of these classes, students will receive 18 college credit hours or 45 CEU's depending on the student's needs. This program is not eligible for Title IV financial aid. Options are available to take additional general education requirements to obtain a college certificate or degree.

## Welding: Structural Steel, Advanced Skills Set Program

**(CIP: 48.0508)**

The Structural Steel Welding Advanced Skills Set Program is designed to prepare individuals with advanced welding skills that make them ideal candidates for employment for a wide range of industrial settings. Students in the program will weld plate in various processes in all positions to AWS (American Welding Society) standards. All technical courses in the program provide extensive hands-on experiences. Students will have a broad based foundation in welding that includes Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW).

The Structural Steel Welding Program has been designed as an integrated program of study with secondary (high school) programs in the College's service area in West Virginia. Students completing a secondary program may be eligible for advance standing and should confer with program faculty and/or advisors about processed to obtain advanced standing.

In addition to General Education Outcomes, upon completion of this program, students will be able to:

- Demonstrate safe practices in all welding activities.
- Demonstrate ability to weld fillet welds in all positions on structural steel plate using SMAW to AWS and ASME standards.
- Demonstrate ability to weld fillet welds in all positions on structural steel plate using GMAW and FCAW to AWS standards.

The employment outlook is currently above average at the regional, state, and national levels. Bureau of Labor Statistics (BLS) report an average annual salary of \$30,000 to \$75,000 for Structure Steel Welder. Career opportunities

are available in a number of industries including manufacturing, fabrication, oil and gas, construction, and equipment maintenance and repair.

## Fall Semester

- APT 103 - Safety Hazard Recognition **2 Credit(s)**
- APT 104 - Safety Applications **1 Credit(s)**
- WELD 102 - Basic Shielded Metal Arc Welding **6 Credit(s)**
- WELD 110 - Intermediate Shielded Metal Arc Welding **3 Credit(s)**
- WELD 202 - Beginning MIG (GMAW) Welding **3 Credit(s)**
- WELD 210 - Flux Core Welding **3 Credit(s)**

## Total Credits (18)

These classes will take 15 weeks to complete and will require a commitment of 7 am - 2 pm, Monday through Friday, during the fall semester. Upon completion of these classes, students will receive 18 college credit hours or 45 CEU's depending on the student's needs. This program is not eligible for Title IV financial aid. Options are available to take additional general education requirements to obtain a college certificate or degree.

## Center for Economic and Workforce Development

## Center for Economic and Workforce Development

The Center for Economic and Workforce Development contributes to economic development of the area by enhancing the regional workforce through training, continuing education, and consulting for individuals and employers. Relying upon partnerships and a flexible learning methodology that allows for customized solutions, the Center addresses workforce development needs of the emerging, existing, entrepreneurial and developmental workforces through specific programs in Continuing Education, technical education partnerships, the Small Business Development Center, and customized training. In addition, the Center is responsible for the College's Flexible Degree programs. Major partnerships include those with EDGE (Earn a Degree, Graduate Early) and the Northern Panhandle District Consortium with regional county school systems.

## Workplace Skill Credential Programs

Workplace skill credential programs are short-term programs designed to give individuals skills needed for success in the workplace in specific employment areas. These programs include only the specific skills needed for employment and thus require less time for completion than a traditional degree or certificate program. However, most of these programs are designed so that they can be used as part of the requirements for a degree program, thus creating a career degree pathway for interested individuals.

Because these programs are designed to meet the changing needs of the local workforce, the programs which are available will vary. Programs which are available at the time of publication include:

- Interpreter Training for the Deaf.
- AAPC Medical Coding Credentialing.
- Computer/Office Applications in Word Processing, Spread Sheets, Data Bases, and Presentations.
- Paramedic Certification.

- Phlebotomy.
- Real Estate.
- Casino Table Game Dealers.

Interested persons are encouraged to contact the Vice President of Economic and Workforce Development about availability of programs and the sequence of courses required in each program.

## Flexible Degree Programs

Northern offers three flexible degree programs that are designed to credential training and education that individuals obtain outside a normal degree program or from non-collegiate providers. These programs are customized so that they include skills specifically required by employers. Descriptions of the Occupational Development, and Technical Studies programs are detailed below.

## Learn and Earn

Through the Learn and Earn program, Northern partners with area companies and businesses to employ traditional college students as paid interns which helps meet their company's workforce needs. In return, those students will earn college credit in their degree program and valuable on the job work experience. Contact the Vice President of Economic and Workforce Development at 304-214-8967 for additional information.

## Joint Technical Programs

## Technical Education and Training Partnership Programs

To better serve the technical education needs of the region, West Virginia Northern Community College and the six county school systems of the Northern Panhandle have joined together to form the Northern Panhandle District Consortium. Through this partnership, WVNCC and the secondary school system have been able to align programs and courses to allow high school students the opportunity to earn college credit through their high school courses, as well as align them on a career pathway with Northern. These programs combine technical courses available through the school systems with support courses and advanced courses at the College.

New programs are being added to the agreement so interested persons should check with the College for the most current list. Interested high school students should check with their high school counselors regarding enrollment information. Many of the programs permit post-secondary students to enroll, so adult students should check with College counselors about program availability and admissions procedures.

## Economic and Workforce Development Services

As an educational and training resource center, West Virginia Northern Community College has made a commitment to programs and services that respond to the economic and business development needs of the Northern Panhandle. Economic and workforce development services include a broad spectrum of continuing education services, cultural programs and custom-designed instructional services coordinated at each campus. The Vice President of Economic and Workforce Development works with the Campus Managers to address the needs of each campus region. For information about these programs or to request other services, contact the Vice President of Economic and Workforce Development.

**Customized Contracted Instruction** - The College will customize credit and non-credit courses, short-term workshops, and seminars according to the needs of employers and employees. The instruction can cover a broad array



of topics provided on-site or at Northern. Instructors are members of the full-time faculty or field professionals. Employers realize significant savings since costs are directly related to instruction. Instruction can be designed to permit application between sessions and follow-up consultation. For information, contact the Vice President of Economic and Workforce Development.

**Testing Center** - In order to enhance its ability to provide online training to individuals and businesses, Northern has a Testing Center at the College. Through the Center, individuals can access over 2,500 course modules in Adult Literacy/Employability Skills, Computers and Information Technology, English as a Second Language (ESL), Industrial Technology and Safety Skills, Management, Leadership and Small Business Operation, and Professional and Personal Development. For employers, Northern can enhance the value of the computer-based instruction by offering a variety of supporting activities. The Testing Center makes training available any time, any place, at any pace. For information about the Testing Center, please contact the Program Director for Continuing Education or the Vice President of Economic and Workforce Development.

**Online Continuing Education Courses** - Northern offers online continuing education courses through partnerships with ed2go, ACT, and other providers. Students may take the courses at times that are convenient for their personal schedule from any location. Each ed2go course comes equipped with a patient and caring instructor, lively discussions with fellow students, and plenty of practical information that can be put to immediate use. The college offers hundreds of courses covering every topic from anatomy to web design. For more information, please contact the Program Director for Continuing Education or go to Workforce 316 - Center for Economic and Workforce Development WVNCC 2018-2019 Catalog Development web page by clicking on the Business/Industry Development button on the College's web page.

**Small Business Development Center (SBDC)** - The SBDC provides consultation, training, and problem-solving services to existing, potential and start-up small businesses within the College's six-county service area. Services provided by the Center include assistance with business plans, loan applications, and networking with local and state agencies as well as businesses to access available resources. The SBDC office is located on the Wheeling Campus, but the Program Manager regularly meets with clients in Weirton, New Martinsville and in other communities throughout the district.

**Workforce Investment and Opportunity Act (WIOA)** - Federally funded job training programs are now administered by the Northern Panhandle Workforce Development Board (NPWDB). West Virginia Northern is an approved WIOA provider and can assist participants with career counseling as well as short-term training and degree programs. Additionally, there is a West Virginia Higher Education Adult Part-time Student grant program which pays for some workforce development programs. Contact the Center for Economic and Workforce Development or the Financial Aid Office for more information.

## Continuing Education/Life-Long Learning

Courses in continuing education for professional growth and personal enrichment are offered through the College. These courses are designed for the non-degree-seeking student and provide lifelong learning opportunities for area residents. The specialized courses of continuing education are generally of short duration and are designed to meet the specific needs and interests of area residents for job skills enhancement, certification requirements, cultural enrichment, recreation and personal empowerment.

Some courses are noncredit while others offer regular academic credit or continuing education units (CEUs) upon successful completion. Generally, continuing education units are not to be used as college credits applicable to a degree.

Continuing education courses are offered throughout the year.

The continuing education program strives to meet the community's needs for lifelong learning. Please contact the Program Director for Continuing Education if training or instruction is needed in areas not included in College publications.

# **Community Education**

Northern offers courses and seminars for personal enrichment, cultural interests, and educational pursuits through community education programming. Community education offerings are arranged on each campus to meet local needs. Courses are short-term and noncredit. For information about courses or to request specific offerings, contact the appropriate Campus Manager or the Center for Economic and Workforce Development.

## **Course Descriptions**

### **Accounting**

**ACC 122 - Principles of Accounting I**

**ACC 123 - Principles of Accounting II**

**ACC 205 - Cost & Managerial Accounting**

**ACC 222 - Computerized Accounting**

**ACC 224 - Intermediate Accounting I**

**ACC 225 - Intermediate Accounting II**

**ACC 240 - Business Taxation**

**ACC 250 - Accounting Capstone**

### **Allied Health Sciences**

**AHS 102 - Electronic Health Records**

**AHS 103 - Medical Terminology**

**AHS 108 - Disease Process Applications**

**AHS 110 - Medical Legal/Ethical Issues**

### **Applied Technology**

**APT 100 - Introduction to Applied Technology**

**APT 103 - Safety Hazard Recognition**

**APT 104 - Safety Applications**

**APT 110 - Introduction to Print Reading**

**APT 112 - Introduction to Welding**

**APT 150 - Hydraulic and Pneumatic Fundamentals**

**APT 155 - Electrical and Electronic Fundamentals**

**APT 230 - Supervisory Control and Data Acquisition**

## **Art**

**ART 100 - Drawing I**

**ART 125 - Photography I**

**ART 126 - Photography II**

**ART 150 - Art Appreciation**

**ART 256 - Creative Expression in Art and Design**

## **Astronomy**

**ASTR 125 - Introduction to Astronomy**

## **Biology**

**BIO 110 - Principles of Biology**

**BIO 112 - Plant Biology**

**BIO 113 - Animal Biology**

**BIO 114 - Anatomy and Physiology I**

**BIO 115 - Anatomy and Physiology II**

**BIO 117 - Microbiology**

**BIO 204 - Local Flora**

**BIO 218 - General Ecology**

## **Business Administration**

**BA 090 - Keyboarding Skills for Information Processing**

**BA 100 - Introduction to Business**

**BA 240 - Business Law I**

**BA 241 - Business Law II**

**BA 265 - Business Communications**

**BA 280 - Business Internship**

**BA 285 - Accounting/Business Capstone**

## **Chemical Operator Technology**

**COT 201 - Chemical Process Tech I: Equipment**

**COT 205 - Applied Chemistry for Chem Operator**

**COT 210 - Process Quality**

**COT 230 - Chemical Process Tech II: Systems**

**COT 235 - Chemical Process Unit Oper: Simulations**

**COT 250 - Chemical Operator Technology Seminar**

## **Chemistry**

**CHEM 108 - General Chemistry I**

**CHEM 109 - General Chemistry II**

**CHEM 204 - Organic Chemistry I**

**CHEM 207 - Organic Chemistry II**

**CHEM 209 - Organic Chemistry Laboratory**

## **Computer Information Technology**

**CIT 101 - Introduction to Cyber Security**

**CIT 105 - Operating Systems**

**CIT 106 - Fundamentals of Hacking/IT Psychology and Security**

**CIT 107 - Excel**

**CIT 111 - Help Desk Concepts**

**CIT 112 - Access**

**CIT 117 - Microsoft Applications**

**CIT 120 - Microsoft Word I**

**CIT 121 - Microsoft Word II**

**CIT 123 - A+ Hardware Essentials**

**CIT 142 - Cisco I - Networking Fundamentals**

**CIT 152 - Cisco II - Router Theory and Router Technologies**

**CIT 159 - Microsoft Publisher**

**CIT 176 - Visual Basic Programming**

**CIT 182 - Power Point Presentations**

**CIT 184 - A+ Networking and Software**

**CIT 187 - HTML/CSS**

**CIT 205 - Web Development Tools**

**CIT 207 - Computer Applications Support**

**CIT 210 - SQL Server Administration**

**CIT 215 - Client Side Scripting/JavaScript**

**CIT 220 - Unix/Linux**

**CIT 222 - Ethical Protocols of Cyber Security**

**CIT 227 - Applied Programming**

**CIT 232 - Introduction to Programming Logic**

**CIT 235 - Introduction to Cloud Computing**

**CIT 237 - Advanced Database Programming**

**CIT 241 - Microsoft Network Administration**

**CIT 245 - Network Security Fundamentals**

**CIT 247 - Windows PowerShell**

**CIT 250 - IT Analysis, Design, and Career Prep**

**CIT 253 - ASP and E-Business Programming**

**CIT 255 - Tactical Perimeter Defense in Network Security**

**CIT 265 - Virtualization Concepts**

**CIT 272 - Object Oriented Programming/Data Structures**

**CIT 274 - Microsoft Server Setup and Troubleshooting**

**CIT 291 - CIT Internship and Certification**

## **Criminal Justice**

**CRJ 104 - Introduction to Criminal Justice Systems**

**CRJ 110 - Criminalistics-Introduction to Forensic Science**

**CRJ 115 - Cyber Crimes Against Children**

**CRJ 175 - Principles of Physical, Personal, and Operational Security**

**CRJ 201 - Introduction to Corrections**

**CRJ 205 - Case Studies and Readings in Criminal Justice**

**CRJ 206 - Criminal Justice Administration and Leadership Principles**

**CRJ 209 - Criminal Identification and Investigation**

**CRJ 220 - Criminal Law**

**CRJ 221 - Criminal Law II**

**CRJ 225 - Terrorism and Homeland Security**

**CRJ 230 - Contemporary Issues in CRJ**

**CRJ 235 - Field Service**

**CRJ 245 - Introduction to Juvenile Justice System**

**CRJ 246 - Probation and Parole**

**CRJ 251 - Problems in Criminal Justice**

## **Culinary Arts**

**CART 121 - Food Service Sanitation and Safety**

**CART 124 - General Nutrition**

**CART 125 - Essentials of Dining Services**

**CART 131 - Bakeshop**

**CART 145 - Elements of Commercial Food Preparation and Service**

**CART 151 - Meat, Poultry and Seafood Preparation**

**CART 159 - Basic Food Science**

**CART 175 - Advanced Food Science**

**CART 223 - Personnel Supervision for the Hospitality Industry**

**CART 231 - Pastry Preparation**

**CART 235 - American Cuisines**

**CART 240 - Garde Manger**

**CART 241 - Classical Cuisines**

**CART 245 - Menu, Purchasing and Cost Control**

**CART 251 - Culinary Internship**

**CART 275 - Senior Seminar**

## **Early Childhood: Care and Education**

**ECCE 100 - Foundations of Education**

**ECCE 204 - Early Childhood Field Experience**

**ECCE 212 - Child, Family, and Community**

**ECCE 214 - Child Observation and Assessment**

**ECCE 220 - Language and Literacy**

## **Economics**

**ECON 104 - Principles of Macroeconomics**

**ECON 105 - Principles of Microeconomics**

**ECON 120 - International Economics**

## **Electronics**

**EL 112 - Basic Principles of Electricity and Electrical Control Mechanisms**

**EL 113 - Industrial Electricity I**

## **English**

**ENG 097 - College Literacy**

**ENG 101 - College Composition I**

**ENG 101S - College Composition I Supplemental**

**ENG 102 - College Composition II**

**ENG 115 - Technical Writing**

**ENG 200 - American Literature Through the Civil War**



**ENG 201 - American Literature Since the Civil War**

**ENG 208 - Renaissance Drama**

**ENG 210 - English Literature Through the Eighteenth Century**

**ENG 211 - English Literature Since the Eighteenth Century**

**ENG 225 - Shakespeare - Comedies**

**ENG 226 - Shakespeare - Tragedies/Histories**

## **General Science**

**GSC 100 - Science in the Contemporary World**

## **Geography**

**GEOG 205 - World Geography**

## **Health and Physical Education**

Students enrolled in Physical Education classes have an opportunity to develop knowledge, attitudes and skills through participation in a variety of individual and team sports. Repeating an activity is not permitted other than for audit or in accordance with the "Repetition of Courses" policy as outlined in this catalog. Students should check individual program study to determine if one or two credit hours of health and physical education are needed. In some cases, students may be required to pay additional activity fees for particular courses.

**HPE 100 - General Program in Physical Education**

**HPE 101 - General Program in Physical Education**

**HPE 105 - Personal Fitness**

**HPE 110 - CPR and First Aid**

## **Health Information Technology**

**HIT 100 - Health Data Management Systems**

**HIT 125 - Medical Coding I**

**HIT 145 - HIT Professional Practice Experience (PPE) I**

**HIT 150 - Health Record Documentation**

**HIT 225 - Health Information Systems**

**HIT 230 - Medicolegal Aspects**

**HIT 235 - Medical Coding II**

**HIT 240 - Quality Management and Performance Improvement**

**HIT 251 - Health Care Statistics**

**HIT 253 - Health Care Reimbursement**

**HIT 260 - Medical Coding III**

**HIT 263 - HIT Seminar**

**HIT 265 - HIT Professional Practice Experience (PPE) II**

## **History**

**HIST 100 - World Cultures I**

**HIST 101 - World Cultures II**

**HIST 110 - The United States to 1865**

**HIST 111 - The United States Since 1865**

## **Human Services**

**HS 100 - Intro to Social Work & Human Services**

**HS 101 - Understanding Group Processes and Dynamics**

**HS 147 - Understanding Human Diversity**

**HS 150 - Introduction to Substance Abuse**

**HS 200 - Social Welfare Institutions**

**HS 204 - Human Services Field Experience (Internship)**

**HS 205 - Human Services/Early Childhood Seminar**

**HS 210 - Intro to Case Management & Counseling**

## **Journalism**

**JOUR 214 - Journalism I**

**JOUR 227 - Journalism II**

## **Management**

**MGT 250 - Principles of Management**

**MGT 253 - Small Business Management**

## **Marketing**

**MKT 230 - Principles of Marketing**

## **Mathematics**

**MATH 101 - Intermediate Algebra**

**MATH 101S - Supplemental Arithmetic Skills**

**MATH 108 - College Algebra**

**MATH 109 - Mathematics of Business and Finance**

**MATH 109S - Supplemental Arithmetic Skills**

**MATH 110 - Pre-Calculus Mathematics**

**MATH 113 - Technical Mathematics**

**MATH 115 - Mathematics for Health Sciences**

**MATH 115S - Supplemental Arithmetic Skills**

**MATH 204 - Mathematics for Teachers I (K-9)**

**MATH 204S - Supplemental Arithmetic Skills**

**MATH 205 - Mathematics for Teachers II (K-9)**

**MATH 205S - Supplemental Arithmetic Skills**

**MATH 210 - Introduction to Statistics**

**MATH 279 - Calculus I**

**MATH 280 - Calculus II**

**MATH 281 - Calculus III**

## **Mechatronics**

**MEC 115 - Instrumentation I: Mechanical**

**MEC 120 - Motors and Motor Controls**

**MEC 122 - Machine Maintenance and Installation I**

**MEC 130 - Fluid Power Basics**

**MEC 140 - Programmable Controllers I**

**MEC 222 - Machine Maintenance / Installation II**

**MEC 230 - Fluid Power Systems**

**MEC 232 - Pumps and Piping**

**MEC 235 - Instrumentation II Electrical**

**MEC 240 - Programmable Controllers II**

**MEC 251 - Problem Solving & Teamwork Seminar**

## **Medical Assisting**

**MAS 125 - Basic Diagnostic and Procedural Coding**

**MAS 150 - Introduction to Medical Administrative Procedures**

**MAS 151 - Medical Financial Management**

**MAS 153 - Medical Insurance and Reimbursement Methodologies**

**MAS 155 - Medical Billing and Coding Applications**

**MAS 201 - Clinical Medical Assistant I**

**MAS 202 - Clinical Medical Assistant Skills Lab**

**MAS 210 - Clinical Medical Assistant II**

**MAS 211 - Clinical Medical Assistant Practicum**

**MAS 220 - Medical Assisting Seminar I**

**MAS 221 - Medical Assisting Seminar II**

## **Music**

**MUS 105 - Music Appreciation**

## **Nursing**

**NURS 112 - Nursing Concept Care Map Construction**

**NURS 132 - Drug and Dosage Calculations I**

**NURS 133 - Health Assessment and Diagnostics I**

**NURS 134 - Introduction to Nursing Concepts**

**NURS 142 - Drug and Dosage Calculations II**

**NURS 143 - Health Assessment and Diagnostics II**

**NURS 144 - Nursing Concepts of Health and Illness I**

**NURS 234 - Nursing Concepts of Health and Illness II**

**NURS 244 - Synthesis of Nursing Concepts**

**NURS 245 - Professional Nursing and Health Systems Concepts**

## **Orientation**

**ORNT 090 - First-Year Seminar: Success Strategies**

**ORNT 101 - College Transition**

## **Paralegal**

**PAL 100 - Drafting Legal Documents**

**PAL 101 - Introduction To Paralegal Studies**

**PAL 110 - Legal Ethics**

**PAL 150 - Civil Litigation**

**PAL 155 - Law Office Administration**

**PAL 160 - Legal Research and Writing I**

**PAL 170 - Constitutional Law**

**PAL 201 - Legal Research and Writing II**

**PAL 210 - Wills, Estates, and Trusts**

**PAL 215 - Paralegal Seminar**

**PAL 250 - Family Law**

**PAL 265 - Real Estate Law**

**PAL 280 - Paralegal Internship**

## **Patient Care Technician**

**PCT 101 - Patient Care Technician I**

**PCT 151 - Patient Care Technician II**

## **Petroleum Technology**

**PTRM 100 - Appalachian Petroleum Industry & Career Options**

**PTRM 104 - Production Technology with Hands-On Lab**

**PTRM 107 - Rigging for Land-Based Oil and Gas Operations with Hands-On Lab**

**PTRM 109 - Drilling Technology with Hands-On Lab**

**PTRM 113 - Free Plunger Lift**

**PTRM 115 - Sucker Rod Pumping**

**PTRM 202 - Well Completions Design and Operations with Hands-on Lab**

**PTRM 206 - Applied Chemistry for Petroleum with Hands-on Lab**

**PTRM 208 - Artificial Lift with Hands-on Lab**

**PTRM 210 - Introduction to Midstream Gas Operations**

**PTRM 211 - Well Control with Hands-on Lab**

**PTRM 213 - Gas Measurement with Hands-on Lab**

**PTRM 215 - Electrical, Analog, & Digital Applications for Petroleum**

**PTRM 217 - Petroleum Geology of Appalachia**

**PTRM 219 - Hydraulic & Pneumatic Applications for Petroleum with Lab**

**PTRM 221 - Advanced Internship/Cooperative Work-Based Experience**

**PTRM 223 - Well Log Interpretation Lab**

**PTRM 225 - Well Servicing with Hands-On Lab**

**PTRM 227 - Pressure Pumping Operations**

**PTRM 229 - Off-Road Diesel Forklift/Manlift Operations for Petroleum with Hands-on Lab**

**PTRM 235 - Petroleum Technology Seminar**

## **Philosophy**

**PHIL 200 - Introduction to Philosophy**

## **Physics**

**PHYS 104 - General Physics I**

**PHYS 105 - General Physics II**

**PHYS 115 - Applied Physics**

## **Political Science**

**POLS 102 - American National Government and Politics**

## **Psychology**

**PSYC 105 - Introduction to Psychology**

**PSYC 155 - Human Relations**

**PSYC 200 - Abnormal Psychology**

**PSYC 208 - Developmental Psychology**

**PSYC 210 - Child Development**

**PSYC 218 - Exceptional Children**

## **Radiography**

**RAD 100 - Introduction to Radiography**

**RAD 105 - Radiography**

**RAD 110 - Radiation Protection/Radiobiology I**

**RAD 115 - Clinical Fundamentals I**

**RAD 120 - Radiography Procedures I**

**RAD 125 - Clinical Practice I**

**RAD 155 - Radiography II**

**RAD 160 - Radiation Protection/Radiobiology II**

**RAD 165 - Clinical Fundamentals II**

**RAD 170 - Radiography Procedures II**



**RAD 175 - Clinical Practice II**

**RAD 195 - Clinical Practice III**

**RAD 205 - Radiography III**

**RAD 210 - Advanced Imaging Modalities**

**RAD 215 - Clinical Fundamentals III**

**RAD 220 - Radiographic Procedures III**

**RAD 225 - Clinical Practice IV**

**RAD 255 - Radiography IV**

**RAD 260 - Radiography Seminar**

**RAD 265 - Clinical Fundamentals IV**

**RAD 270 - Radiographic Procedures IV**

## **Refrigeration, Air Conditioning and Heating Technology**

**RAH 100 - Basic Refrigeration I**

**RAH 101 - Basic Refrigeration II**

**RAH 102 - Refrigeration Controls**

**RAH 110 - HVACR Piping Skills**

**RAH 204 - Climate Control**

**RAH 206 - Heating Systems I**

**RAH 207 - Heating Systems II**

**RAH 209 - Forced Air Systems/Duct Layout**

**RAH 211 - Air Conditioning**

**RAH 220 - Hydronics**

**RAH 235 - Comfort Cooling**

**RAH 250 - Alternative Energy Concepts**

**RAH 255 - Building Control Systems**

**RAH 260 - Certification Preparation**

**RAH 265 - Commercial Refrigeration**

## **Social Science**

**SS 207 - West Virginia and the Appalachian Subculture**

**SS 255 - The Global Community**

## **Sociology**

**SOC 125 - Introduction to Sociology**

**SOC 126 - Social Problems**

**SOC 255 - Marriage and the Family**

**SOC 276 - Criminology**

## **Spanish**

**SPAN 101 - Spanish I**

**SPAN 102 - Spanish II**

## **Speech**

**SPCH 101 - Interpersonal Communication**

**SPCH 105 - Fundamentals of Speech Communication**

## **Surgical Technology**

**ST 105 - Surgical Technology I**

**ST 115 - Clinical Practice I**

**ST 125 - Anesthesia/Pharmacology for the Surgical Technologist**

**ST 150 - Surgical Technology II**

**ST 155 - Clinical Practice II**

**ST 175 - Pathophysiology for the Surgical Technologist**

**ST 200 - Surgical Technology III**

**ST 210 - Clinical Practice III**

**ST 250 - Surgical Technology IV**

**ST 255 - Clinical Practice IV**

**ST 260 - Surgical Technology Seminar**

## **Welding**

**WELD 101 - Oxyacetylene Welding**

**WELD 102 - Basic Shielded Metal Arc Welding**

**WELD 110 - Intermediate Shielded Metal Arc Welding**

**WELD 112 - Advanced Shielded Metal Arc Welding**

**WELD 115 - Fabrication Drawing & Fitter Skills**

**WELD 202 - Beginning MIG (GMAW) Welding**

**WELD 204 - Advanced MIG (GMAW)**

**WELD 206 - Beginning TIG**

**WELD 208 - Advanced TIG**

**WELD 210 - Flux Core Welding**

**WELD 215 - Metallurgy**

**WELD 220 - Layout and Fabrication**

**WELD 225 - Downhill Pipe Welding**

# Student Services

## Identification Cards

Identification cards are issued to all on campus students (new and returning) and all current college employees. Information on requirements for presentation and use of the card as well as the replacement of lost or stolen cards is listed in the Student Handbook which is available online on the College's website, or from the Human Resource Office or from the office of the VP of Student Services or designee. The ID Cards are the property of WVNCC. Students are required to obtain a new validation sticker each semester (fall, spring and summer). The stickers are available from the Campus Service Center to registered students after the final last day to pay. ID cards allow a student access to College buildings and are needed for entry by all doors other than the main building door of each campus during published hours.

## Textbooks

Registration Integration is Barnes & Noble's innovative system that transmits a student's course registration from Northern's registration system directly to the bookstore's website: [www.wvncc.bncollege.com](http://www.wvncc.bncollege.com). This enables students to order textbooks at the same time they register for their courses. When students click on the "Textbook" link, their course information is transmitted to the bookstore's website and students immediately see a list of the books they need for their courses, including price, and ISBNs.

## Student Activities

The Office of Student Activities offers a wide variety of events and programs for students to experience social, academic, cultural and civic engagement on and off campus. Participation in co-curricular activities, organizations, and clubs is considered an integral aspect of a well-rounded education. As such, we offer opportunities for students to gain hands-on leadership experience through positions such as the Student Government Association and Campus Activities Board, opportunities to become active in our vibrant communities through the Community Outreach Opportunity Program (COOP) and the Students Caring About Regional Issues (SCARSI) Club, and the ability to join (or create) a student club or organization. These are in addition to our many educational, cultural, and social student events that take place throughout the year.

Examples of events and programming offered through the Office of Student Activities:

- **Intramural and Recreational Sports** - West Virginia Northern attempts to promote physical fitness by giving students an opportunity to participate in intramural competition. On the basis of student interest in sports, the College endorses the formation of intramural sports teams. The goals of the intramural program are recreation, social interaction, physical fitness and the development of team leadership and group cooperation. Specifics about joining a team can be obtained from the Office of Student Activities.
- **Chicken Fest and Welcome Week Events** – We kick off each semester with a series of events to welcome students to our campus, including Chicken Fest, which is a celebration of unity and our mascot, The Thundering Chicken!
- **Educational Programming** – We feature presentations for Women's History and Black History Month, as well as offering additional programs for students to engage in the learning process.
- **Family Programming** – Each year, we offer a variety of family programs ranging from a Children's Winter Carnival and Secret Santa Program, to family movie nights.
- **Student Governance** - To stimulate personal leadership skills and student involvement with the operation of the College, the student governance structure consists of a college wide Student Government Association

(SGA) composed of student senators from all three campuses. These students are elected by students each spring. The Tri-Campus Student Government Association is concerned with institutional policies and procedures as well as campus matters. All students are encouraged to participate.

- **Campus Activity Board (CAB)** – CAB members are responsible for promoting, executing and assisting in the planning of student activities, sporting events, and community service on their campus.
- **COOP (Community Outreach Opportunity Program)** is an organization run by the Office of Student Activities in conjunction with the Student Government Association. COOP allows student to engage in service and learning with local non-profit organizations.
- **Phi Theta Kappa** is an international academic honorary society for community college students. Established as the Omega Epsilon Chapter in 1973, this fraternity recognizes students who have maintained academic excellence, are of good moral character, and are outstanding citizens. Membership in this honor society is by invitation only. Candidates must have a 3.5 quality point average. The chapter sponsors various activities devoted to a leadership theme.
- **WVNCC Student Nurses Association** is an organization that aids students in the Nursing Program to develop professionally by sponsoring activities and programs that enhance classroom experiences. This organization is active on all campuses.

Additional student clubs are the computer club, petroleum technology club, radiology club, Junior ACF, Students Caring about Regional Issues (SCARSI), Bible Club, Theatre Club, Paralegal Club, Table Top Gamers Club, Billiards Club, and the campus activities board. Students interested in other areas can form clubs or organizations by presenting their interests to the Office of Student Activities or your campus advisor. All organizations must be advised by a member of full-time faculty or professional staff of West Virginia Northern and have individual constitutions. Specifics on forming a student organization are listed in the Student Handbook or can be obtained from the Office of Student Activities.

## Career Counseling/Career Services

Career Services offers students assistance in making career decisions, exploring career options and conducting effective job searches. Services include, but are not limited to:

### Career Advising

- Individual career advising including free career assessments that assist in the identification of work interests, abilities and values.

### Career Resources and Occupational Information

- Online access to career resources including guides to writing resumes, cover letters, and interviewing techniques.
- Occupational information including work tasks, potential job growth and salary information.
- Career Corners are located in the Learning Resource Center on each campus.

### College Central

- The College provides students with a free online career management system, College Central. Students must self-register on College Central (All First Year Seminar students are preregistered but must complete the process in order to access their accounts). Once registered students have access to the College's online job board as well as a career resource library, podcasts and videos.

- Students can register for College Central by visiting [www.collegecentral.com/wvncc/](http://www.collegecentral.com/wvncc/).

## Job Postings

- Career Services maintains job listings for the College. These listings can be found online through the College Central website.

## Events

- Workshops are offered on each campus on topics such as resume writing, interviewing skills, conducting a job search, etc. at the request of faculty and students.
- Career fairs and on campus recruiting events for local employers.

All services and programs mentioned above are free to students. Students are required to register on College Central to receive job referrals.

## Alumni Association

The Alumni Association is a permanent link between graduates and the College. The Association's mission is to provide services to West Virginia Northern alumni, students and the communities serviced by the College. The organization fulfills these goals by participating in community service projects, making donations to the College in various ways and working with the Student Senate and administrative offices.

Currently one of the main focuses of the Alumni Association is to act as historians for the College. This work involves compiling, maintaining and exhibiting a collection of B&O Railroad memorabilia, Hazel-Atlas Glass and glass manufactured in the New Martinsville area. The Alumni Association also coordinates programs dedicated to diversity and social justice on all three campuses.

The Association also gives special awards of recognition yearly to current students for outstanding achievements and to former graduates who have gone on to distinguish themselves in their career field.

Lifetime membership is available to those who have earned 24 or more credits at West Virginia Northern. Members can actively participate in Alumni work through four standing committees - Membership, Museum, Service (to the community at large and the College), and Ways and Means.

For more information about the Alumni Association, visit [www.wvncc.edu/alumni](http://www.wvncc.edu/alumni).

## Health Insurance

The College neither provides nor sponsors student health or other insurance. The cost of medical treatment or support in the event of illness or injury is the responsibility of individual students. All students are encouraged to acquire health and accident insurance if they are not already covered by parental or personal insurance plans.

Sometimes the College will provide brochures of discounted plans made available to our students but not endorsed by the College. Check your Campus Service Center for details.

## Parking

The College maintains parking lots on all three campuses. Students wishing to park on campus must obtain appropriate vehicle registration tags once each academic year. All students who enroll are entitled to a vehicle tag permit. There will be a fee for replacing a lost vehicle tag. Vehicles parked in restricted areas may be ticketed or towed at the owner's expense. Violation of the College's parking regulations will result in towing, a ticket and/or other penalties.

A valid handicapped sticker provided by the State Department of Motor Vehicles must be displayed on a vehicle parked in a space reserved for the handicapped.

The College assumes no liability for theft or damage to personal property or vehicles while parked in College parking lots or any other area. Cars should be locked and items secured at all times. Students should report theft or damage to the Campus Service Center as soon as possible.

For additional information regarding College vehicle regulations, see the Student Handbook.

## **Housing Assistance**

West Virginia Northern Community College has no housing facilities. All housing arrangements are made directly between students and the owner or manager of the facility, and students are subject to the rules and regulations of that facility.

The College accepts no responsibility for off-campus housing.

## **Student Handbook**

The staff and faculty of Northern are committed to a full range of tutoring and other services to support the academic and personal progress of students. Also provided are career services, services for students with disabilities, recreation/sports programs, student activities and opportunities for student leadership and community service. More detailed information is available in the Student Handbook located at [www.wvncc.edu/uploads/12\\_2013Handbook.pdf](http://www.wvncc.edu/uploads/12_2013Handbook.pdf).

## **Tuition/Financial Aid/Veterans Benefits**

### **Tuition and Fees**

Students registering for classes at West Virginia Northern Community College requires tuition be paid prior to the beginning of each semester and term. Any unpaid balances will be pursued for payment to the fullest extent in accordance with state and federal law and according to College procedures. Students registering on or after their corresponding last day to pay based on their early registration date, including those students adding classes, must make payment arrangements at the time of registration. Payment may be made by cash, check, Visa, MasterCard, Discover, American Express, or through a College-approved payment plan. Students may make payments online through their student portal accounts.

Students who have a bona fide third party agency paying their tuition will not be required to pay tuition at the time of registration provided there is written authorization in the College's Business Office that payment will be made to West Virginia Northern.

The College may administratively drop students from classes and/or withhold designated services, including evaluation of courses to be transferred from other colleges and/or universities, registration for additional courses, grade reports, evaluation of credit toward degree programs, official transcripts of credits earned at West Virginia Northern and

awarding of the diploma indicating degree or certificate attainment, for students who have outstanding tuition, fees, or any financial obligations to the College or who have defaulted on any educational loans.

Residents of Belmont, Harrison, Jefferson, Monroe, Columbiana, Mahoning & Trumbull counties in Ohio may attend at a tuition rate reciprocal to the West Virginia "In-State" rate. Residents of Allegheny, Beaver, Butler, Greene and Washington counties in Pennsylvania and residents Washington county in Ohio pay a Metro rate.

SREC courses can be taken at the in-state rate. Early entrance students taking college classes in the summer following their senior year will pay the early entrance rate. Contact your Campus Service Center for additional information.

Students taking college coursework while in high school are eligible for an early entrance tuition rate. West Virginia senior citizens (age 65 or older) pay half of the tuition per credit hour, for classes on a space available basis. Payment of full tuition costs assures a spot in class.

## Other Fees

Students applying to limited enrollment programs will be charged a nonrefundable Application Fee. (See Health Sciences Selection and Admission Provision, Admissions/ Registration section).

Special fees include, but are not limited to an informational technology fee (per credit hour), facility fee (per semester), administrative fee (per semester), student activity fee (per semester), and a capital fee (per semester). Students will be assessed program specific fees depending on their course of study. Federal and State Perkins guidelines require an external assessment of qualified programs. Therefore, some programs contain coursework that lead to certification examinations. Fees associated with these exams are incorporated in the program fee assessed to students. Questions regarding exams or program specific fees should be submitted to the director of the academic program in which the fees are required.

Current fees can be found on the College's Web page at [www.wvncc.edu/potential-students/schedule-of-tuition/539](http://www.wvncc.edu/potential-students/schedule-of-tuition/539). Students can estimate the cost of their education by accessing the Net Price Calculator found on the College's website on the home page under Quick Links or [wvncc.studentaidcalculator.com/survey.aspx](http://wvncc.studentaidcalculator.com/survey.aspx).

## Payment Plan

West Virginia Northern Community College offers an interest-free, monthly payment option to assist students in paying tuition and fees. Students can spread payments over four months, interest-free. For additional information, contact the College's Business Office.

## Tuition Refunds

Only in cases where the College cancels class or a student withdraws prior to the first day of the semester, or prior to the first day of class for classes beginning later in the semester, will full tuition be refunded. Refunds are automatically computed only for students who withdraw from all courses during the refund period.

Students who officially withdraw from a portion of their courses anytime during the first week of the refund period must request, in writing, a refund from the Chief Financial Officer/Vice President of Administrative Services. For students who totally withdraw from all classes (excluding administrative or institutional withdrawals), a percentage, based on total tuition charges, will be refunded following the schedule below. If a student has been making payments according to a payment plan, the refund percentage is based on the full amount of tuition originally owed at the beginning of the semester.



Classes canceled by the College	100% refund
Prior to the first day of the semester	100% refund
During the first week or 13% of the term	90% refund
Students completing 14% - 25% of the term	75% refund
Students completing 26% - 38% of the term	50% refund
Students completing 39% or more of the term	No refund

In doing the calculation, should the percentage calculation identify a partial day, the entire day will be included in the higher refund period.

**Fees are refundable only if classes are dropped during the 100 percent refund period.** Student refunds will be sent to BankMobile and disbursed based on the student's refund preference. If payment was made with a credit card the credit card account will be credited, within 30 days after the official drop date. When classes are canceled, refunds will be issued as soon as possible. Students on payment plans who still owe a balance after withdrawal may have their payment plans adjusted to reflect their new account balance.

Students participating in federal financial aid programs will have their aid adjusted according to the Federal Return to Title IV policy, see "**Federal Return to Title IV Aid (R2T4)**" in this section.

## BankMobile Refunds

In order to receive a refund, you must activate your BankMobile account and select your refund preference. You may select to direct deposit to your personal banking account or open a BankMobile Account. You must make this selection via Bankmobile – WVNCC cannot make this decision for you.

**NO PAPER CHECKS WILL BE ISSUED BY WEST VIRGINIA NORTHERN COMMUNITY COLLEGE.**

To learn more about BankMobile, please visit [www.RefundSelection.com](http://www.RefundSelection.com) or call 304-214-8811.

## Tax Benefits for Education

Questions concerning individual tax credits should be directed to [www.irs.gov](http://www.irs.gov). 1098-T documents are sent by the College according to federal guidelines and documents are accessed through the Heartland ECSI website at [heartland.ecsi.net/](http://heartland.ecsi.net/). Students should contact the Business Office at 304-214-8811 with questions.

## Financial Aid

West Virginia Northern Community College offers several types of financial assistance to aid students in meeting educational expenses. More than 90 percent of the financial aid awards are granted on the basis of demonstrated financial need; however, the College also offers awards on the basis of academic and extracurricular performance. After applying for admission, students may apply for financial assistance.

At West Virginia Northern, financial need is defined as "the difference between the cost of attendance and the amount that the student can afford to pay for the education" i.e., Expected Family Contribution (EFC). To determine financial need, the College uses information from the Free Application for Federal Student Aid (FAFSA).

Students who qualify may be awarded more than one type of aid. Awards may be combinations of gift (scholarships and grants) and self-help (loans and work) aid. Students must reapply for aid each academic year.

Applications for need-based aid other than Federal Pell Grants should be submitted by March 1 for the Fall Semester (August through December) and by October 1 for the Spring Semester (January through May). Requests submitted after these dates will be accepted and processed until all available funds are utilized. Funds will be available on or after the published refund day. Scholarships require a separate application.

It is important that students keep the Financial Aid Office informed of any changes in their plans to attend college. For example, if they have already registered for classes and decide not to attend, they should notify the Financial Aid Office in writing prior to the start of the semester. The Financial Aid Office cannot withdraw students from classes. In order to withdraw from classes, students must use their NOW account online, or contact a campus counselor directly and should confirm the withdraw has been processed.

In general, in order to receive aid students must be working toward a certificate or associate degree, not be in default on a loan or owe a repayment to any aid program at any post-secondary institution, must maintain financial aid Satisfactory Academic Progress and, if male, be appropriately registered with the Selective Service.

Inquiries concerning financial aid or requests for applications should be addressed to: Financial Aid Office, West Virginia Northern Community College, 1704 Market St., Wheeling, WV 26003-3643, or [financialaidoffice@wvncc.edu](mailto:financialaidoffice@wvncc.edu). Financial Aid applications and forms are available on our website on the Financial Aid Office page.

## Consumer Information

In keeping with the provisions of part 178 of the Education Amendments of 1976 and 1980, the following information on costs is presented. This information is subject to change by the U.S. Department of Education at anytime. Periodic changes will be published and/or in specific financial aid information sent directly to students on aid.

For financial aid purposes, an independent student is defined as a student who meets one of the following criteria: born before January 1 (per FAFSA guidelines for the applicable financial aid year), has legal dependents other than a spouse, is a veteran of the U.S. Armed Forces, married, an orphan or a ward of the court, is currently serving on active duty in the U.S. Armed Forces for purposes other than training, or who may be classified by a financial aid administrator as independent because of other unusual circumstances.

Sample campus-based budgets follow. Students may have unique circumstances that would result in deviation from this budget to determine expenses.

## 2018-2019 Campus-Based Budgets for West Virginia Residents, Ohio Reciprocity Students, Metro Students and Out-of-State Students

	Students Without Dependent(s) Who Live at Home with Parents	Students With Dependents Who Live with Parents and/or Students Who Do Not Live with Parents
Books and Supplies	1,135	1,135
Transportation	1,400	1,400

Personal and Misc.	1,188	2,122
Room and Board	1,999	3,999
Total Budget	\$ 5,687 Plus Tuition & Fees	\$8,656 Plus Tuition & Fees

For current tuition and fees, see the College's Web page at [www.wvncc.edu/potential-students/schedule-of-tuition/539](http://www.wvncc.edu/potential-students/schedule-of-tuition/539). Budgets are subject to change. These are estimated amounts that individuals in or out of school will incur depending upon living arrangements and responsibilities. A program fee will be added to each student budget. Students (for example, in culinary arts, nursing, and welding programs) may have budgets that reflect their higher fees.

All students seeking specific consumer information about financial aid programs or financial aid access for persons with disabilities or Spanish speaking persons should contact the Financial Aid office.

## Types of Financial Aid Available

### Federal Grants and State Scholarships

- Federal Pell Grants.
- Federal Supplemental Educational Opportunity Grant.
- West Virginia Higher Education Grant.
- Higher Education Adult Part-Time Student Grant (HEAPS).
- Pennsylvania State Grant.
- The West Virginia PROMISE Scholarship.
- The West Virginia Engineering, Science and Technology Scholarship.

### Work-Study

- Federal Work-study Program.

### Loans

- Federal Direct Loan (subsidized and unsubsidized).
- Federal Direct PLUS Loan.

Always review the Financial Aid Office webpage at [www.wvncc.edu/offices-and-services/financial-aid/642](http://www.wvncc.edu/offices-and-services/financial-aid/642) for updates to available financial aid funds.

## Additional Loan Information

All students must complete entrance counseling before receiving loan funds and complete exit counseling upon withdrawing, graduating or dropping below half- time status.

Students who have several federal education loans may apply to have the loans consolidated into one loan, with one payment for an extended repayment period. More information is available with the loan servicer.

Students using a private loan can get the Private Education Loan Applicant Self - Certification form from the loan servicer and/or Financial Aid forms page online at [www.wvncc.edu/offices-and-services/financial-aid-forms/647](http://www.wvncc.edu/offices-and-services/financial-aid-forms/647).

Beginning July 1, 2013, all new loan borrowers were subject to new regulations. Students may receive a subsidized loan up to 150% of the student's program of study loan limits. An A.A., A.S., and A.A.S. program at WVNCC may receive loans up to a maximum for 3 years of full-time enrollment or the equivalent loan limits; A C.A.S program may

receive loans up to a maximum of 3 semesters of full-time enrollment or the equivalent loan limits. Please be advised that if you receive loans at previous institutions, those are also considered in the maximum time frame. Once a student has received direct loans for the maximum time frame of full-time enrollment, he/she will be eligible for only unsubsidized loans. In addition, any previous subsidized loans may be transitioned in to an unsubsidized loan.

## **Aid Tied to Grade Level**

WVNCC financial aid students will use the following grade level progression for all federal funds: Students will be considered "grade level one students" until they have completed 24 credit hours; students who have completed 48 hours or more are considered "grade level two students."

## **Non-Payment for Test Outs**

Because Federal Title IV aid only will pay for time spent in class, it will not pay for test outs or challenge exams. Students are expected to pay these costs.

## **Federal Return to Title IV Aid (R2T4)**

Title IV funds are awarded to a student under the assumption that the student will attend for the entire period for which the assistance is awarded. Students who receive federal funds as part of their aid package and who either officially or unofficially withdraw from all classes during a semester, may be required to return all or a portion of those funds.

The law specifies how the College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law, offered at WVNCC are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). In addition, WV Higher Education Policy Commission, requires use of the same policy for the WV Higher Education Grant.

Though your aid is posted to your account at the start of the term, you earn funds as you complete the semester. If you withdraw during the semester (see withdraw definitions below), the amount of Title IV program assistance that you earned up to that point is determined by a specific formula. If you received less assistance than the amount that you earned, you may be eligible to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for the semester. If you receive excess Title IV program funds that must be returned, the College will return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of excess funds.

The College must return this amount even if we did not keep this amount of your Title IV program funds. If the College is not required to return all of the excess funds, then you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the loan promissory note (MPN). That is, you make scheduled payments to the loan servicer over a period of time. For more information on student loan information, go to: [studentaid.ed.gov/sa/repay-loans/understand/plans/](http://studentaid.ed.gov/sa/repay-loans/understand/plans/).

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have

to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with the school or the Department of Education to return the unearned grant funds.

The College must return Title IV funds to the federal aid programs from which you received aid during the payment period as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans.
- Subsidized Direct Loans.
- Direct PLUS Loans.
- Federal Pell Grants for which a Return is required.
- Federal Supplemental Education Opportunity Grants (FSEOG).
- Iraq and Afghanistan Service Grant.

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that we offer. Therefore, you may still owe funds to the school to cover unpaid institutional charges. WVNCC will also charge you for any Title IV program funds that we were required to return. You can find our tuition refund policy earlier in this section under Tuition Refunds. The Financial Aid Office will advise you by mail of the amount of Title IV aid adjusted. If you owe a balance to the college, the Business Office will notify you of your balance due and repayment options. Failure to satisfy the amount owed in a timely manner will result in a financial hold being placed on your WVNCC records, and your obligation due turned over to our Collections Agency.

Please realize that you are not eligible to receive any financial aid if you:

- withdraw prior to the first day of the semester, or prior to the first day of class for classes beginning later in the semester, or
- have no record of class attendance or participation at all for a semester, or
- are approved for a 100% reversal of your tuition and fee charges after the beginning of a semester.

In these instances, all grant, loan, and scholarship assistance that was credited to your WVNCC Student account for the semester will be adjusted and returned to the U.S. Department of Education, and the resulting balance due WVNCC must be repaid.

## **Post-Withdrawal Disbursements**

If you do not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, we must receive your permission before it can be disbursed. You may choose to decline some or all of the loan funds so that you don't incur additional debt. We will automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and books and supply charges.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

## **Withdrawing or Ceasing to Attend Class**

If you withdraw from school "officially" (drop your courses online through your NOW account or contact student services) or "unofficially" (stop attending and do not successfully complete ANY course with an A, B, C, or D) before the term is completed, and you receive federal student aid, a Return of Funds Calculation (R2T4) is required to be performed. This calculation may result in a portion of aid being returned to the U.S. Department of Education. You may then owe a balance to the College. Any balance still outstanding 45 days or greater will be turned over to our Collections Agency unless a payment plan has been established with WVNCC's Business Office.

## Official Withdraws

To officially withdraw, you must use your NOW account online (contact your Campus Service Center for assistance). Telephone withdrawals can be taken by the Campus Counselor, Associate Registrar or Registrar only.

## Unofficial Withdraws

If you do not successfully complete any course with an A, B, C, or D, you will be considered unofficially withdrawn and your Title IV aid may be recalculated based on your last day of attendance in those courses. If a last date of attendance cannot be determined, the R2T4 calculation will be taken back to the 50% point in the term if proof is not available that the student attended an academically related activity after the 60% point in at least one course. The final burden of proof of attendance is required of the student.

## Flex Classes

Effective July 1, 2011, federal regulations governing the R2T4 federal aid policy have changed with regard to students who enrolled only in "flex" or "modular" classes (e.g. – classes meeting less than 16-weeks in length) during a semester. Based on these regulations, when a student is enrolled in flex classes, an R2T4 calculation must be performed whenever a student withdraws (officially or unofficially) from all classes which are meeting at that time, regardless of whether or not the student has already passed/completed a class in an earlier flex class within the semester or if they are enrolled in a class which has not yet begun within the semester. Such a calculation can only be avoided if the student enrolls in a class which has not yet begun within the semester and the student provides written notification to the Financial Aid Office of their intention to remain enrolled in that class and to attend that class.

### Example 1:

During the Fall semester, a student is enrolled in one first 8-week class and one second 8-week class, but is not enrolled in any other class. If the student drops the first 8-week class during the third week of the semester, a R2T4 calculation must be performed within 30 days, even though the student is enrolled in a second 8-week class beginning the ninth week of the award period. This calculation can only be avoided if the student provides written notification to the Financial Aid Office of their intention to remain enrolled in the second 8-week class and to attend that class.

### Example 2:

During the semester, a student is enrolled in one first 8-week class and one second 8-week class, but is not enrolled in any other class. If the student passes/completes the first 8-week class and earns a passing grade and then the student drops the second 8-week class after its scheduled start date (at the beginning of the ninth week), a R2T4 calculation must be performed within 30 days, even though the student passed/completed the first 8-week class.

## Balances Due

**PLEASE NOTE:** when Title IV funds are returned, the student borrower may owe a balance to the institution. Funds owed back to the U.S. Department of Education may be turned over to U.S. Department of Education collections at the 45 day point if not paid in full. Funds owed the institution will be sent through the College's collection process if repayment is not made according to the Business Office policy. WVNCC requires students to make financial arrangements for any outstanding balance prior to registering for the next term or obtaining any services (such as

official transcripts, etc.). The Return of Funds policy requires, by federal law that students must satisfy the amount owed the federal programs before they may re-enroll in any college.

## **Student Loan Defaults**

Students with defaulted loans are no longer eligible for any federal student aid under the student financial aid (SFA) programs. Even if a defaulted borrower's debt has been written off as uncollectable and closed out by reporting the principal amount to the Internal Revenue Service as taxable, the borrower is still considered to be in default and is ineligible for federal student aid. If a compromise agreement has been reached in which the borrower makes an agreement with the holder of the loan to settle the debt, the borrower may be eligible for additional federal student aid. If borrowers choose to reaffirm their loan obligations and make satisfactory arrangements to repay the debt, they may regain eligibility for SFA programs.

Generally, if a borrower is in default on an SFA loan held by the Department of Education or by a guarantee agency and applies for federal student aid, the Student Aid Report (SAR) received after filing the FAFSA will indicate that the borrower is in default and thus not eligible for aid under the SFA programs. If the borrower has made satisfactory arrangements to repay the loan, the SAR will indicate that the borrower is eligible but will include a warning that if scheduled payments are not made on the loan, future federal student aid will be denied.

Once students allow a loan to go into default, their opportunity to obtain a deferment may be lost, and they will not be able to receive any federal financial aid until the obligation is discharged or satisfactory arrangements to repay the loan have been made with the loan servicer. A loan servicer, however, may grant forbearance to a borrower whose loan is delinquent or in default. If a loan obligation has been discharged in bankruptcy after the borrower has defaulted, it is no longer considered to be in default; and the borrower is eligible for further federal financial student aid.

More information on student loan repayment can be found online under Student Loan Repayment options on the Financial Aid page on [www.wvncc.edu/offices-and-services/student-loan-repayment-options/4283](http://www.wvncc.edu/offices-and-services/student-loan-repayment-options/4283) or at [www.studentloans.gov](http://www.studentloans.gov).

## **Scholarships and Academic Awards**

West Virginia Northern and the West Virginia Northern Community College Foundation recognize academic excellence and potential for academic excellence through the awarding of various scholarships and academic awards. Students who have shown outstanding academic performance in the past or have promise of future academic achievement at Northern may apply for academic assistance by using the following application process.

## **Scholarship and Academic Award Application Process**

To apply for any scholarship or academic award, students must submit:

1. High school transcript, high school equivalency scores from a state agency approved test program scores or diploma. If the applicant is a current Northern student and has already submitted transcripts from high school or high school equivalency scores from a state agency approved test program scores, the Financial Aid Office will gather this information from West Virginia Northern's Records Office.
2. Academic transcript(s) from all postsecondary institutions attended.
3. Typewritten letter stating educational goals and how they will benefit society.
4. One letter of reference. It is recommended that it is from either a West Virginia Northern or high school faculty/staff member.
5. A typewritten statement of involvement in community service/organizations or awards/recognitions received by applicant.

6. Completed West Virginia Northern Scholarship Application.

## **WVNCC Foundation Scholarships and Awards:**

**MARY K. AHRENS SCHOLARSHIP** - Up to full tuition. Requires: High school students enrolled in the EDGE program. Minimum of one per Campus awarded. **BAYER HERITAGE FEDERAL CREDIT UNION SCHOLARSHIP** - Preference to a full-time incoming college student with a minimum GPA of 2.7 and in need of financial aid. Secondary preference to a part-time incoming college student with a minimum GPA of 2.7 and in need of financial aid.

**COLLEGIATE ALUMNAE OF WHEELING SCHOLARSHIP** - Full-time, second year female WVNCC student, West Virginia resident with a minimum overall GPA of 3.0 and in need of financial assistance.

**DR. MARY MAROCKIE TEACHING SCHOLARSHIP** – Awarded to an Early Childhood Education or Education major. Must be a full-time student with a 3.0 or higher overall GPA.

**ERIKA M. BENNETT MEMORIAL SCHOLARSHIP** - Full-time nursing student on the New Martinsville Campus who resides in Wetzel or Tyler county.

**FLOYD W. LASURE SCHOLARSHIP** - Scholarship for working adult at the New Martinsville Campus.

**IRENE KUCAN MEMORIAL SCHOLARSHIP** – Awarded to an incoming female student from Brooke or Hancock counties with a minimum high school GPA of 2.0.

**JACKSON FAMILY SCHOLARSHIP** – Awarded to Ohio or Marshall county students with at least an overall 2.0 GPA.

**JACKSON FAMILY WELDING SCHOLARSHIP** – Awarded to Welding majors residing in Ohio or Marshall Counties with an overall GPA of 2.0 or higher.

**KEN DENNIS SCHOLARSHIP** – Awarded to students in the ATC fields. Students must have an overall GPA of 2.0 or higher and be residents of Belmont or Ohio counties.

**MAIN STREET BANK SCHOLARSHIP** - Awarded to students majoring in business or accounting, with a minimum overall GPA of 2.0.

**MEAGEL SCHOLARSHIP** - Full-time student with scholastic attainment (GPA of 2.70 or higher) and financial need. Students of all majors.

**MILDRED V. NIEKAMP SCHOLARSHIP** - Full-time or part-time student who is a resident of Marshall, Ohio or Wetzel counties to assist with tuition, books and/or fees who are pursuing a career in Business. Special preference to single, working mothers.

**OHIO COUNTY MEDICAL SOCIETY ALLIANCE SCHOLARSHIP** - Full-time students who have completed at least one year of study in a medically related career program, resident of Ohio, Marshall, or Brooke counties. Minimum 3.0 GPA

**ROBERT R. LAFOLLETTE SCHOLARSHIP** – Awarded to an incoming student majoring in Associate in Arts or Associate in Science.

**RICK ESTEP CRIMINAL JUSTICE SCHOLARSHIP** – Awarded to a full-time or part-time resident of Wetzel County who is a Criminal Justice major. Applicant must have a minimum of 3.0 overall GPA, be in need of financial assistance and a graduate of Paden City, Hundred, Valley or Magnolia high schools.

**SOUTHWESTERN ENERGY COMPANY SCHOLARS PROGRAM** – Awarded to students majoring in Petroleum Technology with a 2.0 or higher overall GPA.



**ST. ANN'S EPISCOPAL CHURCH SCHOLARSHIP** – Awarded to a second-year New Martinsville campus student.

**WALTER REUTHER SCHOLARSHIP** - Up to full tuition. Requires: Full-time, first-year student with a 2.5 GPA who is a member, son or daughter or ward of a union member or a deceased union member. Applicant must reside in Belmont County (Ohio) or Marshall or Ohio County (West Virginia) and demonstrate financial need.

**W. B. UMBERGER SCHOLARSHIP** - Attendance at the New Martinsville Campus. Must continue to be involved in community service throughout the award period. Minimum 3.0 GPA. Preference to non-traditional students.

**WRIGHT SCHOLARSHIP** – Awarded to a Tyler county resident with a 2.0 or higher overall GPA.

**WVNCC FOUNDATION - PROJECT BEST SCHOLARSHIP** - One \$2,000 scholarship or two \$1,000 scholarships annually for tuition, books and related expenses. Requires: Full-time student who is pursuing an Associate Degree and is an employee or dependent of a Project BEST participating contractor or construction trade union. Approval of union affiliation must be obtained from Project BEST prior to submitting this application. (GPA 2.0 or higher).

## **WVNCC Foundation Academic Awards:**

**JOSEPH EDDY TECHNOLOGY FUND** - Requires: Students majoring in the areas of science and technology. Preference is given to students with an overall GPA of 2.5 or higher.

**AMBER RAINE KNOWLTON MEMORIAL FUND** - Student attending the New Martinsville Campus. Must have completed at least one semester at WVNCC with a cumulative GPA of 3.0 or higher. Preference to disabled or home-schooled student.

**IRENE MINDZAK SCHOLARSHIP** – Weirton campus student in good academic standing.

**FRIENDS SCHOLARSHIP** – when available per campus, awards are given to students on all 3 campuses. Minimum of a 2.5 GPA.

## **Other Student Assistance:**

**NSDAR – WHEELING CHAPTER, DAUGHTERS OF THE AMERICAN REVOLUTION** Must have completed at least 30 credit hours. Final selection is made by the chapter. The check is presented to the recipient in October at the NSDAR Wheeling Chapter meeting for tuition and/or educational expenses.

**WEIRTON WOMAN'S CLUB SCHOLARSHIP** - Requires: Full-time female student who resides in Weirton and shows academic promise and financial need. The final selection is made by the Weirton Women's Club for tuition and/or educational expenses.

**WOMAN'S CLUB OF WHEELING** - For a female student on the Wheeling Campus between 20-60 years of age who is preparing herself to enter or re-enter the work force. She must be a resident of Ohio, Marshall or Belmont County. Final selection is made by The Woman's Club of Wheeling's Education Committee.

**WVNCC ACADEMIC SCHOLARSHIP** - Full or Part-time Tuition. For students who plan to enter a profession that will be of service to society. Must have declared a major.

In addition to the scholarships and academic awards given by the College, the institution often recommends students for a number of awards that are granted by external agencies, such as the American Culinary Federation Institute Scholarship Foundation Program. These opportunities vary yearly, and specifics on available awards may be obtained from the Financial Aid Office.

The recipients of all scholarships or academic awards are selected and/or recommended for further consideration by the Financial Aid and Scholarship Committee on the basis of the following criteria:

1. Number of credits for which the applicant is enrolled.
2. Applicants must possess a high school diploma, High school equivalency scores from a state agency approved test program or have certification from the high school that they are eligible for a diploma at the next commencement.
3. Applicants should be aware that high school and/or college grade point average is extremely important and is weighed more heavily than other factors.
4. Scholarship applicants for named scholarships must meet the specific curriculum requirements, residence requirements, etc., required by the individual or group awarding the funds.
5. Letter of reference, a statement of future goals, participation in school and/or community activities and previous college work will also be reviewed in the awarding process.
6. Any other appropriate data deemed relevant by the Financial Aid and Scholarship Committee will also be used in considering applicants.
7. If, in the judgment of the Subcommittee, two candidates are deemed to be equal, the application of the last criterion for scholarship selection shall be that the recipient be a resident of West Virginia.

Scholarships which require a student to provide proof of eligibility must do so according to the timeline provided in their scholarship notification or risk loss of the scholarship. In the event the awarded student does not provide any additional requirements for proof of eligibility, the College Financial Aid Office reserves the right to cancel the student's scholarship and award available funds to another eligible student. Students awarded scholarships must also meet the requirements of the scholarship at the time of disbursement of funds. All WVNCC Foundation Scholarships are subject to change in amounts or availability based on funding levels from donors or organizations.

## **Financial Aid Satisfactory Academic Progress (SAP)**

Federal regulations require schools offering Federal Student Aid to establish policies to monitor the academic progress of students who apply and/or receive financial aid. This policy differs from the Institutional Standards of Academic Progress. SAP describes the academic standards that students must maintain while completing their Associate or Certificate degree to maintain eligibility for financial aid. These standards consist of completing a quantitative (time-based) and qualitative (grade-based) measure, and a maximum time-frame measure (150%), which is reviewed at the end of each academic semester. Students will be notified by e-mail to their Northern e-mail address if not meeting SAP and if further requirements are necessary.

## **Federal Student Aid Programs Monitored by these Regulations**

- Federal Direct Subsidized Student Loan.
- Federal Direct Unsubsidized Student Loan.
- Federal Direct Parent Loan (PLUS).
- Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant (SEOG).
- Federal Work-Study (CWS).

## **Minimum SAP Standards**

1. Cumulative Grade Point Average (GPA) – minimum 2.0 required

- Earned transfer credit will also be calculated into the GPA unless a Deletion of Outdated Coursework (see separate policy) has been petitioned with the Records Office.
2. Pace (completion) Rate – minimum 67%
    - Calculation = Credit hours successfully completed (Total PASSED) divided by Total Credit Hours ATTEMPTED.
    - All attempted\* credit hours and transfer hours are calculated in the rate even if no financial aid was received for the hours.

\*includes withdrawals, failed coursework, incompletes, and repeat coursework

Example: A student has attempted a total of 30 hours. In order for the student to be financial aid eligible he or she must have completed 21 hours (30 hrs x 67% = 20.1)

3. Maximum Time-Frame (150%) – Students must complete their studies within a maximum time frame that would be limited to no more than 150% of the published length of their program. All attempted and transfer coursework is included in the calculation. A student is ineligible when it becomes mathematically impossible to complete the program within 150% of the length of the program.
  - AA/AAS/AS Degree Programs: Total credit hours required are 60, the maximum time frame is 90 attempted hours (60 x 150%).
  - CAS Programs: Total credit hours required are 30, the maximum time frame is 45 attempted hours (30 x 150%).

## Review of SAP Standards

1. A review will be done at the end of each semester/payment period. The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted (and transfer work) whether federal aid was received or not.
2. After the first time the student does not meet the minimum SAP standards 1 and 2 above, the student is placed into a WARNING status. Financial aid warning means that you CAN receive federal financial aid for the next semester of enrollment.
3. If, after the Warning period, the student is still unable to meet the minimum SAP standards the student is then placed on an APPEAL required status. When an appeal is required this means that you are NOT eligible for federal financial aid for the next semester. The student may appeal this decision if they have an extenuating circumstance.
4. A student not meeting the 150% Maximum Time-Frame is automatically required to submit an Academic Plan appeal worksheet. This plan may be applicable for up to 3 semesters.

## Re-establishing Eligibility

If you are on an Appeal because of failure to successfully complete the Minimum SAP Standards as described above, you must successfully meet the minimum GPA and PACE percentage by taking additional classes at your own expense, or submit a SAP appeal for consideration due to extenuating circumstances. If the SAP appeal is approved, the student is placed on Probation or Probation with an Academic Plan. If denied, the student may still attend WVNCC but at their own expense unless also academically ineligible. Please review the appeal process below.

## SAP Appeal Process

All students who have their financial aid eligibility suspended due to SAP may appeal to the Financial Aid Office to receive financial aid in subsequent semesters. The SAP appeal form is available online or in the Financial Aid Office.

An appeal must be based on an extenuating circumstance or situation which prevented the student from completing/passing their courses, or which required that they withdraw from classes. A work conflict, repetitive withdraws and/or failures are not extenuating circumstances. The appeal response must:

- include information describing why minimum SAP standards have not been met and how the situation has changed so that SAP will be met at the next evaluation. Not being able to concentrate on college after being in high school is not an approved reason for not maintaining SAP.
- 2nd appeals must be based on a reason different from the first.
- Detail any extenuating circumstances, including supporting documentation from a 3rd party (e.g. police reports, detailed hospital bill or physician statement, death certificate, military deployment, etc).
- Be complete and turned in to the Financial Aid Office by the deadline date for each of semester of enrollment (See SAP appeal form for current term date).

Students required to submit an Academic Plan worksheet should be worked on between the student and their Academic Advisor/Advising Center. This is a plan outlining required courses of enrollment over the next 1-3 semesters. A Northern Navigator worksheet through NOW are required as part of the appeal submission.

An appeal may be approved only if the school has determined that the student will be able to meet the minimum SAP standards after the subsequent semester. Approval of financial aid based on appeal is normally approved one time during a student's academic career at WVNCC. If a student has not achieved the minimum SAP standards after the first probationary period, the student may be ineligible for aid until the minimum SAP standards are met unless some progression towards the degree completion is evident.

## **Additional SAP Policies**

**Remedial Courses** (courses below 100 level): A student, otherwise eligible for federal financial aid, is permitted to attempt a maximum of 30 semester hours of courses below 100 level while receiving financial aid. It is our best practice to encourage completion of required supplemental courses within the student's first academic year at WVNCC. At the point it becomes mathematically impossible for a student to complete all required remedial courses within 30 credit hour attempts, the student is no longer eligible for financial aid for any remaining remedial courses.

**Repeat Courses:** A student may receive financial aid for repeating a previously passed (required) course once. For this purpose, passed means any grade higher than an "F", regardless of any school or program policy requiring a higher grade or measure to have passed the course. Any courses repeated will be used in the student's PACE and 150% calculations.

**Incomplete Grades:** Classes in which students are issued Incompletes are considered attempted hours; therefore, they are used in all SAP calculations as such.

## **SAP Appeal Notifications**

All notifications will be sent to each student's WVNCC email address. Be sure to follow all instructions as indicated in the appeal, approval or denial notice. Some appeals may be approved with modifications, such as an approval for a reduced number of credit hours for the term in which you have applied. You may need to contact your Academic Advisor or your Campus Advising Center to adjust your schedule.

*Remember: Financial aid is only applicable for courses required for degree completion. Students cannot take "filler" classes to be full-time for federal financial aid purposes, or take courses for future degree programs not required for completion of their current degree at WVNCC.*

## **Length of Eligibility for Financial Aid**

All students must complete their proposed program/degree within a prescribed period of time. The technical amendments of the Higher Education Act of 1994 require that students complete their program of study within 150% of credit hours attempted.

Following are the periods in which a program/degree must be completed and graduation requirements met.

## **Certificate in Applied Science:**

- Full time (12 or more credits per semester) equals 4 semesters.
- Three-quarter time (9-11 credits per semester) equals 6 semesters.
- Half time (6-8 credits per semester) equals 6 semesters.
- Less than half time (1-5 credits per semester) equals 8 semesters.

## **Associate Degree:**

- Full time (12 or more credits per semester) equals 8 semesters.
- Three-quarter time (9-11 credits per semester) equals 12 semesters.
- Half time (6-8 credits per semester) equals 12 semesters.
- Less than half time (1-5 credits per semester) equals 14 semesters.

Students who enroll for varying credit hours from semester to semester (i.e., full time one semester and halftime the other semester) will have hours earned and length of eligibility prorated.

Students who have not met the length of eligibility requirements, are in the process of applying for graduation and have used the petition process must notify the Financial Aid Office to have their eligibility reviewed.

## **Veterans Benefits**

West Virginia Northern Community College welcomes all men and women who have served in the Armed Forces. Whether you are a discharged veteran, still serving on active duty, in the National Guard or Reserves, or a family member, WVNCC is committed to supporting and encouraging your success. Let our institution help you transition back to school successfully.

To apply for GI Bill Benefits visit [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/) and select "Apply for Benefits". You may wish to utilize the GI Bill Benefits Comparison Tool at: [www.vets.gov/gi-bill-comparison-tool](http://www.vets.gov/gi-bill-comparison-tool)

Service Members who have completed at least one full year of military service may be eligible to receive two hours of physical education activity credit by submitting their DD214 (copy of member-4 form) to the certifying official.

Students receiving benefits must achieve institutional standards of progress toward their degree in order to continue their educational benefits.

For additional information regarding your veteran educational benefits, please contact the veteran certifying official or a Campus Counselor.

## **Rules, Provisions & Other Regulatory Information**

### **Academic Rules**

# Academic Integrity and Student Responsibilities Rule

Academic requirements and policies determined by the College consistent with the West Virginia Council for Community and Technical College Education (CCTCE) and Higher Education Policy Commission (HEPC), West Virginia Northern Community College Board of Governors, and professional and regional accreditation guidelines, apply to all students who enroll in credit courses and degree programs.

**Academic Integrity.** The College's academic program requirements are determined according to standards of each field, as recommended by qualified faculty in consultation with professionals in the field and approved by the Vice President of Academic Affairs, Curriculum Committee, and the President. Academic programs are approved by the WVNCC Board of Governors. All academic programs undergo a periodic program review involving professionals in the field and other educators with reports reviewed by the Board of Governors and CCTCE. Accredited programs undergo additional review and meet specific requirements for the professional accreditation. In addition to the specific academic course and program requirements, academic policies assure the integrity of the academic experience and degree.

**Assessment of student academic achievement** is an important aspect of assuring achievement of state and national academic standards. This process includes the administration of standardized assessment measures that determine the achievement level of students at West Virginia Northern in specific areas and levels as compared with other students in similar levels and specialties across the country. These assessments are required of students; however, individual scores are not used as part of students' grades. Instead, it is information that permits the College to assess its strengths and needs to assure academic integrity in academic programs. Assessments are administered to students completing A.A.S. degrees to assess job-related skills as compared to specific occupational standards. These assessments are scheduled at times to make it convenient for students to participate. Completion of state mandated assessments are a graduation requirement, and failure to comply with completion of required assessments can result in a "hold" on student records until completed.

**Academic Program Completion Timeline Requirements.** Students are expected to complete program requirements that are listed in the catalog at their time of entry into the program provided graduation requirements are completed within five years and the student does not withdraw temporarily from the college for two consecutive semesters (excluding summer). Students who do not take courses for more than two consecutive semesters (excluding summer) must complete a new application for admission and undergo review with an academic advisor in the program to determine applicability of prior courses, which may result in a revised plan for completion of degree requirements. Students who do not complete degree requirements within five years must have a new plan for completion approved to assure the degree reflects current program competencies.

**Petition for alteration in graduation and program requirements** may be submitted by students who request a modification in course requirements when they can document that program competencies or general education goals have been met in other ways. This petition should be initiated by the student in consultation and with the approval of the academic advisor and requires approval of the division chair/program director and the Vice President of Academic Affairs.

Course substitutions for courses no longer offered by the College can be made by the division chair/program director administering the affected courses, with the approval of the Vice President of Academic Affairs. Efforts are made to assist students in completing degree requirements in an efficient and timely manner.

**Class Attendance and Participation.** Although classes vary with regard to requirements, activities, and instructional methods, attendance and active participation are the responsibility of students who wish to succeed. Students are expected to make progress and meet course expectations in time frames outlined by the instructor. During the first week of classes, students receive instructor expectations and should clarify any questions regarding these requirements. It is the student's responsibility to consult with the instructor regarding attendance or participation problems to determine if alternative arrangements can be made. Failure to attend or actively participate can result in administrative withdrawal by the instructor.

**Academic Honesty and Support of a Learning Environment.** All students are responsible for their own academic work and behavior that supports a learning environment. Dishonesty results in disciplinary action such as lower grade, failing grade, administrative withdrawal, program probation, suspension or dismissal. Behavior which interferes with the rights or learning environment of others can result in administrative withdrawal, suspension, or dismissal. Students have rights to appeal such decisions consistent with rule. See Student Rights and Responsibilities.

**Plagiarism** includes using someone else's ideas without giving credit to that person in an appropriate citation or using someone else's words without placing them in quotation marks and/or without identifying that person in an appropriate citation.

**Cheating** includes such practices as receiving test answers from or giving test answers to another student, submitting another student's work or another source as one's own work (unless permitted to do so as a result of a joint assignment), stealing tests or test items, or using notes when not permitted.

## Student Rights and Responsibilities

The submission of an application for admission to the College represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the College pursuant to the policies, rules, and regulations of the Board of Governors and the College. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the College 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 College. A complete copy of academic rights and responsibilities as well as Student Code of Conduct policies, rules, regulations, disciplinary action, and appeals procedures is available at the Campus Service Center and the College's web page.

**Student Academic Rights.** Each student shall have the following academic rights:

1. The right to be graded or have his/her performance evaluated solely upon performance in the coursework as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age or national origin in its employment policies and/or educational programs or activities, including admissions to such. Inquiries concerning this policy should be directed to the Campus Counselor at an individual campus or by calling the Human Resource office at 304-214-8901.
2. The right to have any academic penalty reviewed.
3. The right to 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.).
4. 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.).

The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the student's academic rights.

**Student Rights Related to Records.** Admissions records, grade reports, financial aid records and reports of disciplinary action are official student records that are maintained by the College's Records Office and Financial Aid Office. Consistent with the Family Educational Rights and Privacy Act of 1974, as amended, students are ensured the right to view the information in their own file as outlined in the law and to dispute any items that are believed not to be appropriate for the file. Copies of most items may be obtained by the student, except copies of documents provided by a third party, such as high school and other college transcripts and immunization records.

**Access to records** by academic advisors, counselors, and other West Virginia Northern personnel who have a need to know specific information to provide advice, counseling, and appropriate services is provided. Access to and copies of student records, such as transcripts, will not be provided to others unless specifically requested in writing by the student.

For students with outstanding financial obligations, the College may administratively drop a student from classes for non-payment.

A **"hold" on student's records** will be placed if a student's obligations to the College are outstanding. Copies of transcripts will not be provided if a "hold" is placed on records and student may not be able to register for classes until satisfactory arrangements for meeting those obligations are met.

**Directory information.** WVNCC designates the following categories of student information as public or "Directory Information." This information may be disclosed by WVNCC for any purpose, at its discretion:

- Name of Student.

Designation of Limited Use Directory Information. WVNCC designates the following categories of student information as "Limited Use Directory Information."

- Age of Student.
- Awards.
- Campus.
- City and State of residence.
- Class Status (i.e., freshman).
- Dates of Attendance.
- Degree(s) and Date(s) Conferred, including anticipated graduation dates.
- Enrollment Status (i.e., full time or part time).
- Honors.
- Major Field of Study.
- Official Address.
- Participation in Officially Recognized Activities and Sports.
- Photographs, videos or other media containing a student's image or likeness (collectively "Student Images").
- Place of Birth.
- Telephone Number.
- WVNCC issued student electronic mail addresses ("Email Addresses"). Accordingly, this information will not be provided to external parties not contractually affiliated with WVNCC. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit WVNCC; (2) those officials within WVNCC who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

**Rights related to membership in College community.** Enrolled students are extended rights and privileges as part of the College community so long as the student fulfills the academic and behavioral expectations that are set forth in the College's policies, rules, and regulations. These rights include essential freedoms of scholarship and inquiry central to all institutions of higher education, access to campus resources and facilities, freedoms of expression, association, rights to privacy and confidentiality of academic and disciplinary records, and rights of due process as are applicable to them.

**Standards of Conduct.** All students are subject to, and are required to comply with, observe, and obey the laws of the United States and the State of West Virginia; ordinances of local, city, county, and municipal governing bodies; policies, rules, and regulations of the College, its governing board, the Council for Community and Technical College Education (CCTCE), and the Higher Education Policy Commission (HEPC); and the directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs and WVNCC Student Code of Conduct.



**Failure to meet standards of conduct** can lead to disciplinary action with sanctions including probation, suspension, or expulsion. Failure to meet standards of conduct will be evidenced by, but not limited to, failure to comply to laws, ordinances, policies, and appropriate institutional instructions; disorderly conduct; theft or damage to property; disruption or interference with the rights of others; disruption or interference with an institutional activity, program, meeting, classroom, clinic, or laboratory activity, or other operation; hazing; firearms rule (bringing illegal firearms, explosives, weapons of deadly force, or other weapons of mass destruction on school property), or participation in discrimination activities.

**Disciplinary action** is taken consistent with the seriousness of the alleged offense and with due process consistent with CCTCE and HEPC guidelines and as outlined in the College's procedures. Disciplinary sanctions of suspension or expulsion imposed by any public state college or university in West Virginia apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all institutions in the public higher education system. Disciplinary suspension may be noted on the college transcript.

**Academic Responsibilities.** Students are expected to adhere to academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities that are part of academic requirements. 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.

**Failure to meet academic requirements**, including those for academic honesty, may be subject to one or more of the following penalties:

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.
2. Academic probation as determined and defined by the College.
3. Academic suspension as determined and defined by the College.

**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 College, or a student may be academically dismissed from the College and not remain eligible to enroll in other courses or programs at the College.

**Academic Appeals** may be used by a student who feels he or she has received a final grade in error or feels he or she has been dismissed from a program in error. There are specific deadlines. Refer to the College website, Academic Affairs, Student Rights and Responsibilities, for guidance.

## Standards of Academic Progress Rule

**Rule.** Any student who does not meet the Standards of Academic Progress after his/her first semester will be placed on Academic Probation. A student's academic progress is computed at the end of each fall and spring semesters and the summer term. Transfer students are evaluated after his/her first semester at WVNCC.

**Standards of Academic Progress Criteria.** The criteria for Standards of Academic Progress are a cumulative grade point average (GPA) of at least 2.0 and a semester GPA of at least 2.0.

**Academic Probation Requirements.** A student is placed on Academic Probation for the semester or term after the student's cumulative GPA and/or semester GPA falls below 2.0. The student is notified in writing by the Registrar's Office. Academic Probation is not notated on the official college transcript.

At the end of the first, second, and third semesters on Academic Probation, a student who fails to have a 2.0 semester and cumulative GPA remains on Academic Probation. The student is limited to no more than 12 credit hours.

At the end of the fourth semester on Academic Probation, a student who fails to have a 2.0 semester and cumulative GPA remains on Academic Probation. The student is limited to no more than 5 credit hours.

Students who meet the criteria for Standards of Academic Progress by having both a semester GPA of 2.0 and a cumulative GPA of 2.0 are removed from Academic Probation and reinstated to good academic standing.

**Academic Suspension Requirements.** Students who fail to meet the criteria for Standards of Academic Progress after five consecutive semesters of Academic Probation are suspended for the next semester from all classes for failure to adhere to the terms and conditions of Standards of Academic Progress. Upon returning to school, students are returned to Academic Probation status and are limited to 5 credit hours unless transfer coursework has been completed resulting in a cumulative GPA of 2.0. If the student fails to meet Standards of Academic Progress a fifth time, they are suspended for one year. Academic Suspension is not notated on the official college transcript.

**Provision Exceptions.** This rule does not supersede Financial Aid Satisfactory Academic Progress for students on financial aid or for students admitted to specific College programs that have their own Standards of Progress guidelines, such as those in Health Sciences or due to articulation or 2+2 agreements with other colleges or institutions.

Students with extenuating circumstances beyond their control that led to Academic Suspension may appeal their suspension to the Registrar's Office. Students must submit a written statement explaining the circumstances and providing evidence of how they will meet Standards of Academic Progress if their suspension is waived or amended. Appeal decisions are made by the Appeals Panel, in consultation with the student's academic advisor. The decision of the committee is final. A student is allowed only two consecutive waivers in his/her academic career. Academic Probation status is not appealable.

## Grading Rule

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

Grading and Meaning	Quality Points Per Credit Hour
<b>A - Excellent</b>	<b>4 quality points per credit hour</b>
<b>B - Above Average</b>	<b>3 quality points per credit hour</b>
<b>C - Average</b>	<b>2 quality points per credit hour</b>
<b>D - Below Average</b>	<b>1 quality point per credit hour</b>
Not acceptable as passing in some programs; may not be transferable as passing to some colleges.	
<b>F - Failure (non-passing grade)</b>	<b>0 quality points per credit hour</b>
<b>I - Incomplete</b>	<b>0 quality points per credit hour</b>

An "I" grade indicates that a student has met attendance requirements, if any, is doing passing work, and has satisfactorily completed all assignments, requirements, and/or exams up to that point, but is unable to complete the end term requirements (generally the last 1-2 weeks of the semester) before grades must be submitted because of extreme factors (such as illness or emergency) beyond the student's control. In such instances, the student must contact the faculty member before final grades are submitted for that semester and request an incomplete. If the faculty member is willing to grant the incomplete, a written form is completed by the faculty member and submitted to the Registrar's Office identifying specific requirements to be met. The "I" grade may be replaced by a regular letter grade by the faculty member (or Division Chairperson if faculty member is no longer available) if the coursework is completed by the following deadlines: For Spring Semester and Summer Semester courses, work must be complete prior to December 1 of the following Fall Semester, unless an earlier deadline is specified by the faculty member granting an Incomplete. For Fall Semester courses, work must be completed prior to May 1 of the following Spring Semester,

unless an earlier deadline is specified by the faculty member granting an incomplete. No time extensions are allowed. An incomplete grade not made up by the established deadline automatically becomes an "F". Semester and Cumulative Grade Point Averages will be recalculated upon completion of the Incomplete or when the Incomplete becomes an F, if not completed. This will affect Standards of Academic Progress and may affect Financial Aid Satisfactory Academic Progress, and therefore financial aid eligibility.

**K - Credit**

**0 quality points per credit hour**

Credit without a grade, in courses designated in the catalog as graded on a "credit- no credit basis" and for credit earned by examination. "K" grade is defined as equivalent to "C" or higher.

**N - No Credit**

**0 quality points per credit hour**

Used to designate no credit earned in courses designated in the course description in the catalog as graded on a "credit- no credit" basis.

**R - Re-enroll**

**0 quality points per credit hour**

Indicates that a student's progress is satisfactory, but course competencies have not been mastered. The student should re-enroll in the course. No quality points are awarded.

**W - Withdrawal**

**0 quality points per credit hour**

Indicates official withdrawal prior to the beginning of the 11th week of class. For short-term classes and summer classes, the "W" must be issued before 60% of the class sessions have concluded. These withdrawal dates will apply to all student-initiated withdrawals and faculty "administrative withdrawal" where the instructor determines that the student cannot meet course requirements because of irregular class attendance or failure to successfully complete assignments. Administrative withdrawal may be processed at any time during the semester by the instructor of a course if the instructor dismisses the student for disruptive behavior that interferes with the learning environment or other disciplinary reasons. The Business Office, at any time, may also initiate an "institutional withdrawal" for non-payment of tuition, fees, or any monies due to the college. Students should refer to the Student Rights and Responsibilities in the catalog. A total withdrawal from the institution will be allowed at any time before the last week of a semester (not including final exam week). The student will receive a "W" grade for all ungraded courses at the time of withdrawal. Beginning with the Fall 2012 semester, the "W" grade will be included in attempted hours. This change will not affect the GPA.

**X - Audit**

**0 quality points per credit hour**

Indicates the student registered as an audit student and participated but did not earn credit. A student may switch from credit to audit or audit to credit only during the first two weeks of a semester class or comparable period in short-term classes or summer session.

**Z - No Grade Reported**

A "Z" grade indicates that the faculty member has not submitted a grade.

**# or ## - Not counted in GPA**

A # or ## after a grade indicates that the grade is not calculated in the student's grade point average.

Grade Point Average (GPA) is determined by computing the total number of quality points earned in 100 level or above courses and dividing by the total number of credits in 100 level or above courses in which registered. Cumulative GPA is determined by computing the total number of quality points earned in 100 level or above courses in all eligible college courses taken. Grades in courses transferred from other colleges are included and considered consistent with West Virginia rule.

**A in 3 credit hour course (3 x 4) = 12 quality points**

**B in 4 credit hour course (4 x 3) = 12 quality points**

**C in two 3 credit courses (6 x 2) = 12 quality points**

**D in one 2 credit course (2 x 1) = 2 quality points**

**F in one 3 credit course (3 x 0) = 0 quality points**

**I in one 0 credit course (0 x 0) = 0 quality points**

HERE IS AN EXAMPLE:

**38 quality points divided by 15 credits = 2.33 GPA**

**38 quality points divided by 18 credits = 1.80 GPA**

Grades are submitted by faculty members immediately after the end of each course or term or when a grade change is made. Official grades are available online and will be posted on Northern on the Web for students to view and print unofficial copies usually within 10 days from the end of the semester. Students needing an official copy of their grades should do so by requesting an official college transcript. Grades are not available to students who have outstanding financial obligations to the College. Grades are not posted or provided via telephone to assure privacy.

Grade changes can be made only by the course instructor. Grade changes must be made by the end of the next term in which the grade was received, excluding summer sessions, or by grade appeal or approval of the Registrar and the Vice President of Academic Affairs.

**Transfer Credit.** Based on official transcript information, credit for courses taken previously at other regionally accredited institutions are accepted and treated as if taken at WV Northern. Courses from unaccredited colleges are evaluated on an individual basis. Courses are evaluated toward the degree requirements at WVNCC; therefore, some transfer courses may meet degree requirements and others may count as electives. Courses taken at other WV public colleges and listed on the "Core Coursework Transfer Agreement" will fulfill appropriate general education requirements.

Effective with the Fall 2014 semester, only the grades of A, B, C, and D (or the equivalent) will transfer to WVNCC for newly admitted transfer students. The transfer grade of F will be noted on the transcript as TR-F and count toward attempted hours, but will not be calculated in the grade point average. Students who transferred prior to Fall 2014 will follow the policy in effect at the time they were admitted and will have all grades transcribed.

West Virginia Northern Community College's Deletion of Outdated Course Work from Computation of Grade Point Average policy will be used with "F" grades prior to Fall 2010. "F" grades will be noted on the transcript (\*\*) and count toward attempted hours, but will not be calculated in the grade point average.

In many instances, the College has adequate course information from other area institutions. In other instances, students should be prepared to provide additional information to permit an adequate review. Students are urged to resolve questions about transfer credit prior to enrolling or no later than the first semester of attendance at WVNCC. Students are also cautioned to read and understand all academic policies especially as applied to graduation.

## Transcripts

Students may request an official transcript of completed coursework at any time. The College uses the National Student Clearinghouse etranscript service for all transcript requests. The link to the etranscript process can be found by visiting [www.wvncc.edu](http://www.wvncc.edu). If a student has an outstanding hold on her/his account, a transcript will not be provided until the obligation is satisfied.

## **'D' and 'F' Repeat Provisions**

Consistent with West Virginia Council for Community and Technical College Education and Higher Education Policy Commission rules, if a student earns a grade of "D" or "F" (including failures because of regular and/or irregular withdrawal) on any course taken no later than the semester or summer term during which the student attempts the 60th semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade or grades earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record. Financial aid will pay for only one repeat of a previously passed course. See financial aid SAP policy for more details.

## **Academic Forgiveness Provisions**

In addition to the "D" and "F" repeat provisions, the College will grant students' requests for deletion of grades for courses taken under the following conditions for purposes of grade point average required for graduation:

- Students must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
- Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for grade point average computation.
- In cases where grades may be disregarded for grade point average computation, these grades shall not be deleted from the student's permanent record.
- In instances where students request and gain academic forgiveness and then transfer to another institution, the receiving institution is not bound by the prior institution's decision to disregard grades for grade point average computation.

## **'C' or Higher Grade Repeat Provision**

A student may repeat a course in which a grade of "C" or higher was earned. All grades will be calculated in the grade point average. The original grade will not be deleted from the grade point average. Credit hours from repeated courses can only be applied once toward completion of degree requirements. Financial aid will pay for only one repeat of a previously passed course. See financial aid SAP policy for more details.

## **Graduation Requirements / Certificate or Degree Program**

Program requirements in the catalog at the time a student is admitted in an academic degree program will be utilized for certification that a student has completed appropriate degree requirements for graduation provided that graduation requirements are completed within five years. Students may elect to meet program requirements in the current catalog, provided all requirements in the current catalog are followed. Students who do not complete graduation requirements within five years will follow the catalog in effect at the beginning of the sixth year or the year of subsequent re-enrollment. It should be noted that students who do not take West Virginia Northern courses for two consecutive semesters (excluding summer) will be required to complete a new admission application for re-admission and will follow the program requirements in effect at the time of readmission.

Students are urged to work with the academic program advisor concerning any questions regarding graduation requirements. Part-time students who complete courses over a number of semesters will need to plan carefully since programs are frequently updated to maintain currency in career requirements. Substitutions for courses no longer offered by the College may need to be made.

The Records Office certifies students have completed all academic requirements for the awarding of the degree.

If an academic program is terminated, students impacted will be notified in accordance with Council for Community and Technical College Education and Higher Education Policy Commission procedures, and the College will offer the courses needed by currently enrolled students and assist the currently enrolled students in completing the degree program. Generally, a two-year program will continue for a year after the decision for termination is made.

**Graduation Requirements - General.** All students who graduate from West Virginia Northern will document completion of the following requirements in addition to those required for specific degrees:

- Complete and submit the application for graduation 45 days prior to completion of the degree requirements.
- Earn the minimum number of credit hours of academic credit required in the individual's degree program in the specific courses required as certified by the program faculty.
- Demonstrate basic proficiency in reading, English and math as evidenced by demonstration of proficiency on placement tests or completion of the required supplemental coursework and program coursework prerequisites.
- Achieve a 2.0 or higher cumulative grade point average on all college work that is not excluded in the computation of GPA as a result of applying other West Virginia Northern policies such as that for outdated coursework.
- Complete a minimum of 15 semester hours of credit at West Virginia Northern Community College, including the Board of Governors and Occupational Development programs (an exception for Board of Governors major student).
- Fulfill all obligations to the College.
- Complete a First-Year Seminar course within the first year of enrollment. This requirement is limited to students entering Northern as first-time freshmen.
- Complete all college-level courses with a grade of "D" or better unless requirements that are more rigorous are required for a specific major.

Commencement ceremonies are conducted in May at the conclusion of the spring semester. Students who have completed graduation requirements during that year are invited to participate. Specific information is provided when students are provisionally certified for graduation. Arrangements for graduation robes, announcements, and other items should be made through the Bookstore. Diploma covers are presented to those attending the commencement ceremony. Diplomas are mailed to graduates once all degree requirements are certified.

## Academic Honors

Students achieving academic success are recognized each semester by three distinctions. The deadline for being recognized for fall honors is February 1, and for spring honor recognition is September 1. The deadline for updating honors on academic transcripts is May 1 for fall courses and December 1 for spring courses. These academic honors are:

**Merit List** – is for students who earn at least six semester hours in credit classes and have a semester grade point average of 3.25 or higher, including courses numbered below 100 in this catalog.

**Dean's List** – is for students who earn at least nine semester hours in credit classes and have a semester grade point average of 3.5 or higher, excluding courses numbered below 100 in this catalog.

**President's List** – is for students who earn at least 12 semester hours in credit classes and have a semester grade point average of 4.0, excluding grades earned in courses numbered below 100 in this catalog.

## Honorary Societies

Students who demonstrate academic excellence may be invited to membership in the local chapter of Phi Theta Kappa (PTK), a national honorary society for community and junior college students. Membership in Phi Theta Kappa honorary society is noted on diplomas of members. In addition to PTK, Lambda Nu (LN) is a national honor society for the radiologic and imaging sciences, open to students in the Radiography program who have earned a 3.0 or higher GPA. Its objectives are to "foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship." (See Student Organizations, Student Services section).

## **Graduation Honors**

Graduates with an overall grade point average of 3.25 or higher at the end of the fall, semester, prior to Commencement, are designated as honor students at the graduation ceremonies.

An Associate degree level student achieving the highest cumulative grade point average and completing the greatest number of credit hours is recognized as the valedictorian of the graduating class. In the case of a tie, the number of "K" credits may be considered. Students who wish to be considered for Valedictorian or special academic recognition need to apply for graduation by April 1.

## **Consumer Rules**

### **Equal Opportunity and Affirmative Action Rule**

West Virginia Northern Community College is morally and legally committed to a rule of equal opportunity and prohibits discrimination with respect to race, sexual orientation, gender, age, color, religion, disability, veteran status and national origin for all employees, students, prospective students and applicants for employment. West Virginia Northern Community College neither affiliates with nor grants recognition to any individual, group or organization having such discriminatory policies or practices.

This rule extends to all West Virginia Northern Community College activities related to the management of its educational, employment, financial, business and other affairs. It applies to all personnel management practices including, but not limited to, recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff and termination. West Virginia Northern Community College is committed to maintaining an atmosphere that is free of discrimination and harassment in any form.

West Virginia Northern Community College will continue to take affirmative action measures to ensure the entry of qualified minorities, women, veterans and the disabled as defined by law into the faculty, staff and student bodies.

In education, equal opportunity on a merit basis is fundamental to equality in all other forms of human behavior; therefore, commitment to this goal is required of every College employee.

Any infractions of this rule will be subject to disciplinary actions as deemed appropriate and defined by College Rule. Inquiries concerning this rule should be directed to Chief Human Resource Officer Peggy Carmichael, who is designated coordinator for Title IX and Section 504. Her telephone number is 304-214-8901 and her office is located in Room 125-B, B&O Building, Wheeling campus. Her email address is [pcarmichael@wvncc.edu](mailto:pcarmichael@wvncc.edu).

### **Sexual Discrimination/Harassment Rule**

Students at West Virginia Northern Community College are entitled to an educational environment free from all forms of sexual harassment.

No member of the College community may engage in sexual harassment or discrimination against another or conduct herself/himself in a manner that creates a hostile or offensive learning environment. It is the responsibility of any student who knows about sexual harassment or discriminatory conduct to bring it to the attention of a College official.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. It is a form of sex discrimination that is both reprehensible and unlawful.

Students should feel free to make complaints concerning allegations of sexual harassment. To the extent possible, strict confidentiality will be maintained in all investigative procedures.

Students who believe that they have been the subject of sexual harassment or discrimination should contact the Campus Counselor for guidance and clarification of complaint procedures.

If a student charges sexual harassment, the Code of Conduct or Academic Sanctions and Appeals Provision applies.

Resource materials regarding sexual harassment are available in the campus Learning Resource Centers. Additionally, the College has a sexual assault rule. For a complete version of the rule, contact the Human Resource Office or Office of the Vice President of Student Services.

## Firearms Rule

Firearms, explosives, weapons of deadly force, or other weapons of mass destruction are not allowed on the property except for legally authorized law enforcement officials.

Any infractions of this rule will be subject to disciplinary actions as deemed appropriate that may include reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors may include removal from the premises, future ban from premises, referral to law enforcement agencies, etc. Infractions of this rule should be reported immediately to the Human Resource office, Campus Dean, other college official or law enforcement agency.

## Drug-Free Schools and Communities Information

The purpose of this information is to comply with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Work Place Act of 1988.

This information applies to the entire College community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

**Standards of Conduct:** The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol on West Virginia Northern Community College property or as a part of any College activity is prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs.

**Disciplinary Sanctions:** Consistent with College, local, State and Federal laws, the College will impose disciplinary sanctions for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws. Violations could result in expulsion from school, termination of employment and/or referral to law enforcement agencies as is consistent with College policies. Federal trafficking penalties include substantial fines and imprisonment up to life. West Virginia Law provides for penalties dependent on the classification of the substance, the activity involved and other convictions. The most severe penalties are for possession with intent to sell. Convictions may provide for fines and/or imprisonment with the amount and time dependent upon other factors.

College sanctions will be consistent with procedures used in other disciplinary actions as described in the Student Code of Conduct and Governing Board rule. For employees, sanctions may include oral warning, written reprimand, suspension, termination and referral to law enforcement agencies. Disciplinary sanctions for students may include



reprimand, probation, suspension, expulsion and referral to law enforcement agencies. Action for visitors may include referral to law enforcement agencies.

**Health Risks:** There are many known health risks linked to the use of alcohol and illicit drug use. Preventable illness, disabilities and deaths are estimated to affect 25.5 million Americans.

**Alcohol:** Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive and can be fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends or loved ones, please seek help as outlined below.

#### HEALTH RISKS OF OTHER DRUGS INCLUDE:

**Narcotics** (including opium, morphine, codeine, heroin and others): Physical addiction, loss of awareness, respiratory restriction and possible death.

**Depressants** (including barbiturates, Quaaludes and others): Slurred speech, disorientation, shallow respiration, coma is likely with overdose.

**Stimulants** (including cocaine, amphetamines and others): Increased heart rate and blood pressure, possibly leading to death; increased excitation; loss of appetite.

**Hallucinogens** (including LSD, "mushrooms," PCP, mescaline and others): Illusions and hallucinations; poor perception of time and distance; psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) some time after use.

**Cannabis** (marijuana, hashish, THC and others): Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

**Counseling and Referral Assistance:** Help and referral are available in each Campus Counselor's Office. Services are confidential. A listing of some available community resources is in the Student Handbook and in the Campus Counselor's Office on each campus. There are many resources to help you or anyone you care about find treatment.

Additional information is available in the Student Handbook.

## Compliance Notifications

The College provides annual notification to students (and faculty, staff as required by law) under the provisions of the Higher Education Act of 1974, as amended, for compliance with Student Right to Know Reporting and under provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act) relating to Campus Crime Reporting/Disclosure. The College has available in written form through Campus Student Service Centers required statistics and publications which are also posted on its website. The College complies with the Timely Warnings notification of the Clery Act, as needed.

## Red Flag Rules

The Federal Trade Commission (FTC) [www.ftc.gov](http://www.ftc.gov), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) [www.ncua.gov](http://www.ncua.gov) have issued regulations (the Red Flag Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs, as part of the Fair and Accurate Credit Transactions (FACT) Act of 2003. In compliance to this new rule, West Virginia Northern Community College has established a policy to respond to fraud and activity duty alerts. The College will properly dispose of consumer report information and provide information to victims of identity theft. We will properly handle notice of identity theft and respond to any notification received from identity theft to prevent refurnishing blocked information.

West Virginia Northern Community College will comply with the rules regarding sharing information with affiliates and provide an oral, written, or electronic notice when a possible flag has been set. The College will also comply with the guidelines adopted by the Federal banking agencies, and the FTC for use when furnishing information to a Credit Reporting Agency (CRA) regarding the accuracy and integrity of the information relating to the consumer that such entities furnish to CRAs. We will provide notice regarding negative information and take appropriate action when receiving a notice of discrepancy in the consumer's address.

## **Catalog Rule**

This catalog contains official announcements of College rules, programs of study and courses offered for the period of 2018-2019. The College reserves the right to repeal, revise or amend the information contained herein.

Interim catalog addenda may be issued during the life of this publication. It is the responsibility of the student to read and abide by the catalog and any of the subsequent addenda that may be published. Such addenda will be available at the Campus Service Center of each of the College's campuses and are on reserve in each campus Learning Resource Center.

In addition, the catalog and any addenda are available on the Web at [www.wvncc.edu/current-students/wvncc-college-catalog-archive/3833](http://www.wvncc.edu/current-students/wvncc-college-catalog-archive/3833). Students enrolling at West Virginia Northern Community College must follow the program requirements listed in the catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later catalog, provided all requirements of the later catalog are met.

## **Academic Support Services**

### **Academic Support Center**

All three West Virginia Northern Community College campuses provide holistic student support. An Academic Support Center (ASC) located on each campus is staffed by full-time professionals and part-time paraprofessionals who provide a wide variety of academic and personal skill development opportunities.

The WVNCC Academic Support Center (ASC) defines its mission as motivating and empowering students to become successful and independent learners. We work to engender our mission through the following goals:

- Provide interactive academic spaces to reinforce and extend student learning.
- Provide a variety of holistic and comprehensive support services and programs that enhance academic success, personal growth, retention, and graduation.
- Align programs and services with best practices in student learning theory and addressing diverse student learning needs.
- Uphold scholarly integrity and academic honesty in all learning center programs and services.
- Maintain a staff of learning center focused professionals who are consistently connected to the field of learning centers in higher education and learning assistance.
- To effectively brand and consistently promote the learning center virtually and on-campus.
- Maintain a process of consistent and continual review and quality improvement in programs/services - including analysis of strengths, challenges, and appropriate corrective actions - annually.

### **Academic Alert Program**

The Academic Alert System is a proactive communication tool that allows instructors to voluntarily alert students regarding their progress. Alerts can be issued when an instructor has concerns about performance or to offer praise and encouragement.

## Accessibility & ADA Accommodation

West Virginia Northern Community College is committed to assuring that students with disabilities are afforded the same opportunities and the same responsibilities as all other students.

### To Register with Accessibility Services:

Contact the Accessibility Counselor on your campus to schedule an appointment for intake and registration. Accessibility Counselors work with faculty, staff, and community agencies to arrange for reasonable and appropriate accommodations.

<b>Wheeling Campus</b> Room 226D B&O 304.214.8938 kserig@wvncc.edu	<b>Weirton Campus</b> Room 107R 304.723.7514 iwilliams@wvncc.edu	<b>New Martinsville Campus</b> Room 114N 304.510.8773 dbills@wvncc.edu
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**IMPORTANT:** Documentation should be provided during the intake and registration appointment, well in advance of coursework, to allow time for coordination of accommodation with faculty, staff, and other service providers, or to secure equipment which may be necessary.

**Advising:** No two students are exactly the same. We take a holistic approach to advising students by considering each student's circumstances, goals, attributes, abilities and interests. Advisors work with students to foster self-awareness, articulate goals, and develop feasible paths to achievement.

**Blackboard Assistance:** ASC staff are trained and ready to work with students as they develop proficiency using Blackboard, WVNCC's course management system (CMS).

**Counseling Referrals & Mental Health Support:** The ASC can provide assessment tools and referrals for personal counseling and other mental health related resources.

**First-Year Seminar (FYS):** ASC staff coordinate this foundational, workshop based course designed to provide on-going support and resources for students. It is intended to connect students to the college community, programs, faculty, staff, and peers.

**Registration Assistance:** ASCs are equipped with computers and accessible, knowledgeable staff who can answer questions regarding the registration process while students are navigating the online tools and systems.

**Review & Retest:** ASC staff offer comprehensive, individualized placement test review and preparation that can save students time and money.

**Study & Work Space:** ASCs welcome students for quiet, contemplative study or energized, collaborative group sessions.

**Technology Lab:** ASCs offer desk top, laptop, and tablet resources for student use on campus or on loan.

**Tutoring & Study Support:** Free tutoring is available to all enrolled WVNCC students. Each campus offers tutoring in a variety of subjects including English, Biology, Math, Accounting, Computer Information Technology and more. Schedules vary each semester and are available online or by contacting the ASC.

**West Virginia Northern Community College encourages students to take a proactive approach to learning by using the resources provided by the ASC on campus and online.**

**For individualized assistance, students can contact the Director, ROOM 225A B&O, 304-214-8853. The Director can help a student assess his/her needs and connect with college and community resources. Students may also be referred for individual assistance by faculty or staff.**

## **Directory**

## **Archived Catalogs**

WVNCC Catalog 2018-2019

WVNCC Catalog 2017-2018

WVNCC Catalog 2016-2017

WVNCC Catalog 2015-2016

WVNCC Catalog 2014-2015

WVNCC Catalog 2013-2014

WVNCC Catalog 2012-2013

WVNCC Catalog 2011-2012

WVNCC Catalog 2010-2011

WVNCC Catalog 2009-2010

WVNCC Catalog 2008-2009

## **Administrative Staff**

**The following list contains primary academic credentials of administrators and staff employees who support student services and academic programs described in this catalog and are not full-time faculty.**

**Further Study refers to courses taken that apply toward another degree; Additional Study refers to miscellaneous courses that do not apply toward a specific degree.**

BARNHARDT, DAVID, Director of Marketing and Public Relations; B.A., University of Akron.

BECKER, TAMI, Director of Student Services; A.A., Potomac State; B.A., M.A., West Virginia University

BENNETT, DEBORAH, Manager/Campus Operations, New Martinsville Campus; A.A.S., West Virginia Northern Community College; B.S., M.S., Mountain State University.

CARMICHAEL, PEGGY, Chief Human Resources Officer, Affirmative Action Officer, EEO Counselor, ADA Compliance Officer, Employee ADA Coordinator; Title IX Coordinator; ADA/504/508 Compliance Officer; A.A.S., West Virginia Northern Community College; B.S., West Liberty University; M.L.S., West Virginia University.

CORBIN, CHRISTOPHER, Manager Technology; A.A.S., West Virginia Northern Community College.

FARNSWORTH, CHRISTY J., Director Academic Student Support Services; B.A., Bethany College; M.F.A., Vermont College of Fine Arts; M.S. Ed., Franciscan University.

FIKE, JANET M., Vice President of Student Services; B.S., West Virginia Wesleyan College; M.S., Eastern Illinois University; Further Study: Marshall University.

FREY, ALICIA, Director of Financial Aid; B.S., University of Mount Union; M.A., West Virginia University.

KOON, J. MICHAEL, Interim President; B.A. Biology, West Virginia University; M.S. Biology, West Virginia University.

LOVELESS, JILL, Vice President of Academic Affairs; B.S., West Virginia University; M.A., Middlebury College; Ph.D., Capella University

MARKER, PATRICIA, Director of Facilities; B.S., West Liberty University.

MULHERN, KARRI, Director of Economic and Workforce Development; B.A., Bethany College; M.P.A., University of Pittsburgh.

SAYRE, JEFF, Vice President Administrative Services/Chief Finance Officer; B.S., West Virginia University; M.S. Franciscan University.

SHARMA, PURNIMA, Vice President of Institutional Effectiveness; Professor, Physics/Mathematics; M.S., Ohio State University; Ed.D. Nova Southeastern University (Fla.); Additional Study: West Virginia University, Marshall University, West Virginia Northern Community College.

SOLY, LISA, Manager/Campus Operations, Weirton Campus; B.S., Bethany College; M.S., West Virginia University.

STROUD, PATRICIA, Director Library I; B.A., Franciscan University; M.L.I.S., University of South Carolina.

TACKETT, LARRY, Vice President of Economic & Workforce Development; B.S., M.S., West Virginia University; M.B.A., Marshall University; Further Study: West Virginia University.

WOOD, SARA, Director of Student Union and Activities I; B.A., M.P.A., West Virginia University.

## Cabinet

J. Michael Koon, Interim President

David Barnhardt, Director of Marketing and Public Relations

Peggy Carmichael, Chief Human Resources Officer

Jill Loveless, Vice President of Academic Affairs

Janet Fike, Vice President of Student Services

Jeff Sayre, Vice President of Administrative Services / Chief Financial Officer

Pam Sharma, Vice President of Institutional Effectiveness

Larry Tackett, Vice President of Economic & Workforce Development

## Faculty

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

**Further Study refers to courses taken that apply toward another degree; Additional Study refers to miscellaneous courses that do not apply toward a specific degree.**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

ANDENORA, STEPHANIE, Instructor, Nursing; B.S.N., West Liberty University; M.S.N., Marshall University.

BAKER, CHANA, Instructor, English; B.S., West Liberty University; M.A., Southern New Hampshire University; Additional studies, West Virginia Northern Community College.

BRITT, JOYCE, Assistant Professor, Psychology, Human Services and Sociology; Licensed Social Worker; A.A.S., West Virginia Northern Community College; B.A., Wheeling College; M.S., West Virginia University.

BROWN, LARRY, Program Director, Advanced Manufacturing Technology; Instructor, Advanced Manufacturing Technology; A.A.S., West Virginia Northern Community College; B.A., Wheeling Jesuit University.

BUCHANAN, HOLLIE L., Instructor, Math; B.A., M.S., Ph.D., West Virginia University.

BUSH, KELLY, Instructor, Nursing; B.S.N., Liberty University; M.S.N., Chamberlain University.

CANTER, RAYMOND J., Instructor, Psychology and Human Services; B.S., Wheeling Jesuit University; M.S., Shippensburg University.

CERCONE, HENRY, Instructor, Computer Information Technology; B.S. West Virginia Institute of Technology; Further Study: Marshall University.

CRESAP, DEBORAH K. Acting Program Director, Health Information Technology; Assistant Professor, Health Information Technology; A.A.S. Allied Health Institute, Medical Insurance Coding Specialist/Coder; A.A.S. Allied Health Institute, Medical/Clinical Assistant; B.A. Wheeling Jesuit University; M.A. Mountain State University; Additional Study: West Virginia Northern Community College. Certifications: RMA (AMT), CBCS (NHA).

DAHLEM, ANITA, Instructor, Nursing; B.S.N., Alderson Broaddus University; M.S.N., Walden University.

DAVIS, SARAH, Instructor Nursing; RN; A.A.S., Belmont College; B.S.N., Ohio University.

DE CARIA, FRANK L., Assistant Professor, History/Philosophy; B.A., Marquette University; M.A., M.Ed., Duquesne University; Further Study: Duquesne University, Darton College.

DOOLIN, JEREMY, Assistant Professor; B.S., Ohio University; B.A., Ohio University.

EVANS, EUGENE, Assistant Professor, Culinary Arts; A.A.S., St. Louis Community College; B.S., Ohio University; Further Study: West Virginia University.

FERRELL, DARCEY, Program Director, Associate in Arts; Associate Professor, Psychology/Sociology/Human Services; Licensed Social Worker; B.A., Glenville State College; MSW, West Virginia University.

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