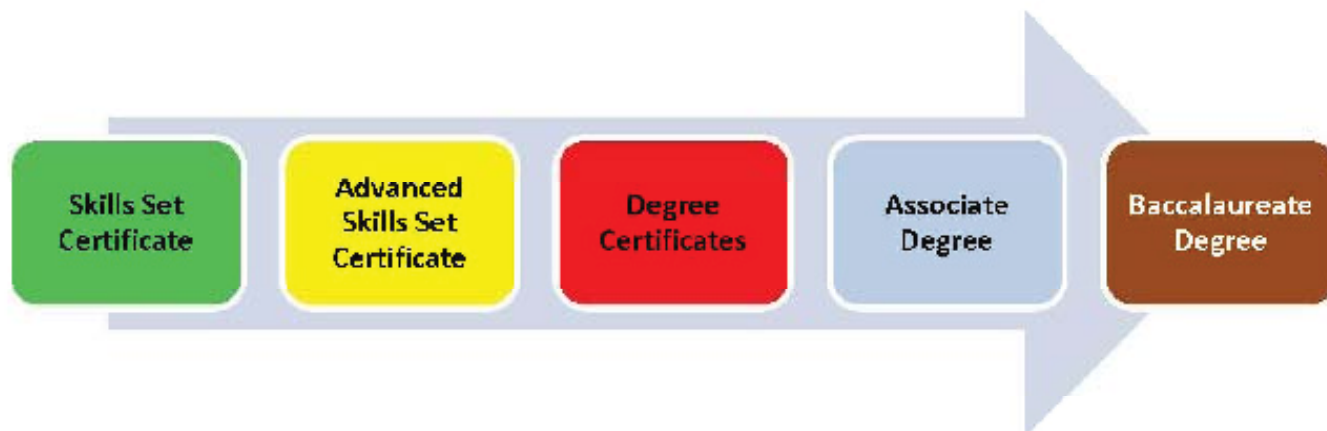# SECTION VI

Programs of Study

The following section outlines the Non-Credit, Skills Set Certificates, Certificates, Associate and Baccalaureate degree programs available at West Virginia University at Parkersburg.

NON-CREDIT COURSES: Courses and programs may be offered as Non-credit or Fast-Track programs through Workforce and Community Education at WVU Parkersburg. In accordance with WV Council for Community and Technical College Education Series 3 Conversion of Non-credit Training Activities to College-Level Credit non-credit courses may be converted to credit courses in some academic programs.

SKILLS SET CERTIFICATES: Skills Set Certificates provide specific competencies and carry a value of fewer than 12 credit hours. Advanced Skills Set Certificates carry a value of 12 or more (but less than 30) credit hours.

DEGREE CERTIFICATES: Degree certificates are one-year certificate programs with a minimum of 30 credit hours that offer specific training for specific occupations.   This certificate includes six hours of general education. Many degree certificates can lead to additional educational opportunities at the associate degree level.

ASSOCIATE DEGREES: Associate degree programs have a minimum of 60 credit hours and are comprised of three degree types: Associate in Arts; Associate of Science; and Associate of Applied Science. Generally, the Associate in Arts and Associate of Science degrees are designed for students transferring to four-year programs. The Associate of Applied Science may also be transferred to an applied baccalaureate degree.

Skills Set Certificate → Advanced Skills Set Certificate → Degree Certificates → Associate Degree → Baccalaureate Degree

BACCALAUREATE PROGRAMS: The Baccalaureate program has a minimum of 120 credit hours and is generally a four-year degree program. The following baccalaureate degree programs are offered at WVU Parkersburg: Bachelor of Arts in Elementary Education; Bachelor of Arts in Multi-Disciplinary Studies; Bachelor of Applied Science with majors in Business Administration, Criminal Justice, and Child Development; Bachelor of Science in Business Administration; Bachelor of Applied Technology; and the Regents Bachelor of Arts.

CAREER LADDER APPROACH: Many of the programs offered are part of a career ladder approach. This means that courses taken at the certificate level may be folded into the next level degree at the associate level. Similarly, programs of study at the associate level may be folded into the baccalaureate degree programs.

SKILLS SET CERTIFICATES

Skills Set Certificates are designed to help students gain skills quickly for current or potential employment. They feature specialized training for a specific career or technology objective. A Skills Set Certificate is a series of courses that prepare students for a specific skill and carry a value of fewer than 12 credit hours. The Advanced Skills Set Certificate is a series of courses that carry a value of 12 or more (but less than 30) credit hours. The Skills Set Certificate is awarded to students who have demonstrated mastery of skills and knowledge. Students must maintain a minimum 2.0 grade-point average in all classes to be issued a Skills Set Certificate by the respective academic division. The Certificate will be noted on the student's transcript. Skills Set Certificates are usually two semesters or less in length and are available in the following areas:

Skills Set Certificates: (less than 12 hours)
- Certified Nursing Assistant
- Real Estate

Advanced Skills Set Certificates: (12 to 29 hours)

- Basic Leadership	- Health Insurance/Customer Service
- Communication Arts	- Leadership
- Communication Skills	- Medical Office Assistant
- Entrepreneurial Studie s	- MS Office
- Graphic Design	- Purchasing Competency

Skills Set Certificate - Certified Nursing Assistant

Requirements for Certificate: 6 hours

Course		**Credit**
CNA 101	Nurse Assisting	6 hrs.

Skills Set Certificate – Real Estate

Requirements for Certificate: 6 hours

Course		Credit
REAL 301	Principles and Practices	2 hrs.
REAL 302	Real Estate Law	2 hrs.
REAL 303	Real Estate Finance	2 hrs.
REAL 304	Real Estate Appraisal	2 hrs.

Advanced Skills Set Certificate – Basic Leadership

Requirements for Certificate: 12 hours

Course		Credit
PSYC 231	Leadership & Human Relations	3 hrs.
SOC 151	Sociology of the Workplace	3 hrs.
MGMT 320	Principles of Management	3 hrs.
MGMT 410	Essentials of Leadership	3 hrs.

Apply in the Social Sciences and Languages Division for completed certificate.

Advanced Skills Set Certificate - Communication Arts

Requirements for Certificate: 12 hours

Course		Credit
SPCH 111	Fundamentals of Speech	3 hrs.
SPCH 112	Interpersonal Communication	3 hrs.
ENGL 251	Creative Writing	3 hrs.
SPCH 131 or	Oral Interpretation or	3 hrs.
SPCH 287 * or	Readers Theatre or	
THEA 102	Acting 1	

* Cross-listed as THEA 287 Readers Theatre. May be taken under either the Speech or Theatre Department.
Apply in the Social Sciences & Languages Division for completed certificate.

Advanced Skills Set Certificate - Communication Skills

Requirements for Certificate: 12 hours

Course		Credit
SPCH 111	Fundamentals of Speech	3 hrs.
SPCH 112	Interpersonal Communication	3 hrs.
ENGL 107 or	Technical Writing or	3 hrs.
ENGL 101	Composition 1	
ENGL 103	English Grammar, Usage and Style	3 hrs.

Apply in the Social Sciences & Languages Division for completed certificate.

Advanced Skills Set Certificate - Entrepreneurial Studies

Requirements for Certificate: 12 hours

Course		Credit
ENT 200	Entrepreneurship 1	3 hrs.
ENT 206	Managing and Marketing	3 hrs.
ENT 207	Financing and Information	3 hrs.
ENT 208	New Venture Accounting	3 hrs.

Students interested in this certificate should contact the Business Division, 304-424-8289.

Advanced Skills Set Certificate - Graphic Design

Requirements for Certificate: 12 hours (15 hrs. if CS 101 is needed)

Course		Credit
JOUR 220	Photography	3 hrs.
JOUR 410	Graphic Design	3 hrs.
BTEC 270	Introduction to Web Page Design*	3 hrs.
ART 111	Drawing 1	3 hrs.

* Prerequisite CS 101 or instructor's consent
Students interested in this certificate should contact the Business Division, 304-424-8289.

Advanced Skills Set Certificate - Health Insurance Customer Service

Requirements for Certificate: 12 hours

Course		Credit
BTEC 253	Medical Terminology	3 hrs.
BTEC 255	Medical Billing	3 hrs.
BTEC 256	Medical Coding	3 hrs.
GBUS 202	Business Communications	3 hrs.

Students interested in this certificate should contact the Business Division, 304-424-8289. Student must maintain a grade of C or better in all courses.

Advanced Skills Set Certificate - Leadership

Requirements for Certificate: 18 hours

Course		Credit
PSYC 231	Leadership & Human Relations	3 hrs.
SOC 151	Sociology in the Workplace	3 hrs.
PSYC 323	Industrial/Organizational Psychology	3 hrs.
GBUS 300	Principles of MGMT Info Systems	3 hrs.
MGMT 320	Principles of MGMT	3 hrs.
MGMT 410	Essentials of Leadership	3 hrs..

Apply in the Social Sciences & Languages Division for completed certificate.

Advanced Skills Set Certificate - MS Office

Requirements for Certificate: 12 hours

Course		**Credit**
BTEC 235	Microsoft Word/Windows	3 hrs.
BTEC 204	Advanced Excel	3 hrs.
BTEC 206	Advanced Access	3 hrs.
BTEC 275	Adv Microcomputer Appl. in Business	3 hrs.

Students interested in this certificate should contact the Business Division, 304-424-8289.
Student must maintain a grade of C or better in all courses.

Advanced Skills Set Certificate - Medical Office Assistant

Requirements for Certificate: 12 hours

Course		**Credit**
BTEC 253	Medical Terminology	3 hrs.
BTEC 254	Medical Transcription	3 hrs.
BTEC 255	Medical Billing	3 hrs.
BTEC 256	Medical Coding	3 hrs.

Students interested in this certificate should contact the Business Division, 304-424-8289.
Student must maintain a grade of C or better in all courses.

Advanced Skills Set Certificate - Purchasing Competency

Requirements for Certificate: 12 hours

Course		**Credit**
GBUS 202	Business Communications	3 hrs.
GBUS 370	Principles of Purchasing	3 hrs.
GBUS 371	Business Logistics	3 hrs.
GBUS 372	Contract Administration	3 hrs.

Students interested in this certificate should contact the Business Division, 304-424-8289.

DEGREE CERTIFICATES

Certificates are designed to provide basic skill level training and must have a minimum of 30 credit hours and at least six hours of general education. They are not designed for transfer to another institution. Students should understand that credit earned in these programs may not apply, upon transfer, to associate or bachelor's degrees offered by any other college or university. However, many of the certificates below may be embedded in associate and baccalaureate degrees at WVU Parkersburg in a career ladder approach. Offered are Certificates in:

- Advanced Leadership and Management
- Allied Health
- Chemical and Polymer Operator Technology
- Child Development
- Criminal Justice
- Electricity & Instrumentation (E&I)
- Emergency Response
- Energy Assessment & Management Technology
- General Studies
- Heating, Ventilation, Air Conditioning Refrigeration (HVAC/R)
- Industrial Maintenance
- Legal Studies
- Paraprofessional Studies
- Pharmacy Technician
- Residential and Commercial Electricity
- Solar Energy Technology
- Technical Studies
- Welding Technology

ADVANCED LEADERSHIP AND MANAGEMENT CERTIFICATE

This degree certificate is designed for individuals who want to extend their knowledge of leadership theories and applications. This certificate is also available as a post-baccalaureate degree certificate for persons with baccalaureate degrees who wish additional preparation in leadership.

Requirements for Certificate: 30 hours

Course		Credit
PSYC 231	Leadership & Human Resources	3 hrs.
PSYC 323	Industrial/Organizational Psychology	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.
SOC 151	Sociology in the Workplace	3 hrs.
GBUS 300	Principles of MGMT Info Systems	3 hrs.
MGMT 320	Principles of MGMT	3 hrs.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 410	Essential of Leadership	3 hrs.
PSYC 459	Capstone – Advanced Leadership	3 hrs.

One 3 hr elective from the following:

PHIL 170	Intro to Logic
GBUS 202	Business Communications
GBUS 405	International Business
SPCH 112	Interpersonal Communications
SPCH 304	Human Comm & Rational Dec.

The 30-hour degree certificate can be used to satisfy the area of emphasis in the RBA Bachelor of Arts Degree.

ALLIED HEALTH CERTIFICATE

This degree certificate prepares a student for entry into the nursing program or other health care fields. It allows the student to choose a pathway to certified nursing assistant and phlebotomist as an alternative to nursing. Upon successful completion of this degree certificate and completion of the certification exams the graduate will have opportunities for employment in long term care facilities, clinics, physician offices, and laboratories

First Semester

Course		Credit
CHEM 111	Introduction to General Chemistry	4 hrs
ENGL 101	English Composition 1	3 hrs
PSYCH 101	Introduction to Psychology	3 hrs
BTEC 253	Medical Terminology	3 hrs

Second Semester

Course		Credit
CNA 101	Certified Nursing Assistant (May substitute NURS 111)	7 hrs
ENGL 102	English Composition 2	3 hrs
SOC 101	Introduction to Sociology	3 hrs
BIOL 107 or	Anatomy and Physiology 1	4 hrs
BIOL 109	Anatomy and Physiology for Allied Health	5 hrs
	*PLEB 101 may be substituted for CHEM 111 and BIOL 107	7 hrs

CHILD DEVELOPMENT CERTIFICATE

The Child Development Certificate is an initial entry and exit point for students interested in a career in child development. The Certificate provides specialized training for current and future paraprofessionals in public school who have an interest in working with preschool or kindergarten classrooms, although additional requirements must be met. These additional requirements can be met through the Paraprofessional Certificate program at WVU at Parkersburg.

Requirements for Admission and Retention
In order to be considered for Admission to and Retention in the Child Development Certificate program:

1. Complete an Intent Form describing educational goals.
2. Begin developing Child Care File in Education 250.
3. Complete all program (CDEV and EDUC) coursework with a C or better.

Child Development Certificate Curriculum

Semester 1

EDUC 250	Intro to Early Education	3 hours
CDEV 105	Family and the Child	3 hours
CDEV 210	Curriculum and Strategies for Early Childhood Programs	3 hours
ENGL 101	English Composition I	3 hours

PSYC 241	Human Growth and Development	3 hours
		15 hours
Semester 2		
CDEV 205	Young Children With Special Needs	3 hours
MATH 100	Intermediate Algebra	4 hours
CDEV 240	Observation & Assessment Strategies	3 hours
CDEV 155	Guiding Young Children	3 hours
EDUC 255	Language Arts & Emergent Literacy	3 hours
		16 hours
TOTAL HOURS		**31 hours**

CRIMINAL JUSTICE CERTIFICATE

The Certificate in Criminal Justice is a career pathway for the Associate of Applied Science and Bachelors in Applied Sciences degrees in Criminal Justice at WVU Parkersburg.

Course		**Credit**
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal and Constitutional Law	3 hrs.
CJ 123	Introduction to Corrections	3 hrs.
CJ 213	Probation and Parole	3 hrs.
CJ 312	Ethics in Criminal Justice	3 hrs.
CJ 331	Criminal Investigations	3 hrs.
PSYC 101	Intro to Psychology	3 hrs
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
Total		30 hrs.

ELECTRICITY & INSTRUMENTATION CERTIFICATE

The E&I Certificate provides basic skill sets for working as an electrician, or instrumentation technician in an industrial setting.

SUMMER SEMESTER

Course		**Credit**
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Technologies	3 hrs.
Semester Total		**5 hrs.**

FALL SEMESTER

Course		**Credit**
ELEC 102	Electrical & Instrumentation Technology 1	3 hrs.
ELEC 103	Electrical & Instrumentation Technology 2	3 hrs.
ELEC 104	Electrical & Instrumentation Technology 3	3 hrs.
MATH 107	Shop Math	3 hrs.
Semester Total		**12 hrs.**

SPRING SEMESTER

Course		Credit
ELEC 202	Electrical & Instrumentation Technology 4	3 hrs.
ELEC 203	Electrical & Instrumentation Technology 5	3 hrs.
ELEC 204	Electrical & Instrumentation Technology 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
ELEC 260	E & I Capstone Course	1 hrs.
Semester Total		**13 hrs.**
TOTAL HOURS		**30 hrs.**

EMERGENCY RESPONSE CERTIFICATE

The Emergency Response Certificate provides the basic skills necessary for first responders in a number of emergency situations. The program provides a seamless curriculum option for Wood County School students attending the
Caperton Center.

FIRST SEMESTER

Course		Credit
FFT 101	Fire Fighting	3 hrs.
ENGL 107 or	Technical WritingI or	3 hrs.
ENGL 101	English Composition	
CS 101	Intro to Computing	3 hrs.
CJ 111	Intro to Criminal Justice	3 hrs.
EMED 105	Intro to EMS	5 hrs.
TOTAL		**17 hrs.**

SECOND SEMESTER

Course		Credit
FFT 102	Fire Fighting II	3 hrs.
INDT 143	Hazardous Materials	3 hrs.
MTEC 112	Workplace Safety	3 hrs.
ERES 120	Emergency Communications	3 hrs.
ERES 130	Emergency Response to Terrorism	3 hrs.
		15 hrs.
TOTAL HOURS		**32 hrs.**

ENERGY ASSESSMENT AND MANAGEMENT TECHNOLOGY CERTIFICATE

The EAMT is a degree certificate program designed to meet the standards and skill training necessary to be licensed and/or BPI certified energy audit and weatherization technician in West Virginia. The program may be completed as a stand-alone certificate program or may be imbedded in the Energy Assessment and Management Technology AAS Degree. The content in the EAMT program is modularized for increased flexibility and access.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs.**

FALL SEMESTER

Course		Credit
HVAR 120	HVAC/R 1	3 hrs.
HVAR 130	HVAC/R 2	3 hrs.
HVAR 140	HVAC/R 3	3 hrs.
EAMT 107	Energy Technology	3 hrs
Semester Total		**12 hrs.**

SPRING SEMESTER

Course		Credit
ENGL 107	Technical Writing	3 hrs.
MATH 107	Shop Math 1	3 hrs.
EAMT 108	Building Science	3 hrs.
EAMT 128	Weatherization	3 hrs.
HVAR 150	HVAC/R 4	3 hrs.
EAMT 260	Certificate Capstone	1 hrs.
Semester Total		**16 hrs**.
TOTAL		**30 hrs.**

GENERAL STUDIES CERTIFICATE

Course	Credit	
English Composition	(6 hrs.)	
ENGL 101 3 hrs.		
ENGL102 3 hrs.		
Communication and Literature	(6 hrs.)	
SPCH 111 or 112		3 hrs.
Types of Literature 1 or 2		3 hrs.
Fine Arts Appreciation		3 hrs.
MUSI170 or THEA101 or Art 101		(3 hrs.)
College Math		3 hrs
MATH 120 or 121		
Lab Science	(4 hrs.)	4 hrs.
BIOL, CHEM, GEOL, PHYS or PSCI		
Social Science	(9 hrs.)	9 hrs.

3 hours PSYC, SOC, RELI, PHIL, POLS, HIST, GEOG OR ECON
2 courses from different subject areas: [SYC 101, SOC 101, RELI 111, HIST 101, HIST 102, PHIL 111, GEOG 102, POLS 101

Total Hours   **31 hrs.**

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION CERTIFICATE

The HVAC/R is a degree certificate program designed to meet the standards and skill training necessary to be licensed Heating, Ventilation, Air Conditioning and Refrigeration technician in West Virginia. The program may be completed as a stand-alone certificate program or may be imbedded in the Engineering Technology - Specialized option, the Board of Governors Associate of Applied Science degree program or the AAS of Technical Studies at WVU Parkersburg. The content in the HVAC/R program is modularized for increased flexibility and access.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		2hrs .

FALL SEMESTER

Course		Credit
HVAR 120	HVAC/R 1	3 hrs.
HVAR 130	HVAC/R 2	3 hrs.
HVAR 140	HVAC/R 3	3 hrs
MATH 107	Shop Math	3 hrs.
EAMT 107	Energy Technology	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

Course		Credit
ENGL 107	Technical Writing	3 hrs.
	Shop Math 1	3 hrs.
EAMT 108	Building Science	3 hrs.
HVAR 150	HVAC/R 4	3 hrs.
EAMT 128	Weatherization	3 hrs.
HVAR 260	HVAR Capstone Course	1 hrs.
Semester Total		**13 hrs**.
TOTAL		**30 hrs.**

INDUSTRIAL MAINTENANCE CERTIFICATE

The Industrial Maintenance Certificate provides the entry level mechanical skills of the AAS degree in Multi-craft Technology.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Technologies	3 hrs.
Semester Total		**6 hrs.**

FALL SEMESTER

Course		Credit
IM 101	Industrial Maintenance 1	3 hrs.
IM 102	Industrial Maintenance 2	3 hrs.
IM 103	Industrial Maintenance 3	3 hrs.
MATH 107	Shop Math	3 hrs.
Semester Total		**12 hrs.**

SPRING SEMESTER

Course		Credit
IM 201	Industrial Maintenance 4	3 hrs.
IM 202	Industrial Maintenance 5	3 hrs.
IM 203	Industrial Maintenance 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
IM 260	IM Capstone Course	1 hrs.
Semester Total		**13 hrs.**
TOTAL HOURS		**30 hrs.**

LEGAL STUDIES CERTIFICATE

Students may earn a certificate in Legal Studies. This legal studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Science in Legal Studies.

Requirements for Certificate: 30 hrs.

Course		Credit
LS 101	Intro to Legal Studies	3 hrs.
ACCT 123	Office Accounting	3 hrs.
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 220	Legal Research and Writing 2	3 hrs.
LS 231	Legal Ethics & Professional Responsibility	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
TOTAL HOURS		**30 hrs**.

PARAPROFESSIONAL STUDIES CERTIFICATE

The Education Division offers a one-year Paraprofessional Certificate. Upon completion of the certificate, students may take the West Virginia Paraprofessional Exam and be eligible for the WV Paraprofessional Certificate. Coursework provided in the curriculum of the WVU Parkersburg Paraprofessional Certificate is approved by the West Virginia Department of Education. This certificate provides training for students to be public school classroom aides, classroom paraprofessionals, and special education aides. Students enrolled in the Paraprofessional Certificate program will be expected to meet the Technical Standards associated with the Elementary Education program. A criminal background check is required of all students in this certificate program.

Semester 1

Course		Credit
ENGL 101	English Composition I	3 hrs.
EDUC 100*	Intro to Teacher Education	2 hrs.
MATH 100	Intermediate Algebra	4 hrs.
PSYC 241	Human Growth & Development	3 hrs.
HIST	Any History	3 hrs.
SOC	SOC 235, 360, or 405 or Literature	
ENGL 131,132, 241,or 242		3 hrs.
TOTAL		**18 hrs.**

Semester 2

Course		Credit
ENGL 102	English Composition II	3 hrs.
EDU 200*	Intro to Exceptional Children	3 hrs.
CS 108	Educational Technology	3 hrs.
EDU 230*	Cooperative Discipline	3 hrs.
ENGL 403	Children's Literature	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
TOTAL		**18 hrs.**
TOTAL HOURS		**36 hrs.**

*Field Experience Required

PHARMACY TECHNICIAN CERTIFICATE

The Pharmacy Technician Certificate Program prepares qualified individuals to function as pharmacy technicians under the supervision of licensed pharmacists. As an integral member of the pharmacy staff, the pharmacy technician utilizes appropriate techniques and procedures to prepare and dispense medications in both the community and institutional pharmacy settings. The pharmacy technician also maintains patient profiles and manages inventory.

Through a combination of classroom presentations, campus laboratory practice and clinical experiences, the student will develop a knowledge of the roles and responsibilities of the pharmacy technician in the safe preparation and delivery of medications to patients. The program includes courses in general and technical education. Clinical and community practice experiences are under licensed pharmacist supervision at local hospital and retail

pharmacies.

At the completion of the program, the graduating pharmacy technician will be prepared to:

1. Perform pharmacy technician duties within the scope of the position and ethics of the industry.
2. Perform record keeping functions while protecting patient confidentiality.
3. Demonstrate a working knowledge of drug doses and routes of administration.
4. Use the medical terms, abbreviations, and symbols essential to prescribing, dispensing, administering, and charting medications correctly.
5. Perform accurate conversions between measurement systems.
6. Perform accurate calculations required for medication dispensing.
7. Assist the pharmacist in customer support and relations.

APPLICATION TO PROGRAM. Students requesting admission to the Pharmacy Technician Certificate program must first meet the requirements for general admission to the college, including foundation requirements in math, reading, and English and be admitted to the college.

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

Requirements for Admission. The following are requirements for admission to the Pharmacy Technician Certificate Program:

1. Be a high school graduate or possess a GED.
2. ACT composite score or equivalent Accuplacer score of 17 or above and a minimum 2.0 cumulative college GPA
3. Score at a College level on a placement test or take and pass foundation classes.
4. Be of good moral character and have no history of felony conduct or convictions.

Application Procedure. Applications to the Pharmacy Technician Certificate Program are available in the Health Sciences Division office. Each applicant must submit:

1. Application to Pharmacy Technician Certificate Program
2. High school transcript or GED score
3. ACT or equivalent Accuplacer score of 17 or higher
4. Transcript demonstrating any college work
5. Results of college placements tests

Admission Limitations. Due to space limitations, qualified applicants are ranked according to composite ACT scores, and Cumulative GPA. An interview may be requested at the discretion of the Pharmacy Technician Program Coordinator.

Basic Skills Requirement. Applicants must demonstrate competency in English, reading and mathematics as determined by ACT and/or College placement tests or complete

required foundation courses at the college, including Math 021. Requirements for Participation in Clinical Experiences. Each student admitted into the Pharmacy Technician Certificate program must complete the following:

1. Have a physical examination and file the results in the Health Sciences Division. The student must provide documentation of hearing and visual acuity, Hepatitis B vaccination series with titer, and annual TB test, chicken pox, and MMR titers. Students born after 1957 will not need titers if an immunization record is provided that indicates the varicella vaccine was given at 12-18 months of age, and that (2) MMR vaccinations were given. Students may provide documentation by a physician indicating that he/she has had chickenpox, the mumps, and/or measles. Students are required to get a seasonal flu vaccine prior to clinical experience at any facility that requires the seasonal flu for their employees.
2. Maintain current CPR certification, the American Heart Association, Health Care Provider (with use of AED), as well as, in-service education as determined by the faculty and affiliate heath agencies.
3. Drug Screening. WVU Parkersburg is a drug free community. Therefore, all students admitted to and enrolled in any program within the Health Sciences Division is subject to the Health Science Divisions' Drug and Alcohol Testing Policy which is found on the Health Sciences Division's website.

To that end, students in all Heath Sciences Programs will be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any Health Sciences Program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity will be required to undergo immediate drug/alcohol testing. All costs incurred as a result of this action is the responsibility of the student.

4. Criminal background checks are required for all students entering the Health Sciences programs prior to access to patients and/or children in clinical agencies/field sites used by this program. Costs ssociated with the state and federal criminal history checks will be the responsibility of the student. Based upon results of the criminal background check, a student may be denied access to clinical agencies/field sites and thus would not be able to complete the program. Involvement in any state or federal criminal investigation while in the Pharmacy Technician Certificate Program may result in dismissal from the or her background check.

Providing false information and/or failure to disclose background information on the application to the program is grounds for immediate dismissal.

5. Confidentiality statements and HIPAA training: Students in the Health Sciences Programs are subject to institutional, state, and federal regulations. Completion of required documentation is necessary for participation in clinical and community experiences.

6. Students must demonstrate behavior consistent with Professional Standards and Safe Clinical Practice Standards as outlined in the Health Sciences Division's Hand book for Pharmacy Technicians. Failure to adhere to the Standards may result in dismissal from the program.

Important: The ability to stand for long hours is a requirement for pharmacy technicians.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Health Sciences Division without notice to insure the integrity of the program and safety of the students, college, and community at large.

As a requirement for graduation, each student must take the Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board. Students studying on a full-time basis may normally expect to complete the Certificate within two semesters (fall and spring consecutively). The course of study requires completion of the following courses with a grade of C or better and a minimum cumulative grade-point average of 2.0:

FIRST SEMESTER

Course		Credit
SPCH 112	Interpersonal Communication	3 hrs.
BTEC 253	Medical Terminology	3 hrs.
PTEC101	Pharmacy Practice	7 hrs.
PTEC 112	Pharmacology 1	3hrs. TOTAL
	16 hrs.	

SECOND SEMESTER

Course		Credit
PHIL 231	Workplace Ethics	3 hrs.
PTEC 111	Calculations for Pharmacy Technicians	2 hrs.
PTEC 114	Pharmacology II	3 hrs.
PTEC 102	Clinical-Community Practice	4 hrs.
PTEC 121	Pharmacy Tech Certification Review	3 hrs
TOTAL		**15 hrs.**
TOTAL HOURS		**31 hrs.**

CHEMICAL AND POLYMER OPERATOR TECHNOLOGY CERTIFICATE

The Chemical & Polymer Operator Technology program is a 30-hour Certificate. The hands-on program prepares individuals to enter into the well paying job of process operator/technician. The curriculum is the same as utilized by 56 colleges affiliated with the Center for the Advancement of Process Technology (a National Science Foundation Center of Excellence) of which WVU Parkersburg is a member. The program is recognized throughout the United States and a number of foreign countries.

1st Semester

Course		Credit
ATPT130*	Intro to Process Technology	2 hrs
ATPT 131*	Process Safety, Health and Environmental	3 hrs.
ATPT 132*	Process Quality	3 hrs .
ATPT 140*	Process Instrumentation	4 hrs.
MATH 111	Technical Math	4 hrs.
Semester Total		**15 hrs.**

2nd Semester

Course		Credit
ATPT 141*	Process Technology I–Equipment	3 hrs.
ATPT 242*	Process Technology II – Systems	3 hrs.
ATPT 244*	Process Tech III–Operations	4 hrs.
ATPT 260	Capstone Course	1 hrs.
ENGL 107	Technical Writing	3 hrs.
Semester Total		**15 hrs.**
TOTAL HOURS		**30 hrs.**

* Courses developed by CAPT (Center for the Advancement of Process Technology)

RESIDENTIAL AND COMMERCIAL ELECTRICITY

The Residential and Commercial Electricity Certificate is a degree certificate program designed to meet the standards and skill training necessary to be licensed residential and commercial electrician in West Virginia. The program may be completed as a stand-alone certificate program or may be embedded in the Engineering Technology - Specialized concentration. The content in the Residential and Commercial Electricity Certificate program is modularized for increased flexibility and access.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 112	Workplace Safety	3 hrs.
Semester Total		**5 hrs**.

FALL SEMESTER

Course		Credit
MATH 107	Shop Math	3 hrs.
ELEC 115	Res/Comm Electrical 1	3 hrs.
ELEC 116	Res/Comm Electrical 2	3 hrs.
ELEC 117	Res/Comm Electrical 3	3 hrs.
ENGL 107	Technical Writing	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

ELEC 118	Res/Comm Electrical 4	3 hrs. 4 hrs.
ELEC 101	Electric and Electronic Fundamentals	2 hrs
ELEC 101L	Electric and Electronic Fundamentals Lab	1 hrs.
ELEC 234	Service Learning Experience	3 hrs.
ELEC 260	E & I Capstone Course	1 hrs.
Semester Total		**10 hrs. TOTAL**
HOURS		**30 hrs.**

SOLAR ENERGY TECHNOLOGY CERTIFICATE

Solar Energy Technologies are being integrated into a growing number of residential and commercial applications. In the face of current energy and environmental concerns, Solar Energy is gaining an increasingly important role in lessening our reliance on fossil fuels and assisting in the protection and sustainability of our environment. The Solar Energy Technologies (SET) certificate program will prepare students for employment in designing and installing solar electric systems, as well as integrating solar technologies into existing Electrical Systems.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs.**

FALL SEMESTER

Course		Credit
ELEC 115	Res/Comm Electrical 1	3 hrs.
ELEC 116	Res/Comm Electrical 2	3 hrs.
ELEC 117	Res/Comm Electrial 3	3 hrs.
SET 154	Solar PV Installation	3 hrs.
EAMT 107	Energy Technology	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

Course		Credit
ENGL 107	Technical Writing	3 hrs.
SET 155	Solar Thermal Installation	3 hrs.
ELEC 118	Res/Comm Electrical 4	3 hrs.
MATH 107	Shop Math	3 hrs.
SET 260	Certificate Capstone	1 hrs.
Semester Total		**13 hrs.**
Program Total		**30 hrs.**

TECHNICAL STUDIES CERTIFICATE

The Certificate in Technical Studies with emphasis in Manufacturing Supervision is a statewide program offered at WVU Parkersburg. This Certificate in Technical Studies makes available to West Virginia's community and technical colleges a program for cooperating with business, industry, service agencies, and labor in offering residents expanded opportunities for growth in occupational knowledge and skills and postsecondary general education.

The program provides for incorporation, in a certificate program format, general education, general or related support courses, and specific occupational training. On-the-job training and internship experience may be included as an optional component. Portions of this type of education and training are currently offered through high quality industry, business, labor, and agency-based human resource development programs. In addition, business, industry, labor, and agencies often request specific combinations of existing credit courses and/or non-credit training modules (such as those provided by the WV Training Network); this program provides an approved, appropriate means of meeting such requests. The objectives of this program include:

- Provision of a vehicle to facilitate direct educational partnerships with business, industry, labor, and agencies which are designed to assist in enhancing and maintaining efficiency and effectiveness and, where appropriate, their competitiveness in the regional, national, and international market places.
- Enhancement and broadening of quality industry-based educational and training programs through the addition and integration of a collegiate level general education component in a certificate program format.
- Encouragement of program participants to adopt a philosophy which embraces the practice of continuing lifelong education. Enhancement of the general education, technical, and occupational skills West Virginia's workforce and, consequently, of West Virginia's climate for economic development.
- Provision of a timely and efficient mechanism to address the training and educational needs of business, industry, and agencies through the delivery of customized programs based on documented needs.
- Improvement in the efficiency and effectiveness levels of higher education by using resources in the private sector to complement those of higher education.

This program provides courses meeting the following core competencies:

Component I - General Education (6 credit hour minimum) Credit Hours
- Communication Skills (appropriate to occupational area) 3
- Quantitative Skills 3
- Optional Additional General Education or Technical Courses* 0-5
* Courses which directly support the technical knowledge/skills taught in the program.

Component II - Technical/Occupational Specialty (24 credit hour maximum)
This component consists of technical specialty courses specific to an occupational area. Technical courses developed by the college, approved courses included in a business, industry, labor or agency-based education/training program or combinations of credit courses and/or non-credit training modules evaluated for credit equivalency by an identified college body can be included in this component.

Externally based education and training programs which are equivalent to college level classroom/laboratory courses are to be converted to college credit hours at no ewer ratios than 15:1 contact to credit hours for lecture, and at a rate consistent with the lab contact hour/credit hour ratio of WVU Parkersburg. Credit equivalencies for non-credit training modules will be converted at no fewer ratios than 30:1 contact to credit hours. Credit for externally based education and training will be awarded upon completion of the college work Component I.

Component III - Supervised Worksite-Based Learning or On-the-JobTraining in the Occupation (6 credit hour maximum)
Credit for worksite-based training is optional in a certificate in technical studies program. When incorporated, such training consists of a paid or unpaid internship practicum, or on-the-job training experience performed in a business, industry, labor, or agency setting in the occupational area related to the certificate.

The credit value of internships included in the certificate program in Technical Studies will be determined by the same process(es) and contact to credit hour ratio(s) as that in traditional programs. Business, industry, and agency-based on-the-job training experience is to be converted to credit hours at a ratio of 160:1, with a maximum of 960 contact hours allowable. A statement of the total number of contact hours experienced in this component may be placed on the college record. This credit is recorded immediately prior to graduation from WVU Parkersburg.

WELDING TECHNOLOGY CERTIFICATE

The Welding Certificate Program provides instruction in all the popular welding processes. Upon mastery of these processes, students are given the AWS Sense Level 1 examination. This certification usually will allow the student the opportunity to test for a potential employer in whatever code is required. Students studying on a full-time basis may normally expect to complete the certificate in one academic year. All credit earned may be applied to the AAS Degree in Welding Technology should the student subsequently choose to pursue the degree. To complete the certificate, students must complete the following courses with a minimum cumulative grade-point average of 2.0:

Welding Technology Certificate

Summer Semester

Course	Course Description	Cr. Hrs.
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs.**

Fall Semester

Course	Course Description	Cr. Hrs.
WELD 113	Welding Basics	2 hrs.
WELD 171	Welding Theory	2 hrs.
WELD 111 or		
WELD 148+149	Basic Oxyacetylene	3 hrs
WELD 160 or		
WELD 150 + 151	Welding Blueprint Reading	3 hrs.
WELD 121 or		
WELD 152 + 153	Basic Shielded Metal Arc Welding (SMAW)	3 hrs.
Semester Total		**13 hrs.**

Spring Semester

Course	Course Description	Cr. Hrs.
WELD 131 or		
WELD 154 + 155	Basic Gas Tungsten Arc Welding (GTAW)	3 hrs.
WELD 133 or		
WELD 156 + 157	Basic Flux Core Arc Welding (FCAW)	3 hrs.
WELD 134 or		
WELD 158 + 159	Basic Gas Metal Arc Welding (GTAW)	3 hrs.
WELD 281	Metallurgy	3 hrs.
WELD 261	Steel Fabrication	3 hrs.
MATH 107	Shop Math 1	3 hrs.
Semester Total		**18 hrs.**
Program Total		**33 hrs**.

ASSOCIATE DEGREES

Associate degree programs are typically two-year programs with at least 60 credit hours in the program of study. All associate degree programs include general education require-ments and some programs include electives.

WVU Parkersburg offers three associate degree levels:
- Associate of Applied Science (AAS) - AAS degrees at WVU Parkersburg offer en try level skills in various career/technical areas. The AAS degree is not designed for transfer to other institutions. The AAS degree includes at least 20 hours of general education.
- Associate in Arts (AA) The Associate in Arts Degree is typically designed for trans fer to other colleges and universities or into a BA program at WVU Parkersburg. Students must complete 46 hours of general education.
- Associate of Science (AS). The Associate of Science Degree is typically designed for transfer to other colleges and universities by students or into a BS program at WVU Parkersburg. Students must complete 32 hours of general education.

THE ROLE OF ELECTIVES IN ASSOCIATE DEGREE PROGRAMS

Some programs of study include elective hours. At WVU Parkersburg, three types of elec-tives are used in degree programs. These include the following:
- GENERAL EDUCATION ELECTIVES: These are electives that must be selected from the approved categories of general education courses at both the associate and baccalaureate levels.
- FREE ELECTIVES: These are electives that are "freely" chosen from any discipline to meet the graduation hour requirements at the 100-level or above. These courses are not targeted or named specifically.
- TARGETED ELECTIVES: These are electives that must be selected within a certain discipline (ie. Business, Mathematics, etc.) These are usually determined/decided by the program or degree the student is seeking and are thus "targeted" for a specific reason/cause.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

AAS degrees at WVU Parkersburg offer entry-level skills in various career/technical areas. The AAS degree is not specifically designed for transfer to other institutions. Students should understand that credit earned in any of these degrees may not apply upon transfer to bachelor's degrees offered by any other college or university. The AAS degree includes at least 20 hours of general education. AAS degrees offered include:

- 3D Modeling and Simulation Design	- Engineering Technology
- Board of Governors*	- Electronics
- Business Administration	- Specialized
- Accounting Technician	- Journalism
- Entrepreneurial Studies	- Legal Studies
- General Business	- Machining

- Business Technology
- Computer/Information Technology
- Computer Science
- Criminal Justice
- Child Development
- Energy Assessment and Management Technology

- Multi-Craft Technology
- Nursing
- Occupational Development*
- Solar Energy Technology
- Surgical Technology
- Technical Studies*
- Welding Skills Technology

* Statewide programs

3D MODELING AND SIMULATION DESIGN
Associate of Applied Science (AAS) Degree

The 3-D Modeling and Simulation Design program offers a high quality and diversified curriculum that prepares students for work in the fields of engineering, simulation software design, architecture and graphic design. Topics in 3D Modeling, Simulation, Parametric Modeling and Architectural Drafting focuses on the use of AutoCAD, 3DSMax, Inventor, Microstation and similar software in addition to foundational courses focusing on visual design, drafting and sketch rendering concepts.

FIRST SEMESTER:

Course		Credit
CS 101	Introduction to Computing	3 hrs.
MATH 111	Technical Math 1	4 hrs.
CS 128	Intro to Animation	6 hrs.
DRAF 111	Fundamentals of Drafting Using AutoCAD	3 hrs.
TOTAL		**16 hrs.**

SECOND SEMESTER:

Course		Credit
SPCH 111	Fundamentals of Speech	3 hrs.
MATH 112	Technical Math 2	4 hrs.
JOUR 360	Digital Imaging	3 hrs.
DRAF 112	Advanced Drafting Techniques	3 hrs.
DRAF 122	Fundamentals of 3D Studio Max	3 hrs.
TOTAL		**16 hrs.**

THIRD SEMESTER:

Course		Credit
PHYS 101	Introduction to Physics 1	3 hrs.
ENGL 101	Composition 1	3 hrs.
DRAFT 116	3D Modeling with AutoCAD	3 hrs.
DRAF 220	Fundamentals of Microstation with 3D	3 hrs.
DRAF 225	Advanced Work with 3D Studio Max	3 hrs.
TOTAL		**16 hrs.**

FOURTH SEMESTER:

		Credit
CS 202 HDP	Character Animation with 3D Studio Max	3 hrs.
General Education Elective (Historical)		3 hrs.
DRAF 226	3D Parametric Modeling with Inventor	3 hrs.
DRAF 227	3D Modeling and Simulation with EON	3 hrs.
DRAFT 228	3D Architectural Drafting	3 hrs.
DRAF 260	Capstone Course	1 hrs.
TOTAL		**16 hrs.**
PROGRAM TOTAL		**64 hrs.**

BOARD OF GOVERNORS
Associate of Applied Science (AAS) Degree

The Board of Governors AAS degree is a nontraditional degree completion opportunity at the associate degree level specifically devised for adult learners to meet occupational goals, employment requirements, establish professional credentials, or achieve personal goals. This degree program provides an 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. Through this program, adult students can establish deserved credentials, achieve a personal sense of accomplishment, and position themselves for advancement into a baccalaureate program.

This degree requires 60 credit hours. 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.

GENERAL EDUCATION REQUIREMENTS FOR AAS DEGREE

AAS degrees require completion of a 20-23 hour general core education curriculum as follows in the chart below.

General Education Competencies	
Communication	
Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	6 hours required (3 of which must be a writing course) • ENGL 101, 102, 107 or 109 (writing course) • ENGL 102 • SPCH 111 or 112
Higher Order Thinking Skills	
Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantitative literacy	(For AAS Higher Order Thinking and Scientific Inquiry will be combined) 6-8 hours required from two different areas (100 level or higher) • Any math, astronomy, biology, chemistry, computer science, environmental, technology, geology, physical science, physics, metallurgy
Scientific Inquiry	
Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	See Above
Historical and Diverse Persepctives	
Develop appropriate competencies in: • Global issues • Ethical perspectives • Cultural value • Historical perspectives	3 required (at 100 level or above) • Psychology, sociology, religion • Philosophy, political science, history, geography or economics
TOTAL HOURS	**20-23 hours hrs**

Graduation Requirements include:
1. Successful completion of 60 hrs.
2. Minimum overall grade point average of 2.0.
3. Must have been out of high school for at least two years.

Board of Governors Associate of Applied Science Degree

Free Electives: 39 hours of credit, which may include credit hours earned through traditional college courses, standardized exams (CLEP, DANTES), institutional-based challenge exams, licensure/certification/formal training programs (standardized awards), military training, and portfolio review.

General Education: 21 hours to include communications, humanities, natural sciences, social sciences, mathematics, computer literacy, and other approved general education courses. The General Education core is broken down in the following four content areas:

Communications:	6 hrs.
Mathematics/Natural Sciences:	6 hrs.
Social Sciences/ Humanities	6 hrs.
Computer Literacy	3 hrs.

BUSINESS ADMINISTRATION
Associate of Applied Science (AAS) Degree

The AAS-BA Degree in Accounting Technician, General Business, and Entrepreneurial Studies is a comprehensive program that will qualify students for entry-level positions in the banking, accounting, or other entry-level business areas. This program is designed to fold directly into the already established Bachelor of Applied Science in Business Administration (BASBA) program.

Graduation Requirements
1. Complete 60 credit hours from the Accounting Technician, General Business, or Entrepreneurial Studies curriculum.
2. Maintain minimum grade-point average of 2.0 in all general education courses and supportive course requirements.
3. Maintain minimum grade-point average of 2.25 in all the Business Core courses.
4. Maintain minimum grade-point average 2.5 and in the area of concentration.
5. Complete at least 16 hours of credit at WVU at Parkersburg.
6. File application at the Registrar's Office within the stated deadlines

Associate of Applied Science Degree in Business Administration

General Education and Supportive Course Requirements   21 hours

ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111 or	Fundamentals of Speech or	3 hrs.
SPCH 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
GBUS 117	Business Math	3 hrs.
CS 101	Introduction to Computing	3 hrs.
COLLEGE LEVEL MATH		3 hrs.

Business Core Courses   **18 hrs.**

GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Acct. I	3 hrs.
ACCT 202	Principles of Acct. II	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.

Accounting Technician Concentration   **21 hrs.**

ACCT 310	Accounting Information Systems	3 hrs.
MGMT 320	Principles of Management	3 hrs.
ACCT 354	Federal Income Tax Accounting II	3 hrs.
Accounting Electives		6 hrs.
*Business		6 hrs.

General Business Concentration   **21 hrs**

ACCT 310	Accounting Information Systems	3 hrs	MGMT
320	Principles of Management	3 hrs.	
MKTG 330	Principles of Marketing	3 hrs.	
GBUS 310	Business Law I	3 hrs.	
Business Electives		9 hrs.	

Entrepreneurial Studies Concentration   **21 hrs**

ACCT 310	Accounting Information Systems	3 hrs.
GBUS 310	Business Law I	3 hrs.
ENT 200	Entrepreneurship 1	3 hrs.
ENT 206	Managing and Marketing	3 hrs.
ENT 207	Financing and Information	3 hrs.
ENT 208	New Venture Accounting	3 hrs.
*Business Electives		3 hrs.

*Business Electives: Course in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG, including Co-operative

Education electives in a Business discipline.

BUSINESS TECHNOLOGY
Associate of Applied Science (AAS) Degree

The AAS Degree in Business Technology is a comprehensive program emphasizing the integration of competency skills from the areas of information, technology, basic skills, critical thinking, and problem-solving applications necessary in modern business operations. The program provides learning opportunities to introduce, develop, and reinforce academic and technology skills and attitudes required for job acquisition, retention, and advancement in the 21st Century.

Students with Business Technology skills may use the Credit-by-Examination or In-House Examination in certain courses. Students pursuing Tech Prep articulation or EDGE credit should contact their county schools director.

Graduation Requirements
1.   Complete 60 credit hours from the Business Technology curriculum.
2.   Maintain a minimum 2.0 cumulative grade-point average.
3.   Maintain a grade of C or better in each Business Technology course.
4.   Maintain a grade of C or better in GBUS 202 - Business Communication.
5.   Complete at least 16 hours of credit at WVU Parkersburg.
6.   File application at the Registrar's Office within stated deadlines.

CURRICULUM
Associate of Applied Science Degree
Business Technology

Course		Credit
General Education Requirements	**21 hours**	
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111 or	Fundamentals of Speech or	3 hrs.
SPCH 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
GBUS 117	Business Math	3 hrs.
CS 101	Introduction to Computing	3 hrs.
COLLEGE LEVEL MATH		3 hrs.
Required Business Core Courses	**15 hrs.**	
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Acct. 1	3 hrs.
ECON 201	Microeconomics	3 hrs.
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
Required Business Technology Courses	**24 hrs.**	
BTEC 116	Intermediate Keyboarding	3 hrs.
BTEC 235	Microsoft Word for Windows	3 hrs.
BTEC 265	Multimedia Presentations	3 hrs.
BTEC 270	Introduction to Web Page Design	3 hrs.
BTEC 295	Professional Development Seminar	3 hrs.
*Business Electives		9 hrs.
TOTAL		**60 hrs**

* Business Electives: Course in ACCT, BTEC, ECON, ENT, FIN, GBUS, MGMT, MKTG, including Co-operative Education electives in a Business discipline.

Associate in Applied Science Child Development

The Associate in Applied Science (AAS) in Child Development provides preparation for those interested in working in childcare, Head Start, or as a paraprofessional in a preschool or kindergarten classroom. The AAS in Child Development degree builds upon the Certificate in Child Development program.

Students may receive credit hours for completion of the ACDS (Associate Child Development Specialist) program or a valid current CDA credential. Credit is determined based on review of student records by Certification Analyst.

Requirements for Admission and Retention

In order to be considered for Admission to and Retention in the Associate of Applied Science with an emphasis in Child Development:
1. Complete an Admission to Child Development Form (available in Education and Humanities office).
2. Student must hold at least a 2.0 grade point average (GPA).
3. Complete all program (CDEV and EDUC) coursework with a C or better.
4. Student must fulfill the following requirements in accordance with the Admission to the BAS with an emphasis in Child Development Policy. A file for each Child Development student will be maintained in the Education Office with all required documentation. When items are missing or need to be updated, the student must submit them by a date designated in a letter to the student in accordance with the Admission Policy. Failure to resolve issues by the deadline will result in removal from the program.

    a. Fingerprints for BCI if he/ she is a resident of WV and has not lived out side of the state after the age of 18. If he/ she is an out-of-state resident or has lived outside of the state after the age of 18 he/ she needs an FBI check (fees may be associated with this process).
    b. A statement of criminal record must be completed and returned. Must be updated every 2 years.
    c. Medical Form. Must be updated every 2 years.
    d. A negative result of TB test must be on file. Must be updated annually.
    e. Authorization and Release for Protective Services Record Check form must be completed and returned with no findings of maltreatment. Form # BCF-PSRC 6/2005.
    f. Must hold a current Food handlers Card. (Must be updated every 2 years)
    g. Copy of High School Diploma or GED must be on file.
    h. Student must sign a confidentiality form.
    i. The student must pass all required background checks and receive a "no conviction statement" from the Department of Health and Human Resources; waivers will not be granted. Student must also have no substantiated claims against them through Child Protective Services.

5. Files containing the above materials will be reviewed by the Child Development Department regularly. Failure to maintain a complete file at any time after admission will result in removal from Admitted status.
6. Student must uphold the NAEYC Code of Ethical Conduct:
http://www.naeyc.org/store/files/store/TOC/118.pdf
Failure to adhere to the code may result in dismissal from the program.
7. Student must take the Parapro, a standardized test of skills for paraprofessionals (http://www.ets.org/parapro) to graduate from the program.

AAS Child Development

Semester 1

EDUC 250	Intro to Early Education	3 hours
CDEV 105	Family and the Child	3 hours
CDEV 210	Curriculum and Strategies for Early Childhood Programs	3 hours
ENGL 101	English Composition I	3 hours
PSYC 241	Human Growth and Development	3 hours
		15 hours

Semester 2

CDEV 205	Young Children With Special Needs	3 hours
MATH 100	Intermediate Algebra	4 hours
CDEV 240	Observation & Assessment Strategies	3 hours
CDEV 155	Guiding Young Children	3 hours
EDUC 255	Language Arts & Emergent Literacy	3 hours
		16 hours

Semester 3

CDEV 243	Infant and Toddler Development	3 hours
SOC 221	Marriage and the Family	3 hours
ENGL 102	English Composition II	3 hours
HPER 172	First Aid	2 hours
CDEV 242	Preschool Development	3 hours
		14 hours

Semester 4

HPER 215	Personal and Community Health	2 hours
CDEV 251	Capstone	4 hours
CDEV 255	Capstone Seminar	3 hours
CS 108	Educational Technology	3 hours
SPCH 111	Fundamentals of Speech	3 hours
		15 hours
TOTAL CREDIT HOURS		**60 hours**

COMPUTER AND INFORMATION TECHNOLOGY
Associate of Applied Science (AAS) Degree

The Associate of Applied Science degree program in Computer and Information Technology will prepare the student for a career in the computer/networking industry. Along with the general education requirements, students will take courses preparing them for a number of industry recognized certifications, including A+, Network+, Cisco Certified Networking Associate Certification (CCNA), Microsoft Certified Professional Certification (MCP) and Linux+.

Associate of Applied Science Degree
Computer and Information Technology

FIRST SEMESTER

Course		Credit
CIT 101	PC Management and Maintenance (A+)	5 hrs.
CIT 105	Network Fundamentals (Cisco)	5 hrs.
CIT 130	Principles of Information Systems	3 hrs.
CS 101	Introduction to Computing	3 hrs.
TOTAL		**16 hrs.**

SECOND SEMESTER

Course		Credit
ENGL 101	Composition 1	3 hrs.
CIT 106	Routers & Routing Fundamentals (Cisco)	5 hrs.
CIT 114	Windows Operating Systems (MCP)	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
Free Elective		2 hrs.
TOTAL		**16 hrs.**

THIRD SEMESTER

Course		Credit
MATH 111*	Technical Math 1	4 hrs.
CIT 205	Intermediate Routing and Switching (Cisco)	5 hrs.
CIT 140	Electricity & Digital Electronics Fundamentals	2 hrs.
CIT 141	Electricity & Digital Electronics Fundamentals Lab	1 hrs.
CIT 240	Introduction to Linux	3 hrs.
Free Elective		3 hrs.
TOTAL		**18 hrs.**

FOURTH SEMESTER

Course		Credit
MATH 112*	Technical Math 2	4 hrs.
SOC 101 or	Introduction to Sociology or	3 hrs.
PSYC 101	Introduction to Psychology	
CIT 206	WAN Theory and Design (Cisco)	5 hrs.
CIT 211	Network Infrastructure (MCP)	3 hrs.
CIT 260	Capstone Project	2 hrs.
CIT 260L	Capstone Project Lab	1 hrs.
TOTAL		**18 hrs.**
TOTAL HOURS		**68 hrs.**

*MATH 126 and MATH 128 may be substituted.
**CIT 111 and CIT 112 or CIT 114 may be substituted.

COMPUTER SCIENCE
Associate of Applied Science (AAS) Degree

The Computer Science A.A.S. program focuses on Software Analysis and Design. The curriculum is a business-friendly and useful curriculum. This program will provide students clear transition to employment in the fields of software development and/or into the BAT Software Engineering major.

First Semester (15 hours)

Course		Credit
CS 121	Computer Programming 1	3 hrs.

CIT 130	Principles of Information Systems	3 hrs.
HDP	Elective	3 hrs.
MATH 126	Introduction to College Algebra	3 hrs.
CS 101	Introduction to Computers	3 hrs.

Second Semester (15 hours)

Course		Credit
CS 122	Computer Programming 2	3 hrs.
CIT 114	Windows Operating System	3 hrs.
ENGL 101	Composition 1	3 hrs.
MATH 128	College Trigonometry	3 hrs.
SPCH 111	Introduction to Speech	3 hrs.

Third Semester (14 hours)

Course		Credit
CS 221	Algorithm Analysis	3 hrs.
CS 301	Database Theory and Design	3 hrs.
CIT 105	Introduction to Networking	5 hrs.
CS 129	Web Page Design	3 hrs.

Fourth Semester (16 hours)

Course		Credit
CS 220	Web programming	3 hrs.
CIT 240	Introduction to Linux	3 hrs.
CS 260	Capstone Project	2 hrs.
CS 261	Capstone Lab	1 hrs.
ENGL 102	Composition 2	3 hrs.
Any 4 cr. Hr.	Lab Science	4 hrs.
Total Program Hours		**60 hrs.**

CRIMINAL JUSTICE
Associate of Applied Science (AAS) Degree

The Associate of Applied Science Degree in Criminal Justice is embedded in the Bachelor in Applied Science (BAS) degree. This degree program studies society's formal control systems, the administration of justice and the criminal process. It covers various aspects of police and security work, criminal law and the courts, the penal system, crime prevention and investigation, correctional theories, and root causes of crime. It is a program designed to provide students with a basic understanding of the criminal justice system and the basic skills needed to further pursue education and work in law enforcement, corrections, and justice. CJ 111 is to be the first CJ course for Criminal Justice majors. CJ 291 will be taken the semester of graduation. A major field test will be taken in CJ 111 and again in CJ 291. The AAS in Criminal Justice is also available for completion as an on-line/E Campus program.

Developmental Courses
Students with developmental needs in reading, English and mathematics will be required to take developmental courses as prerequisites to enrolling in required program courses.

Graduation Requirements.
1. Complete all listed courses.
2. Complete all necessary developmental courses.

3. Maintain a minimum 2.0 cumulative grade-point average.
4. Complete at least 16 credit hours at WVU Parkersburg.
5. File a graduation application to receive a degree at the Registrar's Office within stated deadlines.

Associate of Applied Science Degree
Criminal Justice

Course		Credit
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal and Constitutional Law	3 hrs.
CJ 123	Introduction to Corrections	3 hrs.
CJ 213	Probation and Parole	3 hrs.
CJ 291	Internship	3 hrs
CJ 312	Ethics in Criminal Justice	3 hrs.
CJ 331	Criminal Investigations	3 hrs
CJ	Elective	3 hrs.
Sub-Total		**24 hrs.**
PSYC 101	Intro to Psychology	3 hrs.
PSYC 281	Abnormal Psychology	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
SOC 232	Criminology	3 hrs.
SOC 233 or	Juvenile Delinquency or	
SOC 235	Race Relations	3 hrs.
HPER 172 or	Standard First Aid or	2 hrs.
CJ 221	Police Physical Agility	
POLS 101 or	Elements of Democratic Gov or	3 hrs.
POLS 102	American Federal Government	
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
Lab Science		4 hrs.
MATH 126 or	College Algebra or	3 hrs.
CS 101	Intro to Computing	
AAS TOTAL HOURS		**60 hrs.**

ENERGY ASSESSMENT AND MANAGEMENT TECHNOLOGY
Associate of Applied Science (AAS) Degree

Energy Assessment and Management Technology (EAMT) is finding usefulness in a growing number of industry and trades. In the face of the current energy and environmental concerns, energy efficiency and sustainability practices are gaining an increasingly important role in lessening our reliance on fossil fuels and assisting in the protection of our environment. With our EAMT program, students will explore different methods of energy systems assessment, residential and commercial energy audits, efficiency improvement techniques and the construction and design of more energy-efficient homes and buildings. Students will also acquire hands-on skills and techniques for applying these methods to existing and future buildings and systems.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs**.

FALL SEMESTER

Course		Credit
HVAR 120	HVAC/R 1	3 hrs.
HVAR 130	HVAC/R 2	3 hrs.
HVAR 140	HVAC/R 3	3 hrs.
MATH 107	Shop Math 1	3 hrs.
EAMT 107	Energy Technology	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

Course		Credit
ENGL 107	Technical Writing	3 hrs.
MATH 111	Tech Math 1	4 hrs.
CS 102	Spreadsheet Applications	2 hrs.
EAMT 128	Weatherization	3 hrs.
HVAR 150	HVAC/R 4	3 hrs.
Semester Total		**15 hrs.**

SUMMER SEMESTER

Course		Credit
SET 293*	Cooperative Work Experience	1 hrs.*

FALL SEMESTER

Course		Credit
ELEC 115	Res/Comm Electrical 1	3 hrs.
ELEC 116	Res/Comm Electrical 2	3 hrs.
ELEC 117	Res/Comm Electrical 3	3 hrs.
EAMT 220	Residential Energy Audits	3 hrs.
EAMT 124	Lighting Systems	3 hrs.
Semester Total		**15 hrs**.

SPRING SEMESTER

Course		Credit
ELEC 118	Res/Comm Electrical 4	3 hrs.
EAMT 230	Energy Investment Analysis	3 hrs.
EAMT 108	Building Science	3 hrs.
EAMT 228	Commercial Energy Audits	3 hrs.
SET 280	Degree Capstone	1 hr.
Semester Total		**13 hrs.**
Program Total		**60 hrs.**

*Cooperative Work Experience is optional and not included in total credits.

ENGINEERING TECHNOLOGY
Associate of Applied Science (AAS) Degree

The AAS Degree in Engineering Technology provides a sound framework in basic engineering courses and experience needed for employment in a wide variety of fields. Graduates are prepared to solve problems and make calculations in their specialty fields. Fundamentals are stressed with the expectation that graduates can offer basic entry skills to the majority of industrial and technical employers.

Degree Concentrations. The AAS Degree in Engineering Technology is comprised of a common core of courses required of all Engineering Technology students plus a variety of specialized courses for each track. The Electronics Concentration is designed to build upon the E&I Certificate from WVU Parkersburg and provides additional coursework re-

quired for careers in high level technical electronics, signal processing, communications and automated control. The Specialized Concentration is designed to build upon a previously earned technical Certificate (HVAC/R, IM, Chemical and Polymer Operator Technology, etc.) from WVU Parkersburg. Additional courses are then selected to provide the students an enhanced framework of technical skills .To complete the degree, a student must complete one of the options outlined on the following pages while maintaining a minimum cumulative grade point average of 2.0

Graduation Requirements:
1. Complete the degree concentration in either Electronics, or Specialized.
2. Maintain a minimum 2.0 cumulative grade point average.
3. Complete at least 16 credit hours at WVU Parkersburg.
4. File application to receive a degree at the Registrar's Office within stated deadlines.
5. For the Electronics Option, a "C" or better must be earned in all "ELEC" courses.

NOTE: For students who satisfy all the prerequisites and plan to be full-time students entering in the fall semester, the following sequence is suggested in order to complete the degree in two academic years:

ENGINEERING TECHNOLOGY
Electronics Concentration

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Technologies	3 hrs.
SEMESTER TOTAL		**5 hrs.**

FALL SEMESTER

Course		Credit
ELEC 102	Electricity & Instrumentation Technology 1	3 hrs.
ELEC 103	Electricity & Instrumentation Technology 2	3 hrs.
ELEC 104	Electricity & Instrumentation Technology 3	3 hrs.
MATH 111	Technical Math 1	4 hrs.
CS101	Introduction to Computing	3 hrs.
SEMESTER TOTAL		**16 hrs.**

SPRING SEMESTER

Course		Credit
ELEC 202	Electricity & Instrumentation Technology 4	3 hrs.
ELEC 203	Electricity & Instrumentation Technology 5	3 hrs.
ELEC 204	Electricity & Instrumentation Technology 6	3 hrs.
ENGL 101	Composition 1	3 hrs.
MATH 112	Tech Math 2	4 hrs.
SEMESTER TOTAL		**16 hrs.**

FALL SEMESTER

Course		Credit
ELEC 220	Automated Systems Controls	4 hrs.
ELEC 222	Digital Circuits	3 hrs.
MECH 202	Technology Statics	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.

DRAF 114	Electrical Drafting	3 hrs.
SEMESTER TOTAL		**16 hrs.**

SPRING SEMESTER

Course		Credit
ELEC 124	Analog Circuits	3 hrs.
MECH 203	Technology Dynamics	3 hrs.
INDT 233	Statistical Process Control	3 hrs.
HDP ELECTIVE	Historical and Diverse Perspectives Elective	3 hrs.
ELEC 224	Capstone Course	1 hrs.
SEMESTER TOTAL		**13 hrs.**
PROGRAM TOTAL		**66 hrs.**

ENGINEERING TECHNOLOGY
Specialized Concentration

ONE-YEAR TECHNICAL CERTIFICATE PROGRAM   **30 hrs.**

REQUIRED GENERAL EDUCATION COURSES

Course		Credit
CS101	INTRODUCTION TO COMPUTING	3 hrs.
MATH 111	TECH MATH 1	4 hrs.
MATH 112	TECH MATH 2	4 hrs.
ENGL 101	COMPOSITION 1	3 hrs.
SPCH 111	FUNDAMENTALS OF SPEECH	3 hrs.

REQUIRED TECHNOLOGY COURSES

MECH 202	TECHNOLOGY STATICS	3 hrs.
MECH 203	TECHNOLOGY DYNAMICS	3 hrs.
INDT 233	STATISTICAL PROCESS CONTROL	3 hrs.

HISTORY AND DIVERSE PERSPECTIVES COURSES   **3 hrs.**
SELECT 3 CREDIT HOURS MINIMUM FROM CRIMINAL JUSTICE, GEOGRAPHY, HISTORY, PHILOSOPHY, PSYCHOLOGY, RELIGION or SOCIOLOGY.

SCIENCE AND TECHNOLOGY COURSES   **10 hrs.**
SELECT 10 CREDIT HOURS MINIMUM FROM CHEM, DRAF, CS, BIOL, PSCI,INDT, MECH, ELEC, WELD, MACH, ETC.

REQUIRED CAPSTONE COURSE
INDT 260 TECHNOLOGY CAPSTONE COURSE   **1 hr.**

ENGINEERING TECHNOLOGY-SPECIALIZED A.A.S TRACK. (MINIMUM)   **60 hrs.**

"*TOTAL GEN ED REQUIREMENTS FOR ENGINEERING TECHNOLOGY A.A.S. MUST TOTAL 20 HRS. AND INCLUDE:
• 3 HOURS of ENGL 101, 102, 107, 108
• 3 HOURS of SPCH 111
• 6-8 hours from two different areas (100 level or higher) in Math, Astronomy, Biology, Chemistry, Computer Science, Environmental Technology, Geology, Physical Science, Physics, Metallurgy
• 3 hours required (at 100 level or above) in Psychology, Sociology, Religion, Philosophy, Political Science, History, Geography, Economics"

JOURNALISM
Associate of Applied Science (AAS) Degree

The AAS degree in Journalism provides training for those interested in working at small circulation daily, biweekly or weekly newspapers, small-market radio and television stations, advertising and public relations firms, and business organizations which maintain their own public information and publications

Graduation Requirements:
1. Complete the 60 hours of credit in the courses outlined.
2. Complete at least 16 hours of credit at WVU Parkersburg.
3. Maintain a minimum 2.0 cumulative grade-point average.
4. Maintain a minimum 2.5 cumulative grade-point average in core required courses.
5. File an application to receive a degree at the Registrar's Office within stated deadlines.

Associate of Applied Science Degree
Journalism

Course		Credit
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111 or	Fundamentals of Speech or	3 hrs.
SPCH 112	Interpersonal Communication	
GEOG 102 or	World Geography	3 hrs.
HIST 153	U.S. History From Reconstruction/Present	
POLS 101 or	Elements of Democratic Govt.	3 hrs.
POLS 102	American Federal Govt.	
CS 101	Introduction to Computing	3 hrs.
College level Math		3 hrs.
Science elective		4 hrs.
General electives		4 hrs.
JOUR 101	Intro. to Mass Communications	3 hrs.
JOUR 215	Media Writing	3 hrs.
JOUR 318	News Reporting	3 hrs.
JOUR 319	Broadcast News Writing	3 hrs.
JOUR 360	Digital Imaging	3 hrs.
JOUR 410	Graphic Design	3 hrs.
JOUR 220	Photography	3 hrs.
JOUR 225 *	Newspaper Production 1	1 hrs.x 2
JOUR 226	Newspaper Production 2	1 hrs.x 2
JOUR 293 **	Cooperative Work Experience	6 hrs.
TOTAL HOURS		**60 hrs.**

** Coursework may be substituted for Co-op.

LEGAL STUDIES (LS)
Associate of Applied Science (AAS) Degree

Students may earn an Associate in Applied Science in Legal Studies. This Legal Studies career pathway begins with the certificate, which is embedded into the AAS and leads to the Bachelor of Science.

Course		Credit
LS 101	Intro to Legal Studies	3 hrs.
ACCT 123	Office Accounting	3 hrs.
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 220	Legal Research and Writing 2	3 hrs.
LS 231	Legal Ethics & Professional Responsibility	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
LS 240	Civil Procedures	3 hrs.
CJ 270	Courtroom Procedures	3 hrs.
LS 291	Internship	3 hrs.
BTEC 275	Adv. Micro. App. For Business	3 hrs.
SOC 233 OR	Juvenile Delinquency	3 hrs.
SOC 235	Race Relations	
SOC 232	Criminology	3 hrs.
POLS 101	Elements of a Democratic Govt.	3 hrs.
ENGL 102	Composition 2	3 hrs.
Lab Science		4 hrs. HPER
172 OR	Standard First Aid	2 hrs.
CJ 221	Police Physical Agility	
TOTAL		**60 hrs.**

MACHINING TECHNOLOGY
Associate of Applied Science (AAS) Degree

Employment opportunities for personnel trained as industrial machinists exist in nearly all industries whether large or small. Graduates set up and operate a variety of machine tools to produce precision parts and instruments or become precision instrument makers who fabricate, modify, or repair mechanical tooling. Graduates may also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

FIRST SEMESTER

Course		Credit
MATH 107	Shop Math 1	3 hrs.
ENGL 107	Technical Writing	3 hrs.
CS 101	Introduction to Computing	3 hrs.
MACH 101	Machine Shop 1	4 hrs.
MTEC 102	Introductory Craft Skills	3 hrs.
Semester Total		**16 hrs**.

SECOND SEMESTER

Course		Credit
MATH 108	Shop Math 2	3 hrs.
SPCH 112	Interpersonal Communication	3 hrs.
MACH 102	Machine Shop 2	4 hrs.
MACH 103	Shop Fabrication	3 hrs.
MACH 104	Machinist Print Reading	3 hrs.
Semester Total		**16 hrs.**

THIRD SEMESTER

Course		Credit
SOC 151	Sociology in the Workplace	3 hrs.
IM 254	Machining 1	3 hrs.
MACH 201	Machine Shop 3	4 hrs.
WELD 281	Metallurgy	3 hrs.
DRAFT 102	Drafting Fundamentals	3 hrs.
Semester Total		**16 hrs.**

FOURTH SEMESTER

Course		Credit
PHIL 231	Workplace and Business Ethics	3 hrs.
IM 255 CNC	Machining 2	3 hrs.
MACH 202	Machine Shop 4	4 hrs.
WELD 131	Basic GTAW	4 hrs.
MACH 260	Machining Capstone Projects	2 hrs.
Semester Total		**16 hrs.**
Program Totals		**64 hrs.**

MULTI-CRAFT TECHNOLOGY
Associate of Applied Science (AAS) Degree

The Multi-Craft Technology program prepares graduates for positions as technicians that install, service, repair, and maintain equipment in today's modern industrial, commercial and/or manufacturing facilities. Students learn many aspects of maintenance activity that are required to be successful in several business sectors. Courses include preventive maintenance, system design, and troubleshooting concepts that integrate practical application and knowledge of electrical, electronic, hydraulic, and mechanical systems. Students learn technical skills in reading schematics, pneumatics/hydraulics, welding, fabrication, electricity, safety, and maintenance procedures. Educational experiences include extensive hands-on instruction in a laboratory/shop setting. This blend of theory and application helps the student to adapt to changing technology and work environments.

Graduates obtain employment in positions such as industrial maintenance technician, facility maintenance technician, electrician, maintenance supervisor, maintenance planner, or maintenance inspector. This multi-faceted program facilitates those interested in multi-craft positions; the trained technician realizes when a more highly-qualified professional is required to resolve the maintenance situation.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
MTEC 103	Introduction to Maintenance Technologies	3 hrs.
SEMESTER TOTAL		**5 hrs.**

FALL SEMESTER

Course		Credit
IM 101	Industrial Maintenance 1	3 hrs.
IM 102	Industrial Maintenance 2	3 hrs.
IM 103	Industrial Maintenance 3	3 hrs.
MATH 107	Shop Math 1	3 hrs.
CS 101	Introduction to Computing	3 hrs.
SEMESTER TOTAL		**15 hrs.**

SPRING SEMESTER

Course		Credit
IM 201	Industrial Maintenance 4	3 hrs.
IM 202	Industrial Maintenance 5	3 hrs.
IM 203	Industrial Maintenance 6	3 hrs.
ENGL 107	Technical Writing	3 hrs.
MATH 108	Shop Math 2	3 hrs.
SEMESTER TOTAL		**15 hrs.**

FALL SEMESTER

Course		Credit
ELEC 102	Electrical & Instrumentation Technology 1	3 hrs.
ELEC 103	Electrical & Instrumentation Technology 2	3 hrs.
ELEC 104	Electrical & Instrumentation Technology 3	3 hrs.
SPCH 112	Interpersonal Communication	3 hrs.
PHIL 231	Workplace Ethics	3 hrs.
SEMESTER TOTAL		**15 hrs.**

SPRING SEMESTER

Course		Credit
ELEC 202	Electrical & Instrumentation Technology 4	3 hrs.
ELEC 203	Electrical & Instrumentation Technology 5	3 hrs.
ELEC 204	Electrical & Instrumentation Technology 6	3 hrs.
SOC 151	Sociology in the Workplace	3 hrs.
MTEC 280	Capstone Course	1 hrs.
SEMESTER TOTAL		**13 hrs.**

NURSING
Associate of Applied Science (AAS) Degree

The Associate of Applied Science Degree in Nursing at West Virginia University Parkersburg is designed to guide qualified students through structured learning experiences in health care settings to meet eligibility requirements for the National Council Licensing Examination for Registered Nurses (NCLEXRN). WVU Parkersburg's Associate Degree in Nursing is approved by the West Virginia Board of Examiners for Registered Professional Nurses and accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia, 30326. Phone 404.975.5000, Fax 404.975.5020, Website www.nlnac.org.

Program education outcomes include:
1. Utilize the nursing process to provide therapeutic nursing interventions that assist the individual, family, and community in the promotion, restoration and maintenance of health across the life span.
2. Create a caring environment to protect the person's dignity while honoring their values, customs, cultures and spiritual beliefs.
3. Use therapeutic communications to collaborate with the individual, family, community, and health care team in promoting patient centered care.
4. Make sound clinical decisions in a reflective manner using reasoning, analysis, and research.
5. Manage patient care consistent with Standards of Nursing Practice and ANA Code of Ethics.

Clinical nursing experiences are offered under faculty supervision at Appalachian Behavioral Health, Camden-Clark Medical Center Charleston Area Medical Center, Marietta Memorial Hospital, Selby General Hospital, area nursing homes, and other selected community agencies.

APPLICATION TO PROGRAM. Students requesting admission to the nursing program must first meet the requirements for general admission to the college, including foundation requirements in reading and English and be admitted to the college. Applicants to the nursing program must be eligible to meet the requirements for licensure in the state of West Virginia as stated in West Virginia Code §30-7-6. These conditions include:

1. Be a high school graduate or equivalent.
2. Be a graduate of an accredited school of nursing.

The Board of Examiners for Registered Professional Nurses may deny testing to any applicant proven guilty of certain infraction such as, but not limited to fraud, felony, or moral misconduct. (West Virginia Code §30-7-11.)

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

General Requirements
Applicants may qualify to be considered for admission in one of two ways:

1. Be a high school senior or graduate with a grade point average of 2.5 or higher, have a composite ACT score or equivalent Accuplacer score of 23 or higher, complete an approved lab science.*
   * Science course approved by the Science Department
2. Have an earned ACT composite score or equivalent Accuplacer score of 19, an overall college cumulative grade point average of 2.5 or higher and a 2.5 or higher grade point average in these required college courses: ENGL 101, PSYC 101, SOC 101, and a lab science with a minimum grade of "C" in each of these courses. ACT composite score or equivalent Accuplacer score will be waived for applicants who apply with a College Degree from an accredited institution.

Application to the Nursing Program
Applications will be accepted year round. Application forms are available in the Health Sciences Division office and online at www.wvup.edu/healthsciences. For an application to be complete, each applicant must:
  • Submit completed Health Sciences application.
  • Submit high school transcript or GED certificate
  • Submit ACT or equivalent Accuplacer score of 19 or higher or SAT of 910 or higher
  • Submit transcripts of any college work from another college
  • Complete the Health Education Systems Inc. (HESI) Admission

Assessment examination with a score of 70 or higher. The cost of the exam will be assumed by the applicant. Contact the Health Sciences Division for current cost of the exam.

The examination measures general aptitude for nursing.

The HESI Admission Assessment examination is scheduled monthly and the dates and times are listed online at www.wvup.edu/healthsciences. Call the Health Sciences Division to register for the exam.

An interview with applicants may be requested at the discretion of the Nursing Admission, Progression, and Graduation Committee.

It is important to note that completion of the application process does not imply that the applicant will be admitted to the nursing program.

ADMISSION TO THE PROGRAM
Provisional Admission
All initial admissions to NURS111 will be provisional for one semester.

Full Admission
Upon successful completion of NURS 111 with a minimum grade of "C", the student will be fully admitted into the Nursing Program and will progress to Nursing 112. Students who earn less than a "C" grade in nursing will be dismissed from the program.

Students who withdraw or do not earn the minimum grade of "C" in NURS 111 will be required to reapply for provisional admission. Students may only be readmitted once. Students may meet with their assigned advisor to develop a plan.

Admission Limitations
Due to space limitations, qualified applicants are ranked according to composite ACT scores, by pre-nursing test scores, and both prescriptive and cumulative grade point averages.

The highest ranked students who meet the admission requirements by March 15 for a fall admission or September 15th for spring admission are admitted first; other qualified applicants will be placed on a waiting list. The first day of class the waiting list is deleted. Because of competition for space, it is possible qualified applicants may not be selected for admission.

Advanced Placement for Licensed Practical Nurses
Licensed Practical Nurses may apply for advanced standing in the nursing program if they meet the following criteria:

- meet the admission criteria for the Associate of Applied Science in the Nursing program,
- hold a current unencumbered practical nurses license,
- submit a Practical Nursing School transcript,
- college transcript demonstrates completion of the following classes with a minimum grade of "C": ENGL 101, PSYC 101, BIOL107, and SOC 101.

The licensed practical nurse who meets all the criteria for admission must notify the Health Sciences office by March 15th for fall admission and September 15th for spring admission with a request to test for advanced standing. Competency testing will be offered once per semester and the dates and times are listed online at www.wvup.edu/healthsciences. The cost of the exam will be assumed by the applicant.

To be granted advanced standing in the nursing program, licensed practical nurses are required to demonstrate competency of basic fundamental skills by successfully completing the following exams:

A Fundamentals Theory Exam with a score of 76%
- A Fundamentals Pharmacology Exam with a score of 76%
- A Medication Math Exam with a score of 90%
- A Comprehensive Skills Exam with a score of 90%

Upon successful completion of the above exams, the licensed practical nurse will be granted advanced standing, be granted credit for Nursing 111, and progress to the second semester of the nursing program. The licensed practical nurse may only test once for advanced placement.

Updates to Applications.
Students interested in pursuing admission in the next cycle should update their applications in the Health Sciences Division. It is the responsibility of the student to provide appropriate documentation of changes in his/her personal and/or academic record.

CLINICAL PRACTICE REQUIREMENTS
Each student admitted into the Nursing Program must complete the following:

Physical Examination
After formal acceptance into the nursing program, all students must have a physical examination and file the results of the physical examination in the Health Sciences Division Office.he student must provide documentation of hearing and visual acuity, DTaP vaccine within the last 7 years, Hepatitis B vaccination series with titer (or waiver), a two-step Mantoux tuberculosis test with annual TB testings, Varicella and MMR titers. Students born after 1957 will not need titers if an immunization record is provided that indicates the varicella vaccine was given at 12-18 months of age, and that (2) MMR vaccinations were given. Students may provide documentation by a Health Care Provider indicating that he/she has had chickenpox, the mumps, and/or measles in lieu of the vaccine. Students are required to get a seasonal flu vaccine prior to clinical experience at any facility that requires the seasonal flu for their employees.

CPR Certification
Each student admitted into the nursing program is required annually to maintain current CPR certification, the American Heart Association, Health Care Provider (with use of AED), as well as, in-service education as determined by the faculty and affiliate health care agencies.

Drug Screening
WVU Parkersburg is a drug free community. Therefore, all students admitted to and enrolled in any program within the Health Sciences Division are subject to the Health Science Division's Drug and Alcohol Testing Policy which is found on the Health Sciences Division's website.

To that end, students in all Heath Sciences Programs will be required to submit to randomized, mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any Health Sciences Program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity will be required to undergo immediate drug/alcohol testing. All costs incurred as a result of this action is the responsibility of the student.

Background Check
Criminal background checks are required for all students entering the Health Sciences programs. Costs associated with the state and federal criminal history checks will be the responsibility of the student. A clinical facility has the right to refuse a student access to clinical experience based on results of a criminal background check, which may prevent progression in the program. The Health Sciences Division reserves the right to nullify a student's admission based on the results of his or her background check.

Providing false information and /or failure to disclose background information on the application to the program is grounds for immediate dismissal.

Confidentiality Statements and HIPAA Training
Students in the Health Sciences programs are subject to institutional, state, and federal regulations. Completion of required documentation is necessary for participation in clinical and community experiences.

Progression and Graduation
A student may only re enroll in the same nursing course once. Students who withdraw for the second time or are unsuccessful in their second attempt in the same course will be dismissed. A student may repeat no more than one nursing course. A student who earns less than a grade of "C" in a second nursing course will be dismissed from the nursing program.   Dismissal from the nursing program renders the student ineligible for readmission to program. A student who is dismissed from the program has the right of appeal. A grade of "C" or better is required in each course in the nursing curriculum to qualify for graduation.

Students must demonstrate behavior consistent with the Department's Professional Standards and Safe Clinical Practice Standards. Failure to adhere to the Standards may result in dismissal from the program.

Technical Standards for Admission, Progression and Graduation*

Personal Attributes and Capabilities Essential for Admission, Progression and Graduation of WVU Parkersburg Nursing Students:

The curricula leading to a degree in Nursing from WVU at Parkersburg requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psycho-motor, physical and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the requirements of a nursing degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that the college considers essential or entrance to, continuation in and graduation from its nursing degree program. Candidates for a nursing degree must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements. These technical standards become effective immediately upon approval of all accrediting and regulatory bodies.

Technical Standards

A. Visual, Auditory and Tactile Abilities
- Sufficient abilities to gather data from written reference materials, oral presentations, demonstrations and observations of a patient and his/her environment.
- Sufficient ability to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog and wave form presentations of physiologic phenomena to determine a client's condition.

Examples of relevant activities:

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to detect audible alarms generated by mechanical systems used to monitor patient physiological status.
- Tactile abilities sufficient to detect unsafe temperature levels in heat producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

B. Communication Abilities

- Ability to communicate with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect and body language).
- Required communication abilities, including speech, hearing, reading, writing, lan-

guage skills and computer literacy.

Examples of relevant activities:

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state or responses to treatment from patients or family members.
- Ability sufficient to convey information to clients and others as necessary to teach, direct and counsel individuals.

C. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength and mobility to carry out nursing procedures, perform basic laboratory tests and provide routine and emergency care and treatment to patients.

Examples of relevant activities:

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
- Mobility sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning and lifting of patients.

D. Behavioral, Interpersonal and Emotional Abilities

- Ability to relate to colleagues, staff and patients with honesty, integrity and non-discrimination.
- Capacity for the development of a mature, sensitive and effective therapeutic relationship with clients.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Examples of relevant activities:

- Emotional skills sufficient to remain calm in an emergency situation.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural or social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt

completion of all responsibilities attendant to the diagnosis and care of clients.

E. Cognitive, Conceptual and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.
- Ability to gather data, develop a plan of action, establish priorities and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.
- Ability to comprehend spatial relationships adequate to properly administer IM injections or assess wounds of varying depths.

*Adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission.

Admission to and graduation from the nursing program does not guarantee that the West Virginia Board of Examiners for Registered Professional Nurses will endorse the graduate as a candidate to sit for the licensure examination.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Nursing Faculty Organization, without notice to insure the integrity of the program and safety of the students, college, and community at large.

Even though this catalog describes courses required to complete the Associate of Applied Science degree in the Nursing Program at WVU Parkersburg, it is not prescriptive or intended to replace counsel from an academic advisor. Course availability may vary and students are strongly encouraged to consult an academic advisor concerning course sequence and degree requirements

Graduation Requirements
1. Complete 69 credit hours as outlined in the Course of Study.
2. Maintain a minimum 2.0 cumulative grade-point average.
3. Maintain a minimum grade-point average of 2.0 in all Nursing courses (courses with a NURS prefix).
4. Complete the following courses in the curriculum with a grade of C or better: NURS 111,112, 131, 213, 216, 217, 224; BIOL 107, 108, 200; ENGL 101,102; SOC 101; PSYC 101.
5. Complete a minimum of 16 credit hours at WVU Parkersburg.

6. File application to receive a degree within stated deadline dates at the Registrar's Office.

Associate of Applied Science Degree
Nursing

(Prerequisite)

Course		Credit
CHEM 297 or	Special Topics: Chemical Calculations or	5 hrs.
CHEM 111	Intro to Chemistry	

First Year
FIRST SEMESTER

Course		Credit
NURS 111	Medical Surgical Nursing 1	9 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro. to Psychology	3 hrs.
BIOL 107	Anatomy and Physiology 1	4 hrs.
TOTAL		**19 hrs.**

SECOND SEMESTER

Course		Credit
NURS 112	Medical Surgical Nursing 2	9 hrs.
NURS 131	Physical Assessment	1 hrs.
BIOL 108	Anatomy and Physiology 2	4 hrs.
TOTAL		**14 hrs.**

THIRD SEMESTER

Course		Credit
NURS 213	Family-Centered Nursing	9 hrs.
ENGL 102*	Composition 2	3 hrs.
SOC 101*	Intro. to Sociology	3 hrs.
TOTAL		**15 hrs**.

FOURTH SEMESTER

Course		Credit
NURS 216	Medical Surgical Nursing 3	9 hrs.
NURS 224	Perspectives of Nursing	3 hrs.
BIOL 200*	Microbiology	4 hrs.
NURS 217	NCLEX-RN Review	1 hrs.
TOTAL		**17 hrs**
TOTAL CREDIT HOURS		**69 hrs.**

* All required general education courses are pre-or co-requisites of the final nursing course.

OCCUPATIONAL DEVELOPMENT
Associate of Applied Science (AAS) Degree

The Associate of Applied Science Degree in Occupational Development is available through WVU Parkersburg. This is a statewide program involving various colleges within the West Virginia Higher Education structure and the United States Department of Labor, Bureau of Apprenticeship Training, in Charleston. There is no pre-established curriculum for this program. It is available only to persons who are already taking training in one of

the state's apprenticeship programs that are approved by the Bureau of Apprenticeship Training.

The component consists of apprenticeship courses offered through and approved by the U.S. Department of Labor or approved courses included in the Child Development Associate (CDA) education and training program which are under the direction of any agency or organization with the expertise in Early Childhood Teacher Preparation. The courses will be converted to college credit hours at the usual ratio of 15:1 for lecture and at the lab hours/credit ratio of the college.

Apprenticeship programs that wish to make the AAS Degree available to their students must first enter an agreement with the College outlining the specific requirements for the degree. Once the general agreement is in place, students may begin to take college courses that will apply to the degree. All students will be required to complete at least 21 credit hours in general education courses. Certain technical credit can be given on the basis of apprenticeship training that is in progress. A minimum of 64 credit hours is required for the Associate of Applied Science Degree.

Organizations that have training agreements with the college:
1. International Brotherhood of Electrical Workers, Local 968, Parkersburg
2. Millwright, Local 1755, Parkersburg
3. Parkersburg Fire Department, Parkersburg
4. Plumbers and Steamfitters, Local 565, Parkersburg
5. Sheet Metal Workers, Local 33, Parkersburg
6. Boiler Makers, Local 667, Parkersburg
7. Operating Engineers, Local 132, Parkersburg
8. Plumbers and Pipefitters, Local 168, Parkersburg
9. MARCC (seven unions) - WV Carpenters, Joiners of America Training Center (JATC); Local 302-Huntington, Local 476 - Bridgeport, Local 604 - Morgantown, Local 899 - Parkersburg, Local 1159 - Point Pleasant, Local 1207 - Charleston, and Local 1911 - Beckley
10. WVU Apprenticeship for Child Development Specialist training program

SOLAR ENERGY TECHNOLOGY (SET)
Associate of Applied Science (AAS) Degree

Solar energy technologies are being integrated into a growing number of residential and commercial applications. In the face of current energy and environmental concerns, Solar energy is gaining an increasingly important role in lessening our reliance on fossil fuels and assisting in the protection and sustainability of our environment. In the Solar Energy Technologies (SET) program, students prepare for employment in designing and installing solar electric and domestic hot water systems, as well as integrating solar technologies into existing HVAC/R and Electrical Systems. SET students take courses in Photovoltaic (PV) Systems, Domestic Hot Water Systems, Active and Passive Solar Applications, Electricity and Electronics Fundamentals, Commercial and Residential Energy Efficiency, HVAC/R systems, and the usual requirement of physics and math. Graduates will demonstrate competencies in PV System Safety, Site Assessment, System Design Selection, Electrical and Mechanical System Adaptation, Installation of Subsystem Components, System

Performance Inspection, Maintenance and Troubleshooting. Graduates will be attractive to a broad job market and may work for installation and construction contractors, HVAC/R contractors, marketing, sales, materials estimating, sizing and design.

SUMMER SEMESTER

Course		Credit
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs.**

FALL SEMESTER

Course		Credit
ELEC 115	Res/Comm Electrical 1	3 hrs.
ELEC 116	Res/Comm Electrical 2	3 hrs.
ELEC 117	Res/Comm Electrical 3	3 hrs.
EAMT 107	Energy Technology	3 hrs.
SET 154	Solar PV Installation	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

Course		Credit
ENGL 107	Technical Writing	3 hrs.
MATH 107	Shop Math 1	3 hrs.
ELEC 118	Res/Comm Electrical 4	3 hrs.
SET 158	Solar PV Design/Install 1	3 hrs.
Semester Total		**12 hrs.**

SUMMER SEMESTER

Course		Credit
SET 293*	Cooperative Work Experience	1 hrs.*

FALL SEMESTER

Course		Credit
HVAR 120	HVAC/R 1	3 hrs.
HVAR 130	HVAC/R 2	3 hrs.
HVAR 140	HVAC/R 3	3 hrs.
SET 155	Solar Thermal Install	3 hrs.
SET 228	Solar PV Design/Install 2	3 hrs.
Semester Total		**15 hrs.**

SPRING SEMESTER

Course		Credit
EAMT 230	Energy Investment Analysis	3 hrs.
MATH 111	Tech Math 1	4 hrs
HVAR 150	HVAC/R 4	3 hrs.
SET 159	Solar Thermal Design/Install	3 hrs.
CS 102	Spreadsheet Applications	3 hrs.
SET 280	Degree Capstone	1 hrs.
Semester Total		**17 hrs.**
Program Total		**61 hrs**.

* Co-op work experience is optional and not included in total credits.

SURGICAL TECHNOLOGY
Associate of Applied Science (AAS) Degree

The Associate of Applied Science (AAS) Degree in Surgical Technology prepares qualified individuals to work under the supervision of a surgeon to assist the safe and efficient performance of invasive surgical procedures, make certain that the operating room environment is safe, that equipment functions properly, and that the operative procedure is performed under optimal conditions that ensures patient safety. As an integral member of the surgical team, the surgical technologist works with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during and after surgery.

Through a combination of classroom presentations, campus laboratory practice and clinical experiences, the student will develop a knowledge of the surgical environment, instrumentation, procedures and supplies necessary to ensure safe care of the surgical patient. The program includes courses in general and technical education. Clinical experiences are offered under faculty and mentor supervision at Camden Clark Medical Centers, Memorial Health Systems, Thomas Memorial, Charleston Area Medical Centers and other selected community agencies.

The mission of the West Virginia University at Parkersburg AAS Degree in Surgical Technology is to provide students with the opportunity to develop the skills and knowledge in the cognitive, psychomotor, and affective learning domains necessary to gain employment as competent entry level surgical technologists. At the completion of the program the graduate surgical technologist will be able to:

1. Maintain a safe environment as a surgical team member throughout the peri-operative experience by applying principles of asepsis and practicing sterile technique.
2. Apply basic scientific principles related to anatomy, physiology and patho   physiology when preparing surgical procedures and providing care to the surgical patient.
3. Incorporate legal/ethical principles in decision-making when applying problem-solving strategies in the care of the surgical patient.
4. Individualize communication techniques to support interpersonal relationships with patients and surgical team members
5. Uphold the professional standards defined by the Association of Surgical   Technologists (AST).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street, Clearwater, FL, 33756

Application to Program. Students requesting admission to the AAS Degree in Surgical Technology must first meet the requirements for general admission to the college, including foundation requirements in math, reading, and English and be admitted to the college.

Additionally, the applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

Requirements for Admission. The following are requirements for admission to the Associates of Applied Science in Surgical Technology Degree Program:

1. Be a high school graduate or possess a GED.
2. ACT score of 17 or higher or comparable Accuplacer score.
3. Must have a minimum 2.0 cumulative college GPA.
4. Score at a College level on a placement test or take and pass remedial classes.
5. Be of good moral character and have no history of felony conduct or convictions.
6. Complete the Psychological Services Bureau (PSB) examination with a score of 40% or higher.

Application Procedure. Applications to Surgical Technology are available in the Health Sciences Division office. Each applicant must submit:

1. Application to Surgical Technology
2. High school transcript or GED score
3. ACT score 17 or higher or comparable Accuplacer score
4. Transcript demonstrating any college work.
5. Results of college placement tests.

All applicants who meet the qualifications will be notified of the schedule for the PSB examination.This exam is required and cost of the examination must be assumed by the applicant. The examination takes two and one-half hours to complete and measures general aptitude in health occupations. The highest ranked students who meet the admission requirements by March 15 are admitted first; other qualified applicants will be placed on a waiting list. The first day of class, the waiting list is dissolved. Because of the competition for space, it is possible that qualified applicants may not be selected for admission. Students who are not accepted and wish to be considered for the following year will need to update their application by contacting the Health Sciences Division.

Admission Limitations. Due to space limitations, qualified applicants are ranked according to composite ACT scores, PSB score, Cumulative GPA, and personal interview.

Basic Skills Requirement. Applicants must demonstrate competency in English, reading and mathematics as determined by ACT and/or College placement tests or complete required foundation courses at the college.

Important: The ability to perform under pressure in stressful and emergency situations is a required attribute for surgical team members. Manual dexterity and physical stamina are essential. Many of the responsibilities of the surgical technologist require standing, often for a number of hours; therefore, the applicant must demonstrate the ability to fulfill these job requirements.

Requirements for Participation in Clinical Experiences. Each student admitted into the Surgical Technology program must complete the following:

1. Have a physical examination and file the results in the Health Sciences Division. The student must provide documentation of hearing and visual acuity, Hepatitis B vaccination series with titer, and annual TB test, chicken pox, and MMR titers. Students born after 1957 will not need titers if an immunization record is provided that indicates the varicella vaccine was given at 12-18 months of age, and that (2) MMR vaccinations were given. Students may provide documentation by a physician indicating that he/she has had chickenpox, the mumps, and/or measles. Students are required to get a seasonal flu vaccine prior to clinical experience at any facility that requires the seasonal flu vaccine for their employees.

2. Maintain current CPR certification, the American Heart Association, Health Care Provider (with use of AED), as well as, in-service education as determined by the faculty and affiliate health agencies.

3. Drug Screening. WVU Parkersburg is a drug free community. Therefore, all students admitted to and enrolled in any program within the Health Sciences Division is subject to the Health Science Divisions' Drug and Alcohol Testing Policy which is found on the Health Sciences Division website.

To that end, students in all Health Sciences Programs will be required to submit to randomized mandatory drug screening without notice. Failure to cooperate will result in administrative dismissal from the program. Students who test positive for alcohol, illegal usage of a controlled substance, or illicit drugs will be immediately dismissed from the program and will not be eligible for readmission to any Health Science Program.

Any student demonstrating behaviors of reasonable suspicion or impaired capacity will be required to undergo immediate drug/alcohol testing. All costs incurred as a result of this action is the responsibility of the student.

4. Criminal background checks are required for all students entering the Health Sciences programs prior to access to patients and/or children in clinical agencies/field sites used by the program. Costs associated with the state and federal criminal history checks will be the responsibility of the student. Based upon results of the criminal background check, a student may be denied access to clinical agencies/field sites and thus would not be able to complete the program. The Health Sciences Division reserves the right to nullify a student's admission based on the results of his/her background checks. Involvement in any state or federal criminal investigation while in the Surgical Technology program may result in dismissal from the program.

Providing false information and/or failure to disclose background information on the application to the program is grounds for immediate dismissal.

5. Confidentiality statements and HIPAA training: Students in the Health Sciences Programs are subject to institutional, state, and federal regulations. Completion of required documentation is necessary for participation in clinical and community experiences.

6. Students must demonstrate behavior consistent with Professional Standards and Safe

Clinical Practice Standards as outlined in the Health Sciences Division's Handbook for Surgical Technology. Failure to adhere to the Standards may result in dismissal from the program.

The WVU Parkersburg administration reserves the right to amend this documentation, upon recommendation of the Health Sciences Division without notice to insure the integrity of the program and the safety of the students, college, and community at large.

As a requirement for graduation, each student must take the national certification exam given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students studying on a full   time basis may normally expect to complete the AAS Degree in two calendar years. The course of study requires completion of the following courses with a grade of C or better and a minimum cumulative grade point average of 2.0.

Associate of Applied Science Degree
Surgical Technology

Requirements for AAS Degree: 60 credit hours

PRE-REQUISITE

MATH 021	Elementary Algebra	4 hrs.

FIRST SEMESTER

Course		**Credit**
ST 100	Introduction to Surgical Technology	10 hrs.
ST 102	Surgical Instrumentation, Equipment, and Supplies	3 hrs.
BIOL 109	Anatomy and Physiology for Allied Health	4 hrs.
BIOL 109L	Anatomy and Physiology for Allied Health Lab	1 hrs.
ENGL 101	English Composition I	3 hrs.
TOTAL		**17 hrs.**

SECOND SEMESTER

Course		**Credit**
BIOL 110	Microbiology for Surgical Technology	3 hrs.
ST 110	Patient Care & Concepts I	6 hrs.
ST113	Patho-physiology of the Surgical Patient	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
TOTAL		**16 hrs.**

THIRD SEMESTER

Course		Credit
ST 211	Patient Care Concepts II	8 hrs.
ST 114	Pharmacology for the Surgical Techologist	3 hrs.
SPCH 112	Interpersonal Communication	3 hrs.
TOTAL		**14 hrs.**

FOURTH SEMESTER

Course		Credit
ST 212	Surgical Technology Capstone	10 hrs.
Social Science Elective		3 hrs.
TOTAL		**13 hrs.**

TOTAL 60 CREDIT HOURS

TECHNICAL STUDIES
Associate of Applied Science (AAS) Degree

The Associate of Applied Science degree program in Technical Studies is designed to meet the following needs: (1) to provide for cooperatively sponsored educational opportunities leading to associate degrees for employees/students participating in quality education and training programs sponsored by business, industry, labor, or government, or other education agencies hereafter referred to as employers or agency; (2) to provide a timely and efficient mechanism for community and technical colleges to deliver educational programs in a variety of occupational fields to employers; (3) to increase the abilities of employees to use technology through the delivery of customized programs based upon documented needs. effectively and responsibly; (4) to increase abilities of employees to communicate information effectively through reading, writing, speaking, and listening; (5) to develop employee's abilities to solve problems through reasoning, information, retrieval, and productive teamwork; (6) to assist those employed in the workforce to understand that education is a life-long process.

For existing eligible education and training programs, the specific course of study for each program will be determined by agreements between the employer/agency program sponsor and a community and technical college responsible for the service region where the sponsor is located. For programs being developed to address a specific occupational need, the college will form an advisory committee made up of representatives of the business or industry to be served by the proposed program and representatives of the college to provide advice in the design of an appropriate program of study.

Required components in the program include general education and classroom instruction in a technical core and in the occupational area. College credit may be awarded for on-the-job training and/or supervised work based learning.

The objectives of this program include:

1. Provision of a timely and efficient mechanism to address the training and educational needs of business, industry, labor, and government employers)
2. Provision of direct educational partnerships with employers and other education agen-

cies designed to assist in enhancing and maintaining competitiveness in the regional, national and international marketplace.

3. Enhancement and broadening of quality work-based educational and training programs through the addition and integration of a general education component.
4. Integration into the formal higher education curriculum of academically
5. Encouragement of program participants to adopt a philosophy which embraces the practice of continuing, lifelong education
6. Enhancement of the general education, technical and occupational skills of West Virginia's workforce and, consequently, of West Virginia's climate for economic development.
7. Improvement in the efficiency and effectiveness levels of higher education by using resources in the private sector to complement those of public higher education.

General Features
This program makes available to the state's community and technical colleges on an optional basis a vehicle for cooperating with employers and other education agencies in offering residents of West Virginia expanded opportunities for postsecondary education. A program of study developed under this degree designation leads to an Associate of Applied Science degree in Technical Studies. This program of study will include general education, general technical education, and specific occupational training. On-the-job training is an optional component that may be included. Portions of this type of education and training are currently offered on a non-college credit basis via quality industry based educational and training programs.

This degree program is designed to provide a vehicle to assist the community and technical colleges in responding to the needs of employers in a timely manner. Those educational needs that are one time or short term are the primary focus for this program.

Admission and Performance Standards
The admission and performance standards for this program are to be consistent, on an institution-by-institution basis, with those for similar Associate of Applied Science (A.A.S.) degree programs offered under this degree designation.

Residency Requirement
In order to provide for the maximum flexibility and the mobility of participants, there is no mandatory credit hour requirement for institutional residency. However, 3 credit hours may be required at the degree granting community and technical college.

Program Requirements
Each community and technical college which awards A.A.S. degrees under this degree designation will negotiate with the employer or other sponsors of education or training programs in the college's service area the degree program curricula which may include student learning in four components: general education, general technical courses, classroom occupational technical training, and an option for

OJT occupational training. A minimum amount of general education is prescribed. The proportion of the degree program consisting of classroom occupational training and gen-

eral technical courses will be determined in a large part by the demonstrated need of a particular occupational area. On-the-job training or work site learning placements may be credited using a formula of 160 on-the-job training hours per credit hour (160:1). Up to 12 credit hours may be awarded on this basis. A statement of the total number of OJT contact hours completed by the participants also may be placed on the college student record.

The program must include a minimum of 60 credit hours but is not to exceed 72 credit hours. A model curriculum and sample agreement, together with the components and credit hours, are outlined on the following pages. Negotiated programs of study are to include curricula that follow the guidelines and an agreement which incorporates the key components of the sample.

Program Focus

Business, industry, labor, and government organizations interested in furthering the education and training of their employees/members constitute the target audience of this degree program. By providing a program of study designed to enhance and maintain employee knowledge and skills, it is expected that such individuals will enjoy greater job security and job flexibility while providing employers with a more highly skilled and educated workforce. For those just entering the job market, the program of study will include the education and training needed to assure basic entry level skills for the specific technical/occupational field. Such programs will typically be offered only if the need for new employees or the need for expanded education and training of current employees is needed by the employers served by the sponsoring community and technical college.

Program Impact

This program provides the community and technical colleges with a mechanism to
1. Respond more quickly to the education and training needs of employers thus allowing business and industry to remain competitive.
2. Tailor programs to the specific needs of employers.
3. Work hand-in-hand with local and state government and employers in training and retraining efforts designed to promote economic development in the state.
4. Ensure that the workforce of West Virginia is competitive in the regional, national, and international marketplace.
5. Provide entry level educational preparation for specific technical/occupational fields for which jobs exist in the service region of the degree granting community and technical college.
6. Ensure that graduates have the basic and advanced knowledge and skills needed to adapt to the ever changing technology and employer expectations.

Component I – General Education

See General Education Requirements chart for AAS degrees   20-23 hrs.

Component II - Technical Core - Each program of study must include a general technical core that meets the goal of developing skills that may be applied to a variety of occupations or that may be specific to an occupation. Some examples of technical courses include:

Laboratory Science	Nutrition	Human Relations
Principles of Management	Fluid Power	Graphics
Principles of Supervision	Electrical Systems	Methods of Inquiry
Computer Applications	Industrial Psychology	Fluid Power
Draft/CAD/Blueprint Reading	Human Resource Mgmt.	Acct. Principles
Advanced Mathematics	Human Relations	Industrial Relations
Human Resource Mgmt	Information Processing	Equine Management
Quality Control Principles	Qualitative Business Analysis	Equine Studies
TQM Principles	Statistics	Safety and Ind. Hygiene

Subtotal **Maximum 39 credit hrs.**

Component III - Technical/Occupational Specialty - The component consists of technical specialty courses specific to an occupational area. Technical courses developed and delivered by the college, apprenticeship courses, or approved courses included in a business or industry training program can be included in this component. Apprenticeship and industry based education and training program courses are to be converted to college credit hours at the usual ratio of 15:1 for lecture and 30:1 ratio for laboratory credit.

Subtotal **Maximum 39 credit hrs.**

Component IV - On-the-Job Training in the Occupation or Supervised Work Based Learning The component consists of a paid or unpaid OJT, internship, or practicum performed in a business or industry setting in the occupational area. The on-the-job training component is to be converted to credit hours at a ratio of 160:1 with the maximum of 1,920 contact hours allowable. A statement of the total number of contact hours experienced through on-the-job training may be placed on the college record. This credit will be recorded immediately prior to graduation from the college.

Subtotal **Maximum of 12 credit hrs.**
Total semester hours **Maximum of 60-72 credit hrs.**

WELDING SKILLS TECHNOLOGY
Associate of Applied Science (AAS) Degree

Occupational opportunities for skilled certified welders are virtually limitless. Welding skills are required in pipelines which carry steam, petroleum, or natural gas; in construction and maintenance of chemical plants; and in structural work involving steel, alloys, aluminum, or other metals.

Testing Center. WVU Parkersburg is an approved testing center for the administration of licensing tests for the State of West Virginia and meets standards for the American Society for Testing Materials, American Welding Society (AWS), American Society for Mechanical Engineers Testing, the American Petroleum Institute, and American Society for Non Destructive Testing.

Developmental Courses. Students with weak entry skills in reading, writing, or mathematics will be required to take developmental work as prerequisite to enrolling in courses

required for the degree. For full admission to program, students must be eligible to enroll in MATH 107 and ENGL 107.

Graduation Requirements:
1. Complete the outlined curriculum for the AAS Degree in Welding Technology.
2. Maintain a minimum 2.0 cumulative grade-point average for all work undertaken.
3. Complete at least 16 hours credit at WVU Parkersburg.
4. File application to receive degree at the Registrar's Office within stated deadlines.
5. Successfully pass identified AWS certification examinations.

Associate of Applied Science

Summer Semester

Course	Course Description	Cr. Hrs.
MTEC 102	Introductory Craft Skills	2 hrs.
Semester Total		**2 hrs.**

Fall Semester

Course	Course Description	Cr. Hrs.
WELD 113	Welding Basics	2 hrs.
WELD 171	Welding Theory	2 hrs.
WELD 111 OR WELD 148 + 149	Basic Oxyacetylene	3 hrs.
WELD 160 OR WELD 150 + 151	Welding Blueprint Reading	3 hrs.
WELD 121 OR WELD 152 + 153	Basic Shielded Metal Arc Welding (SMAW)	3 hrs.
Semester Total		**13 hrs**.

Spring Semester

Course	Course Description	Cr. Hrs.
WELD 131 OR WELD 154 + 155	Basic Gas Tungsten Arc Welding (GTAW)	3 hrs.
WELD 133 OR WELD 156 + 157	Basic Flux Core Arc Welding (FCAW)	3 hrs.
WELD 134 OR WELD 158 + 159	Basic Gas Metal Arc Welding (GMAW)	3 hrs.
WELD 281	Metallurgy	3 hrs.
WELD 261	Steel Fabrication	3 hrs.
MATH 107	Shop Math 1	3 hrs.
Semester Total		**18 hrs.**

Fall Semester

Course	Course Description	Cr. Hrs.
WELD 291	Fabrication Shop	3 hrs.
WELD 132	Advanced Gas Tungsten Arc Welding (GTAW)	3 hrs.
WELD 221	Advanced Shielded Metal Arc Welding (SMAW)	3 hrs.
CS101 or CS 100	Computer Science Course	3 hrs.
ENGL 107	Technical Writing	3 hrs.
PHIL 231	Workplace and Business Ethics	3 hrs.
Semester Total		**18 hrs.**

Spring Semester

Course	Course Description	Cr. Hrs.
WELD 279	Welding Inspection	3 hrs.
WELD 136	Advanced Flux Core Arc Welding (FCAW)	3 hrs.
WELD 135	Advanced Gas Metal Arc Welding (GMAW)	3 hrs.

WELD 260	Welding Capstone	2 hrs.
SPCH 111 or 112	Speech Course	3 hrs.
HDP Elective	Historical, Diverse Perspectives Elective	<u>3 hrs.</u>
Semester Total		**17 hrs.**
Program Total		**68 hrs.**

ASSOCIATE IN ARTS (AA) DEGREE

The Associate in Arts Degree is designed for transfer to other colleges and universities. Students who expect to earn a Bachelor of Arts or Bachelor of Science Degree at any other institution in any of the following fields should plan to register at WVU Parkersburg for this degree.

Concentrations: Art, Education, English, Geography, History, Journalism, Languages, Mathematics, Music, Philosophy, Political Science, Psychology, Religion, Sociology, Speech and Theatre.

Graduation Requirements:

1. Complete a minimum of 61 semester hours credit in courses outlined below.
2. Complete the 46 hour general education curriculum outlined below.
3. Complete at least 15 hours of free elective credit in courses that are appropriate to the proposed major.
4. Complete at least 16 credit hours at WVU Parkersburg.
5. Maintain a minimum 2.0 cumulative grade point average.
6. File application to receive a degree at the Registrar's Office prior to stated deadline.

GENERAL EDUCATION CURRICULUM
ASSOCIATE IN ARTS (AA) DEGREE

General Education Competencies for the Associate of Arts (AA)

Communication

Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	9 hours required • ENGL 101 • ENGL 102 • SPCH 111 or 112

Higher Order Thinking Skills

Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantiative literacy	3 hours required • MATH 121 or higher

Scientific Inquiry

Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	8 hours required • Two sequentially numbered lab science courses in one discipline or two lab science courses in different disciplines

Historical and Diverse Perspectives

Develop appropriate competencies in: • Ethical perspecitves • 2 hours from HPER	14 hours required • 3 hours from psychology, sociology or religion • 3 hours from philosophy, political science, history, geography or economics • 6 hours from at least two of the following disciplines: economics, history, philosophy, political science, psychology, religion, sociology, geography

Express/develop/promote/value Aesthetic Awareness

Develop appropriate competencies in: • Expression of ideas • Appreciation of fine and performing arts • Understanding literature • Critical thinking	12 hours required • Must be from fine arts, literature and foreign language • 3 hours required from Group A; 3 hours required from Group B; an additional 6 hours from one of the Groups A, B or C to be determined by the transfer program • Group A: ART 101, MUSI 170 or THEA 101 • Group B: ENGL 131, 132, 221, 222, 261, 262, 241, 242, 285 • Group C: Two sequentially numbered foreign language courses 100 level or above

TOTAL HOURS	**46 hours**

TOTAL GENERAL EDUCATION	**46 hrs**
FREE ELECTIVE COURSES	**15 hrs**
ASSOCIATE IN ARTS DEGREE	**61 hrs**

ASSOCIATE OF SCIENCE (AS) DEGREE

The Associate of Science Degree is designed for transfer to other colleges and universities by students who seek bachelor's degrees. The Associate of Science Degree is available in Business Administration or General Studies. General Studies concentrations are in the following fields: Biology, Chemistry, Geology, Physics, or pre-professional study which may led to study in Dentistry, Medicine, Pharmacy, Physical Therapy or Veterinarian Science.

Graduation Requirements:
1. Complete all required foundations courses in English, Reading and Mathematics.
2. Complete a minimum of 60 semester hours credit in appropriate courses.
3. Complete the AS general education curricula outlined below.
4. Complete at least 16 semester hours credit at WVU Parkersburg.
5. File application to receive a degree within stated deadline dates at Registrar's Office.
6. Maintain a minimum 2.0 cumulative grade point average.

GENERAL EDUCATION CURRICULUM
ASSOCIATE IN SCIENCE

General Education Competencies for the Associate in Science (AS)

Communication	
Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	9 hours required • ENGL 101 • ENGL 102 • SPCH 111 or 112

Higher Order Thinking Skills	
Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantiative literacy	6 hours required • MATH 126 or higher • Any higher number math course (specific programs will require certain courses)

Scientific Inquiry	
Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	8 hours required • Two sequentially numbered lab science courses in one discipline or two lab science courses in different disciplines as determined by the student's program

Historical and Diverse Perspectives	
Develop appropriate competencies in: • Global issues • Ethical perspectives • Cultural value • Historical perspectives	6 hours required • 3 hours from psychology, sociology or religion • 3 hours from philosophy, political science, history, geography or economics

Express/develop/promote/value Aesthetic Awareness	
Develop appropriate competencies in: • Expression of ideas • Appreciation of fine and performing arts • Understanding literature • Critical thinking	12 hours required • Must be from fine arts, literature and foreign language • 3 hours required from Group A; 3 hours required from Group B; an additional 6 hours from one of the Groups A, B or C to be determined by the transfer program • Group A: ART 101, MUSI 170 or THEA 101 • Group B: ENGL 131, 132, 221, 222, 261, 262, 241, 242, 285 • Group C: Two sequentially numbered foreign language courses 100 level or above

| **TOTAL HOURS** | **32 hours** |

GENERAL EDUCATION CURRICULUM
ASSOCIATE IN SCIENCE (AS) DEGREE

General Education Competencies **AS**

Communication

Develop appropriate
competencies in:
- Writing
- Speaking
- Listening
- Reading

9 hours required•
- ENGL 101
- ENGL 102
- SPCH 111 or 112

Higher Order Thinking Skills

Develop appropriate
competencies in:
- Problem solving
- Abstract inquiry
- Logical reasoning
- Quantitative literacy

6 hours required
- MATH 126 or higher•
- Any higher number math course (specific programs will require certain courses)

Scientific Inquiry

Develop appropriate
competencies in:
- Scientific method
- Problem solving
- Critical thinking

8 hours required
- Two sequentially numbered lab science courses in one discipline or two lab science courses in different disciplines as determined by the student's program.

Historical and Diverse Perspectives

Develop appropriate
competencies in:
- Global issues
- Ethical perspectives
- Cultural value
- Historical perspectives

6 hours required (at 100 level or above)
- 3 hours from Psychology, Sociology, or Religion•
- 3 hours from Philosophy, Political Science, History, Geography, or Economics

Express/develop/promote/value aesthetic awareness

Develop appropriate
competencies in:
- Expression of ideas
- Appreciation of fine and performing arts
- Understanding of literature
- Critical thinking

3 hours required
- To be determined by the student's transfer program
- MUSI 170, ART, 101, THEA 101,or any Literature Course

TOTAL HOURS   **32 hours**

BUSINESS ADMINISTRATION
Associate of Science (AS) Degree

The Associate of Science degree in Business Administration requires completion of 60 hours' credit in courses specified below.

Associate of Science Degree
Business Administration Option

General Education and Supportive Course Requirements   42 hrs.

Course		**Credit**
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
ECON 201	Microeconomics	3 hrs.
PSYC/SOC/RELI elective		3 hrs.
Fine Arts/Lit/Foreign Lang. elective		3 hrs.
Fine Arts/Lit/Foreign Lang. elective		3 hrs.
Natural Lab Science Elective		4 hrs.
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
HPER 172 or	Standard First Aid or	2 hrs.
HPER 215	Personal and Community Health	
Free Electives	Any college level courses	6 hrs.

Business Core Courses	**18 hours**	
Course		**Credit** GBUS 101
Introduction to Business		3 hrs.
ACCT 201	Principles of Acct. I	3 hrs.
ACCT 202	Principles of Acct. II	3 hrs.
ECON 201 or	Microeconomics	3 hrs.
ECON 202	Macroeconomics	
GBUS 202	Business Communications	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
TOTAL HOURS		**60 hrs.**

General Studies
Associate of Science (AS) Degree

I.	GENERAL EDUCATION REQUIREMENTS (see above chart)	32 hrs.
II.	TARGETED ELECTIVES/LABORATORY SCIENCE ELECTIVES	15 hrs.
III.	FREE ELECTIVES	17 hrs.
	(including one 3 hour course selected from CS 101 or higher, Math or Science).	
TOTAL ASSOCIATE OF SCIENCE DEGREE (Science and Pre-Professional Option)		64 hrs.

ENGINEERING TRANSFER PROGRAM

This program is designed to permit students to complete their freshman year of an engineering program at WVU Parkersburg before transferring.

First Year - Fall Semester

Course		Credit
CHEM 115	Fundamentals of Chemistry	4 hrs.
ENGR 199	Engineering Orientation	1 hrs.
ENGL 101	Composition I	3 hrs.
ENGR 101	Engineering Problem Solving I	2 hrs.
MATH 155	Calculus I	4 hrs.
General Education Elective		3 hrs.
TOTAL		**17 hrs.**

First Year - Spring Semester

Course		Credit
ENGR 102	Engineering Problem-Solving II	3 hrs.
MATH 156	Calculus II	4 hrs.
PHYS 111	General Physics I	4 hrs.
General Education Elective		6 hrs.
TOTAL		**17 hrs.**

BACCALAUREATE DEGREES

West Virginia University at Parkersburg offers the following baccalaureate degrees: a Bachelor of Applied Science with majors in Business Administration, Child Development and Criminal Justice, and Legal Studies; a Bachelor of Applied Technology, a Bachelor of Arts in Elementary Education, Bachelor of Arts in Multidisciplinary Studies, a Bachelor of Science in Business Administration, and a Regents Bachelor of Arts.

CAREER LADDER APPROACH

Many of the baccalaureate programs have agreements and articulations in place that allow associate degree programs to be seamlessly folded into the new baccalaureate programs of study. Students are encouraged to work with their advisor to determine how previous coursework may be applied to baccalaureate programs.

GENERAL EDUCATION IN BACCALAUREATE PROGRAMS

Each baccalaureate program has 42-45 hours of general education that aligns with the WV Core Transfer Agreement for general education. General education is designed as a series of courses that provide academic experiences in composition, mathematics, natural sciences, social sciences, and the fine arts. Students should carefully review the general education requirements for their program of study.

THE ROLE OF ELECTIVES IN BACCALAUREATE DEGREE PROGRAMS
Some programs of study include elective hours. At WVU Parkersburg, three types of electives are used in degree programs. These include the following:

• <u>GENERAL EDUCATION ELECTIVES:</u> These are electives that must be selected from the approved categories of general education courses at both the associate and baccalaureate levels.
• <u>FREE ELECTIVES:</u> These are electives that are "freely" chosen from any discipline to meet the graduation hour requirements at the 100-level or above. These courses are not targeted or named specifically.
• <u>TARGETED ELECTIVES:</u> These are electives that must be selected within a certain discipline (ie. Business, Mathematics, etc.) These are usually determined/decided by the program or degree the student is seeking and are thus "targeted" for a specific reason/cause.

> **BUSINESS ADMINISTRATION**
> **Bachelor of Applied Science with a major in Business Administration (BASBA) with concentrations in: Business Information Technology, Financial Management, Management/Marketing, and Public Relations**

West Virginia University at Parkersburg's Bachelor of Applied Science degree program prepares students to:
• Start their own business in the trade they learned in a community-based college
• Enter a graduate program
• Advance within a business or improve the effectiveness of their own business skills
• Begin a new or redirect to a different career path
• Work toward satisfying the requirements for licensure or certification

The degree meets the needs of students from the community who wish to enhance their career options. Students with an Associate of Applied Science degree will transfer the appropriate course work toward this degree program and must complete their course deficiencies, if any, in general education, business core and the major specialization field.

Admission to BASBA Degree Program
Admission to the Bachelor of Applied Science with a major in Business Administration degree may be achieved by fulfilling the following steps:

1. Meet all of the General Admission or Transfer Admission requirements to West Virginia University at Parkersburg.
2. Earn an Associate from an accredited college or university. (Provisional admission may be granted under certain circumstances).
3. Maintain a minimum 2.0 grade point average on a 4.0 scale for all courses transferred to or completed at West Virginia University at Parkersburg.

Application for admission to the BASBA degree is available in the Office of the Division of

Business, Economics & Mathematics, and should be filed during the semester in which the applicant will complete the Associate Degree.

Transfer of Credits
Students may transfer credits from college-level courses completed at other institutions subject to the following conditions:
1. All BASBA degree program students must complete at least 32 hours of credits in residency at WVU at Parkersburg, regardless of the number of course credits transferred.
2. Students with approved transfer credits must complete at least 40 credit hours of upper division business courses (numbered 300 and above), including all required major concentration courses. No credit will be awarded toward senior level courses completed at a two-year institution.
3. Lower-level division credits completed at Parkersburg Community College (PCC) prior to the Fall 1991 semester are no longer accepted for upper-level courses.

Graduation Requirements - BASBA Degree
1. Complete 120 credit hours in courses outlined for the Bachelor of Applied Science with a major in Business Administration Degree in any of the four concentrations: Business Information Technology, Financial Management, Management/Marketing or Public Relations.
2. Maintain an overall grade-point average of 2.0 or higher in all general education courses and supportive courses required for the degree.
3. Maintain a minimum grade-point average of 2.25 overall in all courses included in the Business Core Courses. Maintain minimum grade-point average of 2.5 overall in all courses included in area of specialization. concentration.
4. Complete 40 credit hours of upper level Business and Economics Division courses at WVU Parkersburg or an accredited university. (24 of those credit hours must be in residency at WVU Parkersburg).
5. Students pursuing both the BASBA and BSBA degrees must complete all course requirements for each degree to be eligible to earn a second bachelor's degree.
6. Complete application for graduation, pay graduation fee, and file application at Registrar's Office prior to stated deadline.

STUDENT ADVISING
Prospective freshman business students and business students who transfer from other colleges should contact the Business, Economics & Mathematics Division at WVU Parkersburg for advice on business programs and degree requirements. Transfer and returning students must request a transcript analysis from the Administrative Associate in the Business, Economics & Mathematics Division. When students have completed all foundation courses, they are assigned to an advisor in the Division of Business, Economics & Mathematics. If students encounter difficulty in scheduling, confusion about courses sequences, or concerns about relevancy in the program of instruction, they are encouraged to visit their advisors immediately.

GENERAL EDUCATION REQUIREMENTS FOR THE BASBA

General Education Competencies

Communication

Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	9 hours required • 6 hours from college level composition • 3 hours speech or communication

Natural Science

Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	8 hours required • Two sequentially numbered lab science courses in one discipline or two lab courses in difference disciplines.

Mathematics

Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantitative literacy	6 hours required • Statistics • 3 hours of mathematics - 100-level course or higher

Computer/Information Technology

Develop appropriate competencies in: • Computer science	3 hours required • Computer information or business technology

Social Science/Humanities/Fine Arts

Develop appropriate competencies in: • Global issues • Ethical perspectives • Cultural value • Historical perspectives • Expression of ideas • Appreciation of fine & performing arts • Understanding of critical thinking	12 hours required - Minimum of 3 hours from each category • Social science: psychology, sociology, religion, philosophy, political science, history, geography, economics, • Humanities/Fine Arts: literature, foreign language, art, music, theatre

Health, Physical Education and Recreation

Develop appropriate competencies in: • Physical education & required course recreation	2 hours required • 2 hours from HPER

General Education Course Elective

• Satisfy the 42-hour minimum general education core requirement	• Choose course from the general education categories listed above

TOTAL HOURS	**43 hrs**
BUSINESS CORE COURSES	**37 hrs**

General Education and Supportive Course Requirements

Course		Credit
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
Natural Lab Science Elective		4 hrs.
SPCH 111	Fundamentals of Speech or	3 hrs.
SPCH 112	Interpersonal Communication	
ECON 202	Macroeconomics	
College Level Math		3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
Social Science elective		3 hrs.
Humanities elective		3 hrs.
HPER elective		2 hrs.
General education elective		3 hrs.
**Business electives		11 hrs.
(12 hours for Financial Management Concentration)		
*Free Elective		3 hrs.
Total		**50 hrs.**

 *Any College Level Course
**Any Business Division Course, up to 6 hours of Co-op Allowed

Business Core Courses

Course		Credit
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Accounting I	3 hrs.
ACCT 202	Principles of Accounting II	3 hrs.
ECON 201	Principles of Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law I	3 hrs.
MGMT 320	Principles of Management	3 hrs.
MKTG 330	Principles of Marketing	3 hrs.
FIN 340	Principle of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	4 hrs.
TOTAL		**37 hrs.**

SELECT ONE OF THE FOLLOWING CONCENTRATIONS:
Business Information Technology Concentration

Course		Credit
BTEC 270	Introduction to Web Page Design	3 hrs.
BTEC 295	Professional Development Seminar	3 hrs.
GBUS 300	Management Information Systems	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
GBUS 306	Advanced Access	3 hrs.
ACCT 310	Accounting Information Systems	3 hrs.
*Business Electives		15 hrs.
TOTAL		**33 hrs.**

*Must be 300 or 400 level courses, may include 3 hours of Co-op.

Financial Management Concentration

Course		Credit
ECON 331	Financial Economics	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
ACCT 310	Accounting Information Systems	3 hrs.
ACCT 311	Intermediate Accounting I	4 hrs.
ACCT 312	Intermediate Accounting II	4 hrs.

ACCT 331	Managerial Accounting or	3 hrs.
ACCT 432	Cost Accounting	
ACCT 401	Advanced Accounting	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
*Business Electives		6 hrs.
TOTAL		**32 hrs.**

*Must be 300 or 400 level courses

Management/Marketing Concentration

Course		Credit
ACCT 331 or	Managerial Accounting or	3 hrs.
ACCT 432	Cost Accounting	
ECON 320	Managerial Economics	3 hrs.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 333	Human Resource Management	3 hrs.
MKTG elective		3 hrs.
MKTG elective		3 hrs.
MKTG 401	Marketing Research	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
*Business electives		9 hrs.
TOTAL		**33 hrs.**

*Must be 300 or 400 level courses

Public Relations Concentration
General Education and Supportive Courses

Course		Credit
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2 or	3 hrs.
Natural Lab Science Elective		4 hrs.
SPCH 111	Fundamentals of Speech or	3 hrs.
SPCH 112	Interpersonal Communication	
ECON 202	Macroeconomics	3 hrs.
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics	3 hrs.
CS 101	Introduction to Computing	3 hrs.
Humanities Elective		3 hrs.
GEOG 102	World Geography	3 hrs.
HIST 153	U.S. History From Reconstruction to Present	3 hrs.
POLS 101 or	Elements of Democratic Govt. or	3 hrs.
POLS 102	American Federal Govt.	
HPER elective		2 hrs.
JOUR 101	Introduction to Mass Communications	3 hrs.
JOUR 215	Media Writing	3 hrs.
*Business electives		8 hrs.
**Free Elective		2 hrs.
TOTAL		**55 hrs.**

*Any business division course, can include 3 hours of Co-op
**Any College level course

Business Core Courses

Course		Credit
GBUS 101	Introduction to Business	3 hrs.
ACCT 201	Principles of Accounting 1	3 hrs.
ACCT 202	Principles of Accounting 2	3 hrs.
ECON 201	Principles of Microeconomics	3 hrs.
GBUS 202	Business Communication	3 hrs.
BTEC 275	Advanced Microcomputer Applications	3 hrs.
GBUS 310	Business Law 1	3 hrs.

MGMT 320	Principles of Management	3 hrs.
MKTG 330	Principles of Marketing	3 hrs.
FIN 340	Principle of Business Finance	3 hrs.
GBUS 405	Global Business	3 hrs.
GBUS 440	Business Policy	4 hrs.
TOTAL		**37 hrs.**

Public Relations Concentration

<u>Course</u>		<u>Credit</u>
JOUR 220	Photography	3 hrs.
JOUR 225	Newspaper Production	1 hr.x 2
JOUR 226	Newspaper Production 2	1 hr.x 2
JOUR 318	News Reporting	3 hrs.
JOUR 319	Broadcast News Writing	3 hrs.
JOUR 360	Digital Imaging	3 hrs.
JOUR 410	Graphic Design	3 hrs.
JOUR 330	Fundamentals of Public Relations	3 hrs.
JOUR 437	PR Writing/Case Studies	3 hrs.
JOUR 439	PR Campaign MGMT	3 hrs.
TOTAL		**28 hrs.**

Bachelor of Applied Science Child Development

The Bachelor in Applied Science with an Emphasis in Child Development provides preparation for those interested in working in childcare, Head Start, resource and referral, birth to three, or as a paraprofessional. The BAS with an Emphasis in Child Development does not lead to teacher certification. Students interested in working in a public school as a preschool teacher should pursue the Elementary Education degree with an Early Education PreK-K Endorsement.

The Bachelor in Applied Science with an Emphasis in Child Development builds upon the Certificate in Child Development and the Associate in Applied Science Child Development degree.

Students may receive credit hours for completion of the ACDS (Associate Child Development Specialist) program or a valid current CDA credential. Credit is determined based on review of student records by Certification Analyst.

Requirements for Admission and Retention

1. Student must hold at least a 2.0 grade point average (GPA).
2. Complete all program (CDEV and EDUC) coursework with a C or better.
3. Student must fulfill the following requirements in accordance with the Admission to the BAS with an emphasis in Child Development Policy. A file for each Child Development student will be maintained in the Education Office with all required documentation. When items are missing or need to be updated, the student must submit them by a date designated in a letter to the student in accordance with the Admission Policy. Failure to resolve issues by the deadline will result in removal from the program.
   a. Fingerprints for BCI if he/ she is a resident of WV and has not lived outside of the state after the age of 18. If he/ she is an out-of-state resident or has lived outside

of the state after the age of 18 he/ she needs an FBI check (fees may be associ-
ated with this process).

b. A statement of criminal record must be completed and returned. Must be updat-
ed every 2 years.

c. Medical Form. Must be updated every 2 years.

d. A negative result of TB test must be on file. Must be updated annually.

e. Authorization and Release for Protective Services Record Check form
must be completed and returned with no findings of maltreatment. Form
BCF-PSRC 6/2005.

f. Must hold a current Food handlers Card. (Must be updated every 2 years)

g. Copy of High School Diploma or GED must be on file.

h. Student must sign a confidentiality form.

i. The student must pass all required background checks and receive a "no convic-
tion statement" from the Department of Health and Human Resources; waivers
will not be granted. Student must also have no substantiated claims against
them through Child Protective Services.

4. Files containing the above materials will be reviewed by the Child Development De-
partment regularly. Failure to maintain a complete file at any time after admission will
result in removal from Admitted status.

5. Student must uphold the NAEYC Code of Ethical Conduct:
http://www.naeyc.org/store/files/store/TOC/118.pdf.
Failure to adhere to the code may result in dismissal from the program.

6. Student must take the Parapro, a standardized test of skills for paraprofessionals.
(http://www.ets.org/parapro)

BAS Child Development
(Non Certification Program)

Semester 1

Course		Credit
EDUC 250	Intro to Early Education	3 hrs.
CDEV 105	Family and the Child	3 hrs.
CDEV 210	Curriculum and Strategies for	
	Early Childhood Programs	3 hrs.
ENGL 101	English Composition I	3 hrs.
PSYC 241	Human Growth and Development	3 hrs.
		15 hrs.

Semester 2

Course		Credit
CDEV 205	Young Children With Special Needs	3 hrs.
MATH 100	Intermediate Algebra	4 hrs.
CDEV 240	Observation & Assessment Strategies	3 hrs.
CDEV 155	Guiding Young Children	3 hrs.
EDUC 255	Language Arts & Emergent Literacy	3 hrs.
		16 hrs.

Semester 3

Course		Credit
CDEV 243	Infant and Toddler Development	3 hrs.
SOC 221	Marriage and the Family	3 hrs.
ENGL 102	English Composition II	3 hrs.
HPER 172	First Aid	2 hrs.
CDEV 242	Preschool Development	3 hrs.
		14 hrs.

Semester 4

Course		Credit
HPER 215	Personal and Community Health	2 hrs.
CDEV 251	Capstone	4 hrs.
CDEV 255	Capstone Seminar	3 hrs.
CS 108	Educational Technology	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
		15 hrs.

Semester 5

Course		Credit
PSCI111, 111L or	Intro to Physical Science and lab or	4 hrs.
PSCI 112, 112L or	Intro to Earth Science and lab or	
BIOL 101, 103 or	General Biology I and lab or	
BIOL 102, 104	General Biology II and lab	
MATH 126	College Algebra	3 hrs.
CDEV 320	Ethics and Administration of Early Childhood Programs	3 hrs.
EDUC 300*	Theories of Learning	3 hrs.
		13 hrs.

Semester 6

Course		Credit
SOC 360 or 405	Gender and Human Identity or Intro to Social Inequality	3 hrs.
ART 101, MUSI 170, or THEA 101	Art, Music, or Theatre Appreciation	3 hrs.
MATH 304	Media and Communication for Math	2 hrs.
CDEV 332	Science Exploration for Pre K	3 hrs.
SOC 323	Rural Sociology	3 hrs.
CDEV***	Ethics and Admin For Early Childhood Professionals 2	3 hrs.
		17 hrs.

Semester 7

Course		Credit
ENGL 131 or 132	Types of Literature I or II	3 hrs.
PSYC 363	Theories of Personality	3 hrs.
CDEV 335	Creative Experiences in Early Education	3 hrs.
CDEV 336	Early Experience in Social Studies	3 hrs.
EDUC 230*	Cooperative Discipline	3 hrs.
		15 hrs.

Semester 8

Course		Credit
ENGL 403	Children's Literature	3 hrs.
EDUC 302	Strategies in Early Education	3 hrs.
EDUC 402*	Early Childhood Curriculum	2 hrs.
CDEV 405*	Practicum in Early Childhood	3 hrs.
CDEV 406	Seminar in Early Childhood	4 hrs.
		15 hrs.

TOTAL CREDIT HOURS   **120 hours**

*Field experience required
***Course numbering not yet assigned

CRIMINAL JUSTICE
Bachelor in Applied Science with a major in Criminal Justice (BAS)

The Bachelor in Applied Science Degree with a major in Criminal Justice includes studies of the administration of criminal justice and the criminal justice process. The degree has two concentrations that cover Administration of Criminal Justice and Crime Scene Investigations. Both concentrations provide the student with a comprehensive overview of the criminal justice system, process and theories involved. The degree will prepare the student for a rewarding career in the criminal justice field in jobs such as: police officer, crime scene tech, correctional officer, investigator, pre-law, and probation.

Requirements for Admission
Before admission is granted, students must meet at least one of the following three requirements:
• Currently enrolled in CJ 291 – Internship
• Completion of an AAS degree in Criminal Justice
• Signed consent of the CJ Program Coordinator

1. In order to be considered for admission to the Bachelor of Applied Science with a major in Criminal Justice, you must have at least a 2.0 Grade Point Average (GPA) and maintain a 2.5 GPA throughout the program in core subjects.
2. Submit to a criminal history check conducted by the West Virginia State Police. You cannot have any felony criminal convictions (adult) and no domestic violence convictions that would prohibit you from possessing a firearm. The criminal history check will be conducted at entrance to the program and again before entering into the internship course. A waiver to the background check may be granted for students actively serving as a law enforcement officer or as a correctional officer based on a letter from their department's supervisor stating their criminal background meets the standards of the Criminal Justice Program. Criminal history check or waiver letter needs to be within 60 days of admissions to the program.
3. Students must demonstrate behavior consistent with the Criminal Justice Program Code of Ethics. Failure to adhere to the code may result in dismissal from the program.
4. Students will take a major field test in CJ111 and again in CJ 291.

BAS PROGRAM COURSES

Course		Credits
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Criminal & Constitutional Law	3 hrs.
CJ 123	Intro to Corrections	3 hrs.
CJ 213	Probation and Parole	3 hrs.
CJ 291	Internship	3 hrs.
CJ 312	Ethics in Criminal Justice	3 hrs.
CJ 331	Criminal Investigations	3 hrs.
CJ	Elective	3 hrs.
CJ	Elective	3 hrs.
CJ	Elective	3 hrs.
CJ	Elective	3 hrs.
CJ	Elective	3 hrs.
CJ	Elective	3 hrs.

CJ 440	Research Methods in CJ	3 hrs.
ENGL 308	Advanced Writing	3 hrs.
CJ 460	Capstone	2 hrs.
SUB-TOTAL		**47 hrs.**

Administration of Justice Concentration

Course		Credits
CJ 150	Police Report Writing	3 hrs.
PSYC 231	Leadership & Human Development	3 hrs.
CJ 305	Interviewing and Crisis Management	3 hrs.
SOC 107	Social Problems	3 hrs.
CJ	Elective (300 or Higher)	3 hrs.
CJ	Elective (300 or Higher)	3 hrs.
CJ	Elective (300 or Higher)	3 hrs.
CJ	Elective (300 or Higher)	3 hrs.
Lab Science	Selected Lab Science Course	4 hrs.
POLS 220	State and Local Government	3 hrs.
TOTAL		**31 hrs.**

Crime Scene Investigation Concentration

Course		Credits
CJ 150	Police Report Writing	3 hrs.
CJ 280	Death Investigations	3 hrs.
CJ 315	Police Technology	3 hrs.
CJ 321	Evidence Collection and Handling	3 hrs.
CJ 330	Firearms and Ballistics	3 hrs.
CJ 341	Fingerprints and Trace Evidence	3 hrs.
CJ 355	Crime Scene Investigations	4 hrs.
CJ 375	Crime Scene Photography	3 hrs.
CJ 388	Bloodstain Patterns	3 hrs.
HPER 172	Standard First Aid	2 hrs.
SPCH 308	Nonverbal Communications	3 hrs.
TOTAL		**33 hrs.**

General Education Requirements

Course		Credits
PSYC 101	Intro to Psychology	3 hrs.
PSYC 281	Abnormal Psychology	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
SOC 232	Criminology	3 hrs.
SOC 233 or	Juvenile Delinquency or	3 hrs.
SOC 235	Race Relations	
HPER 172 or	Standard First Aid (req. for CSI Concentration)	2 hrs.
CJ 221	Police Physical Agility	
POLS 101 or	Elements of Dem. Government or	3 hrs.
POLS 102	American Federal government Communications	
ENGL 101	Composition I	3 hrs.
ENGL 102	Composition II	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
SPAN 103	Spanish for First Responders	3 hrs.
MATH 126 or higher	College Algebra or higher	3 hrs.
Lab Science Course		4 hrs.
CS 101	Intro to Computing	3 hrs.
SUB TOTAL		**42 hrs**
Total Program Hrs.		**120 hrs.**

LEGAL STUDIES
BACHELOR OF APPLIED SCIENCE WITH A MAJOR IN LEGAL STUDIES (LS)

This program will allow students to earn a Bachelor Degree in Applied Science (BAS) in Legal Studies. This Legal Studies career pathway begins with a certificate, which is embedded into the AAS and leads to the Bachelor of Applied Science.

Course		Credit
LS 101	Intro to Legal Studies	3 hrs.
ACCT 123	Office Accounting	3 hrs.
CS 101	Intro to Computing	3 hrs.
LS 210	Legal Research and Writing 1	3 hrs.
LS 220	Legal Research and Writing 2	3 hrs.
LS 231	Legal Ethics & Professional Responsibility	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
SOC 101	Intro to Sociology	3 hrs.
ENGL 101	Composition I	3 hrs.
PSYC 101	Intro to Psychology	3 hrs.
LS 240	Civil Procedures	3 hrs.
CJ 270	Courtroom Procedures	3 hrs.
LS 291	Internship	3 hrs.
BTEC 275	Adv. Micro. App. For Business	3 hrs.
SOC 233 OR	Juvenile Delinquency	3 hrs.
SOC 235	Race Relations	3 hrs.
SOC 232	Criminology	3 hrs.
POLS 101	Elements of a Democratic Govt.	3 hrs.
ENGL 102	Composition 2	
Lab Science		4 hrs. HPER
172 OR	Standard First Aid	2 hrs.
CJ 221	Police Physical Agility	
CJ 111	Intro to Criminal Justice	3 hrs.
CJ 112	Constitutional & Criminal Law	3 hrs.
CJ 213	Probation and Parole	3 hrs.
CJ 313	Criminal Procedures	3 hrs.
LS 311	Torts	3 hrs.
LS 315	Contracts	3 hrs.
LS 320	Property	3 hrs.
LS 330	Evidence	3 hrs.
LS 335	Family Law	3 hrs.
LS 460	Capstone (Last class taken in BAS)	2 hrs.
PSYC 365	Forensic Psychology	3 hrs.
POLS 102	American Federal Government	3 hrs.
MATH 126	Math 126 or higher	3 hrs.
POLS 211	Functions of Democratic Government	3 hrs.
POLS 220	State and Local Government	3 hrs.
SPCH 303	Business and Professional Communication	3 hrs.
GBUS 310	Business Law 1	3 hrs.
GBUS 412	Business Law 2	3 hrs.
Lab Science		4 hrs.
SPAN 103	Spanish for First Responders	3 hrs.
TOTAL		**120 hrs.**

TECHNOLOGY
Bachelor of Applied Technology

The Bachelor of Applied Technology (BAT) offers an exciting opportunity to pursue a career as a manager/executive or engineering technician of complex technological systems. This area is identified as the largest growing occupation in the next five years. The degree completes a 2+2 educational process. In the first two years, students complete an applicable Associate of Applied Science degree. The last two years is the Bachelor of Applied Technology. Students seeking this degree may select a major in Management, Software Engineering Information Security and/or Network Engineering.

Admission Requirements. To qualify for admission into the Bachelor of Applied Technology degree program, students must:

1.   Meet all of the General Admission or Transfer Admissions requirements to West Virginia   University at Parkersburg.
2.   Satisfactorily complete all developmental courses, or demonstrate satisfactory results on approved college placement tests.
3. Complete an associate-level degree in the following:
- BAT with a major in Network Engineering or Information Security-Complete the Associate of Applied Science in Computer and Information Technology (or equivalent degree).
- Software Engineering Major-Complete the Associate of Science in Computer Science (or an equivalent degree).
- Management and Technology Tracks-Complete the Associate in Applied Science degree in Engineering Technology with an Electronics or Specialized track; or an AAS degree in Occupational Development or Technical Studies; or complete an equivalent degree.
4.   Maintain a minimum 2.0 grade point average on a 4.0 scale for all courses transferred to or taken at West Virginia University at Parkersburg.

GENERAL EDUCATION REQUIREMENTS FOR BAT DEGREE

General Education Competencies

Communication

Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	9 hours required • ENGL 101 • ENGL 102 • SPCH 111

Natural Science

Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	4 hours required • Any course from ASTR, BIOL, CHEM, GEOL, PHYS or PSCI • Electives: ASTR, BIOL, CHEM, GEOL, PHYS or PSCI

Mathematics

Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantitative literacy	6-8 hours required • MATH 111 and MATH 112; or • MATH 126 and higher math and MATH 128 • Electives: MATH 129 or any higher math

Computer/Information Technology

Develop appropriate competencies in: • Computer science	3 hours required • CS 101 • Electives: BTEC 204, 206, CIT 101, 130, 140, CS 118, ELEC 101

Social Science/Humanities/Fine Arts

Develop appropriate competencies in: • Global issues • Ethical perspectives • Cultural value • Historical perspectives • Expression of ideas • Appreciation of fine & performing arts • Understanding of critical thinking	12 hours required • Choose courses from the following electives: ART 101, ENGL (literature), THEA 101, ECON 201, 202, GEOG 102, 240, MUSI 170 or any course from FREN, HIST, JAP, PHIL, POLS, PSYC, RELI, SOC or SPAN

General Education Course Electives

• Satisfy the 42-hour minimum general education core requirement	6-8 hours required • Choose course from the general education categories listed above

TOTAL HOURS — **42 hrs**

1. SOFTWARE ENGINEERING MAJOR

This major focuses on software development for business and industry. Careers include programmer, system analyst, database administrator and software engineer.

Course Name	Designation	Credit	
Core Course Requirements:			
Discrete Mathematics	CS 118	3 hrs.	
Business Communications	GBUS 202	3 hrs.	
Leadership & Human Relations	PSYC 231	3 hrs.	Sociology
in the Workplace	SOC 151	3 hrs.	
Business Ethics & Social Res	GBUS 322	1 hrs.	
Project Conception and Definition	INDT 420	1 hrs.	
Project Economics & Justification	INDT 422	2 hrs.	
Project Organization & Implementation	INDT 424	2 hrs.	
Accounting Basics	ACCT 201	3 hrs.	
Microeconomics	ECON 201	3 hrs.	
Engineering Economics	INDT 431	3 hrs.	
Business Law or	GBUS 310 or	3 hrs.	
Prin of Management-Information Systems			
or	GBUS 300 or		
Small Business Management MGMT 310			
TOTAL B.A.T. CORE COURSES		**30 hrs.**	

Course		Credit
Major Course Requirements:		
CS 121	Programming I	3 hrs *
CS 122	Programming II	3 hrs *
CS 209	Operating Systems	3 hrs *
CS 221	File Processing	3 hrs *
CS 301	Database Theory and Design	3 hrs.
CS 302	Systems Analysis and Design	3 hrs.
CS 401	Computer Networks	3 hrs.
CS 403	Software Engineering/Data Structures	3 hrs.
CS 460	Senior Project	3 hrs.
Upper Division Technology Electives		11 hrs.
Upper Division Computer Science Electives		6 hrs.
TOTAL SOFTWARE ENGINEERING MAJOR COURSES		**32 hrs.**
TOTAL		**62 hrs.**

*These courses are to be completed with the Computer Science AS Degree.

2. MANAGEMENT MAJOR
Core

Course		Credit
GBUS 202	Business Communication	3 hrs.
MATH 211	Statistics	3 hrs.
INDT 340	Methods, Std/Work Design	3 hrs.
PSYC 231	Leadership/Human Relations	3 hrs.
SOC 151	Sociology of the Workplace	3 hrs.
Environmental Series		
ENVR 310	Topics/Envir. Science	3 hrs.
Budgeting/Accounting Series		
ACCT 201	Principles of Accounting I	3 hrs.
ECON 201	Microeconomics*	3 hrs.
Law & Finance Series		
GBUS 310	Business Law I	3 hrs.

GBUS 320	Negotiable Instruments/UCC	1 hr.
GBUS 322	Bus. Ethics/Social Respons.	1 hr.
GBUS 324	Business Analysis	1 hr.
GBUS 326	OSHA in the Workplace	1 hr.

Management Series

MGMT 333	Human Resource Mgmt.	3 hrs.
GBUS 101	Introduction to Business	3 hrs.
FIN 237	Quality Customer Service	1 hr.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 320	Principles of Mgmt.	3 hrs.

Project Design Series

INDT 310	Human Factors Engineering	2 hrs.
INDT 393 or	Coop Work Experience	
INDT 460	Interdisciplinary Project	3 hrs.

Project Management Series

INDT 420	Project Conception/Definition	1 hr.
INDT 422	Project Econ/Justification	2 hrs.
INDT 424	Project Org/Implementation	2 hrs.
Upper Division Technology Electives		5 hrs.
Business Electives		3 hrs.
TOTAL		**62 hrs**.

3. TECHNOLOGY MAJOR

Core

Course		**Credit**
GBUS 202	Business Communications	3 hrs.
MATH 211	Statistics	3 hrs.
PSYC 231	Leadership/Human Relations	3 hrs.
SOC 151	Sociology of the Workplace	3 hrs.

Environmental Series

| ENVR 310 | Topics in Environ. Science | 3 hrs. |

Budgeting/Accounting Series

| ACCT 201 | Principles of Accounting I | 3 hrs. |
| ECON 201 | Microeconomics* | 3 hrs. |

Law & Finance Series

GBUS 310	Business Law I	3 hrs.
GBUS 322	Business Ethics/Social Resp.	1 hr.
GBUS 324	Business Analysis	1 hr.
GBUS 326	OSHA in the Workplace	1 hr.

Management Series

MGMT 333	Human Resource Mgmt.	3 hrs.
GBUS 101	Intro to Business	3 hrs.
FIN 237	Quality Customer Service	1 hr.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 320	Principles of Management	3 hrs.

Project Design Series

DRAF 314	Computer-Aided Design	3 hrs.
INDT 310	Human Factors Engineering	2 hrs.
INDT 312	Designing for OSHA1 hr.	
INDT 340	Methods, Stand & Work Design	3 hrs.
INDT 393 or	Coop Work Experience	
INDT 460	Interdisciplinary Projects	3 hrs.

Project Management Series

INDT 420 Project Conception/Definition		1 hr.
INDT 422 Project Econ/Justification		2 hrs.
INDT 424	Project Org/Implementation	2 hrs.
	Upper Division Technology Electives	5 hrs.

TOTAL		**62 hrs.**

*May substitute Managerial Accounting (ACCT 331).

4. INFORMATION SECURITY AND NETWORK ENGINEERING MAJOR
Core BAT Courses

Course		Credit
- Mathematics		
CS 118 or	Discrete Mathematics or	3 hrs.
MATH 211	Statistics	
GBUS 202	Business Communications	3 hrs.
PSYC 231	Leadership & Human Relations	3 hrs.
SOC 151	Sociology in the Workplace	3 hrs.
GBUS 322	Business Ethics & Social Responsibility	1 hr.
Project Management Series		
INDT 420	Project Conception and Definition	1 hr.
INDT 422	Project Economics and Justification	2 hrs.
INDT 424	Project Organization and Implementation	2 hrs.
Budgeting/Accounting Series		
ACCT 201	Accounting Basics	3 hrs.
ECON 201	Microeconomics	3 hrs.
INDT 431	Engineering Economics	3 hrs.
Law and Finance Series		
GBUS 310 or	Business Law or	3 hrs.
GBUS 300 or	Principles of Mgt Information Systems or	
MGMT 310	Small Business Management	
SUBTOTAL – CORE COURSES		**30 hrs.**

Information Security Major Specific Courses

Course		Credit
ACCT 360	Fraud Examination	3 hrs.
CIT 340	Advanced Linux Networking	4 hrs.
SEC 300	Introduction to Security	3 hrs.
SEC 350	Network Security	5 hrs.
SEC 351	Network Defense/Countermeasures	3 hrs.
SEC 410	Management of Information Security	3 hrs.
SEC 430	Operating System Security	3 hrs.
SEC 431	Computer Forensics	3 hrs.
-Capstone		
SEC 460 or	Capstone Project or	3 hrs.
SEC 393	Cooperative Work Experience	
-Targeted Elective		
Student takes upper-level electives from one of the following categories:		3 hrs.
CS, CIT, SEC, MCT		
TOTAL – Information Security Major courses		**33 hrs**.

Note: If seeking Information Security as a second major, the student must complete at least 30 hours of upper-level courses for the second major. For courses which count towards both majors, the student should take targeted electives with the approval of the advisor for the second major to reach 30 hours.

Network Engineering Major Specific Courses

CIT 305	Advanced Routing (Cisco)	5 hrs.
CIT 405	Multi-Layer Switched Networks (Cisco)	5 hrs.
CIT 406	Optimizing Network Technologies (Cisco)	5 hrs.
CIT 330	Directory Service Infrastructure (MCP)	3 hrs.
CIT 340	Advanced Linux Networking	4 hrs.
Any two (2) of the following courses:		
CIT 320 – Building a Virtual Infrastructure		3 hrs.

CIT 333 – Managing a MS SQL Server	3 hrs.
CIT 410 – Automating Systems Administration	3 hrs.
-Capstone	3 hrs.

CIT 393 or   Cooperative Work Experience or
CIT 460   Interdisciplinary Project
Targeted Electives for Network Engineering Major 2 hrs.
Students should take upper-level electives from one of the following course categories:
CS, CIT, SEC, MCT

TOTAL – Network Engineer Major courses   **33 hrs.**

Note: If seeking Network Engineering as a second major, the student must complete at least 30 hours of upper-level courses for the second major. For courses which count towards both majors, the student should take targeted electives with the approval of the advisor for the second major to reach 30 hours.

EDUCATION
Bachelor of Arts in Elementary Education

The Bachelor of Arts degree in Elementary Education at WVU Parkersburg is approved by the West Virginia Department of Education. The professional education unit is accredited by the National Council for Accreditation of Teacher Education, approved by the West Virginia Department of Education and the Association for Childhood Education International, and is affiliated with the American Association for Colleges of Teacher Education, the National Association of Community College Teacher Preparation Programs, and the National Professional Development School Association.The professional education unit emphasizes 21st Century Learning Skills adopted by the West Virginia Department of Education.

Objectives. The curriculum for the teacher education program at WVU Parkersburg is a product of the cooperative efforts of faculty, students and practitioners. The teacher education program at WVU Parkersburg has been designed to meet these purposes:

1. To help students develop appropriate planning skills.
2. To help students become effective teachers.
3. To assist students in the development of interpersonal skills.
4. To help students become capable decision makers.
5. To foster in students a sense of commitment to their students, their discipline and their profession.
6. To help students understand the many faces of diversity including developmental, linguistic, cultural, racial, ethnic, and gender which affect learning and teaching.

Pre-Education Status. Students seeking admission to the Bachelor of Arts in Elementary Education Degree program may declare an intention to enter the program by indicating "BA/Education" as a degree objective on the college's Application for Admission Form. Students who decide to change from another declared major to the baccalaureate degree in elementary education will need to make that change at the Records Office. Pre-Education status does not imply full admission to program, however, or candidacy for earning the degree.

Transfer and Returning Students. It is important that education-related coursework be

current. For students transferring or returning to school, coursework in education, instructional strategies, and human growth and development must be current. Current coursework is defined as successful completion of a course within the past 10 years. Transfer and returning students must request a transcript analysis from the Certification Analyst.

Full Admission to Program. Students must apply for full admission to program. Applications are due by March 31 for fall admission and October 31 for spring admission. Application forms are available in the office of the Education and Humanities Division, and the following requirements must be met:

1. Complete at least 58 hours of credit in approved courses. (This does not include any credit in developmental courses.)
2. Maintain a minimum 2.75 grade point average (GPA) computed on all coursework, all work attempted in the teaching field, and in professional   education,with no grade below a "C" in any required course.
3. Complete EDUC 100, 200 and 300 with a grade of "C" or better. EDUC 300 is to be taken the semester in which the student applies for admission to program.
4. Pass, at an acceptable level, all portions of the Pre-Professional Skills Test 5.
5. Meet computer competencies by achieving a grade of "C" or better in CS 108, Educational Technology. Meet speech and listening competencies by achieving a grade of "C" or better in SPCH 111, Fundamentals of Speech. Pass, with a grade of "C" or better, ENGL 101, ENGL 102 and PSYC 241.
6. Successful completion of MATH 100 (with a grade of "C" or better) or placement into Math 121 or higher is required for admission to program.
7. Students who complete the equivalent of EDUC 100, EDUC 200 and/or EDUC 300 at another institution must document the satisfactory completion of required field experiences and complete service learning requirements.
8. Students must complete a minimum of 75 hours of Service Learning.
9. Students must submit a formal letter of application for admission along with an electronic admission portfolio as outlined in the Teacher Education Handbook.
10. Students must submit an electronic portfolio for review by the Teacher Education Review Panel.
11. Students must be recommended for admission by the Teacher Education Review Panel.
12. Students must show proof of negative TB testing.
13. Students must show proof of cleared criminal background check conducted within 60 days prior to application submission.

In admitting a student to the program, the Education Department is not promising that the individual will be allowed to remain in the program or that the student will be able to successfully complete the program or be granted a degree. In addition, in admitting a student the Education Department is not promising that the State of West Virginia will grant the student a certificate. The decision to grant or award a certificate is within the sole discretion of the West Virginia Department of Education.

Service Learning. Students in the Teacher Education Program must complete a Service

Learning requirement. Service Learning requirements are outlined in the Teacher Education Handbook.

Pre-Professional Skills Test. All students seeking the Bachelor of Arts in Elementary Education Degree must pass all sections of the Pre-Professional Skills Test before being officially admitted to program. The test is in three sections: reading, writing, and mathematics. This test is offered paper-delivered or computer-delivered. (A paper-delivered test is given once a year at WVU Parkersburg.) Registration and test center information is available at www.ets.org/praxis. Satisfactory completion of the test is mandated by the West Virginia Department of Education, and portions of the test not passed on first taking may be repeated. There is a fee for taking this test. Under certain circumstances, students may be exempt from this requirement. Check with the Education Department before taking the test.

Test Preparation and Remediation. A computerized preparation program covering each area of the Pre-Professional Skills Test is available to students who wish to prepare for the test. This program is also available to students who do not meet required skill levels on the test and who wish assistance before retaking the test. There is a fee for this service and students should check with the Education Department for complete information. The Student Success Center offers tutoring at no cost in areas covered on the test.

Retention Requirements. Students admitted to the Teacher Education program must maintain an overall 2.75 GPA, a 2.75 GPA in the teaching field, a 2.75 GPA in area of specialization and a 2.75 GPA in professional education, with no grade below "C" in all work completed. Students must also demonstrate professional behavior consistent with the unit's conceptual framework and technical standards. Students are responsible for requesting an 80-hour evaluation of their progress in the program at the appropriate time.

Students who fail to meet retention requirements will be removed from the program for one full semester not counting summer terms. A student removed from the program under these circumstances may apply for readmission to the program through a formal letter to the Teacher Education Review Panel. A letter requesting readmission must address the failure to meet retention requirements and how the deficiency(ies) will be remedied within one semester if readmission is granted. Students granted readmission to the program must be in full compliance with retention requirements within one semester of readmission and must continue to meet retention requirements or be permanently removed from the program.

Admission and Retention in Teacher Education/Technical Standards.
In addition to the academic standards required for admission and retention in teacher education, technical standards must also be met. Technical standards as distinguished from academic standards refer to those physical, cognitive and behavioral abilities required for satisfactory completion of all aspects of the elementary education certification program and the development of professional dispositions required of all candidates at graduation. The essential abilities required by the program are in the areas of communication, professional commitment, and intellectual, behavioral and social aspects of teacher performance. These areas grow from the unit's conceptual framework.

The candidate must have the ability to master, assimilate and apply complex information in the form of lectures, small group work, written materials, and field experience. The student must be able to reason and make decisions appropriate for a classroom teacher at a level determined by the faculty. The candidate must be able to communicate effectively in written and oral English in order to communicate concepts, assignments, evaluations, and expectations with members of the learning community such as faculty, students, parents, administration and other staff. The candidate must be able to develop listening skills to understand different perspectives represented in diverse classrooms. Appropriate communication skills will also be essential to the candidate's ability to seek assistance and follow supervision in a timely manner and to work collaboratively with peers, supervisors and other professionals.

The candidate must have emotional stability required to maximize utilization of intellectual abilities. Candidates must be able to work calmly and demonstrate flexibility under stress, work under time constraints, concentrate in distracting situations, make subjective judgments, ensure safety in emergencies and accept constructive review of their work from supervisors.

The candidate must have the physical stamina to work a teacher's contracted day and perform extended and additional duties of a classroom teacher such as parent conferences, open houses and other assigned duties.

The candidate must be able to organize time and materials, to prioritize tasks, to perform several tasks at once, and to adapt to changing situations.

The candidate must possess attitudes of integrity, responsibility, confidentiality, and tolerance. Candidates must show respect for self and others, and project an image of professionalism.

The candidate must satisfactorily complete all required courses in the program at the level deemed appropriate by the faculty. These technical standards identify the requirements for admission, retention and graduation of candidates.

Criminal Background Investigation. According to the West Virginia Code 18A-3-10, beginning January 1, 2002, any applicant for an initial license by the West Virginia Department of Education shall be fingerprinted in accordance with state board policy in order to determine the applicant's suitability for licensure. The fingerprints shall be analyzed by the state police for a state criminal history record check through the central abuse registry and then forwarded to the Federal Bureau of Investigation for a national criminal history record check. Information contained in either the central abuse registry record or the Federal Bureau of Investigation record may form the basis for the denial of a certificate for just cause. The applicant for initial certification pays for the cost of obtaining the central abuse registry record and the Federal Bureau of Investigation record.

All candidates will be required to show proof of a cleared background check before the field experience in EDUC 100, before Admission to the Program, and before Admission to

Student Teaching.

Student Teaching. During the final semester of the senior year, all teacher candidates must enroll in Student Teaching. The following requirements must be met:

1. An Application for Admission to Student Teaching must be filed with the Chair of the Education and Humanities Division by March 1 to participate in the following Fall Semester or by October 1 to participate in the following Spring Semester. Application forms are available in the office of the Education Department.

2. Admission to Student Teaching is governed by the following requirements:
    a. Completion of all general education courses.
    b. Minimum overall GPA of 2.75 and no grade below a "C" in all work attempted.
    c. Completion of all professional education courses with a minimum GPA of 2.75. A grade of "C" or better is required in each professional education course.
    d. Completion of all instructional strategies courses with a minimum GPA of 2.75. A grade of "C" or better is required in each instructional strategies course.
    e. Completion of all specialization courses with a minimum GPA of 2.75. A grade of "C" or better is required in each specialization course.
    f. EDUC 401 is to be taken the semester in which the student applies for admission to student teaching.
    g. Passing scores on all state required Praxis II and PLT Exams.
    h. Submission of a formal letter of application for admission along with the electronic portfolio.
    i. Submission of an electronic portfolio for review by the Teacher Education Review Panel.
    j. Adherence to WVU Parkersburg Code of Student Conduct.
    k. Recommendation for admission by the Teacher Education Review Panel.
    l. Completion of service learning requirements.
    m. Proof of negative TB testing.
    n. Proof of cleared background check conducted within 60 days prior to application submission.
    o. Completion of Zaner-Bloser Manuscript and Cursive Handwriting Course with certificates on file in the Education Department.

Student teacher practicum for students pursuing additional certifications will be determined on an individual basis. Maximum placement will be eight weeks.

Graduation/Certification Requirements. To be eligible to earn the Bachelor of Arts in Elementary Education, students must:

1. Comply with the general regulations of WVU Parkersburg concerning entrance, full admission to program, classification, examination, grades, grade point average, etc.
2. Satisfy the following requirements:
    a. Complete at least 16 of the last 32 hours before graduation, including EDUC 401, in residence. A request for an exemption from this requirement must be made in writing to the Chair of Education and Humanities and must be accompanied by appropriate recommendations and documentation from the transfer institution.
    b. Complete a minimum of 124 semester hours of approved college credit with an overall GPA of 2.75. At least 45 credit hours of the 124 must be in upper division courses (numbered 300 and above).
    c. Complete an approved program in teacher education. Passing the licensure exam scores are established by the West Virginia Department of Education each programmatic level for which certification is being sought. Teaching skills will be assessed to verify that they are satisfactorily demonstrated prior to exit from student teaching.
    e. Be at least 18 years of age, and be intellectually, emotionally, physically and otherwise qualified to perform the duties of a teacher.
    f. File a timely application for graduation with the Registrar's Office.

General Requirements for Professional Certification. To teach in the public schools of West Virginia, a candidate must hold a Professional Certificate issued by the West Virginia Department of Education. The individual candidate must apply for such certification. To be eligible to receive a Professional Certificate, the applicant must meet the following requirements:

1. Meet minimum state requirements for certification.
2. Meet requirements for the Bachelor of Arts in Elementary Education Degree at West Virginia University at Parkersburg.
3. Complete at least 45 semester hours credit in upper-division courses.
4. Have achieved a grade-point average of at least 2.75:
    a. On total college credit earned.
    b. On hours earned in professional education courses.
    c. In each subject specialization.
5. Meet state requirements on the Pre-Professional Skills Test and requirements for the PRAXIS II exam and the PLT exam in the area(s) for which certification is sought.
6. Comply with the West Virginia Board of Education regulations for teacher certification.
7. Complete a criminal background investigation.
8. Be recommended for certification by the Chair of Education and Humanities.
9. Hold citizenship in the United States of America or have filed a declaration of

intent to become a United States citizen.

BAEE General Education Requirements Available at Jackson County Center. Students may complete all general education requirements for the Bachelor of Arts degree in Elementary Education at WVU Parkersburg's Jackson County Center. Introductory courses in professional education (EDUC 100 and 200) may also be completed at that location. All upper division courses in professional education and instructional strategies (those numbered 300 and above) must be taken at the Parkersburg campus.

Advising/Transfer. Students seeking the Bachelor of Arts in Elementary Education will be assigned to an academic adviser. It is essential that students meet regularly with their adviser in the Education Department to plan their academic program.

The Education Department maintains articulation agreements with many state and regional institutions. Students planning to transfer to a program in teacher education at another institution should inquire about the existence of an articulation agreement with the transfer institution. The student's adviser and the catalog of the transfer institution should be carefully consulted when a transfer is anticipated. Students planning to transfer to another institution are responsible for meeting the requirements of that institution.

FIRST SEMESTER

Course		Credit
CS 108	Educational Technology	3 hrs.
ENGL 101	Composition 1	3 hrs.
MATH 121	Introduction to Math	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
HIST 152	U.S. History Through the Civil War	3 hrs.
EDUC 100 *+	Intro. to Teacher Education	2 hrs
TOTAL		**17 hrs.**

SECOND SEMESTER

Course		Credit
PSYC 241 *	Human Growth & Development	3 hrs.
ENGL 102 *	English Composition 2	3 hrs.
MATH 126 **	College Algebra	3 hrs.
HIST 153	U.S. History From Reconst. to Present	3 hrs.
BIOL 101	General Biology 1	3 hrs.
BIOL 103	Biology 1 Lab	1 hrs.
TOTAL		**16 hrs.**

THIRD SEMESTER

Course		Credit
MATH 211	Statistics	3 hrs.
ENGL 131/132	Types of Literature 1 or 2	3 hrs.
BIOL 102 &104	General Biology 2 & Lab	4 hrs.
EDUC 200+*	Intro to Exceptional Children	3 hrs.
GEOG 102	World Geography	3 hrs.
TOTAL		**16 hrs**.

FOURTH SEMESTER

Course		Credit
ENGL 403	Children's Literature	3 hrs.
HPER 172	First Aid	2 hrs.

ART 101, OR	Art Appreciation	3 hrs.
MUSI 170, OR	Music Appreciation	
THEA 101	Theatre Appreciation	
EDUC 300 +***	Theories of Learning (Must be taken semester applying for admission to program)	3 hrs.
PHIL 170 or 346	Introduction to Logic or Ethics	3 hrs.
TOTAL		**14 hrs.**

(Admission to Teacher Education required prior to registration in any Education or strategies course numbered 301 or above.)

FIFTH SEMESTER

Course		**Credit**
LA 301+	Language Arts	3 hrs.
HIST 250	WV History	3 hrs.
ENGL 241 or 242	American Literature 1 or 2	3 hrs.
SOC 360 or	Gender and Human Identity or	3 hrs.
SOC 235 or	Race Relations & Minority Groups or	
SOC 405	Intro to Social Inequality	3 hrs.
PSCI++	Physical Science and Lab	4 hrs
TOTAL		**16 hrs.**

SIXTH SEMESTER

Course		**Credit**
READ 302 +	Teaching Reading K-6	3 hrs.
MATH 301+	Instructional Strategies in Mathematics	3 hrs.
SCI 301+	Instructional Strategies in Science	3 hrs.
EDUC 320	Educational Assessment	3 hrs.
EDUC 330	Classroom Management	3 hrs.
EDUC 330L+	Classroom Management Practicum	0 hrs.
HPER 315+	Physical Education Skills/Instructional Strategies	3 hrs.
TOTAL		**18 hrs**.

SEVENTH SEMESTER

Course		**Credit**
EDUC 315	Art Strategies	3 hrs.
EDUC 316	Music Strategies	3 hrs.
READ 401+	Diagnostic and Prescriptive Reading K-6	3 hrs.
EDUC 401	Early/Middle Childhood Curriculum	3 hrs.
EDUC 401L +	Curriculum Practicum	0 hrs.
SOST 315	Instructional Strategies in Social Sciences	3 hrs.
TOTAL		**15 hrs.**

Praxis II Examinations must be successfully completed prior to admission to student teaching.

EIGHTH SEMESTER

Course		**Credit**
EDUC 404	Student Teaching K-3	5 hrs.
EDUC 408	Student Teaching 4-6	5 hrs.
EDUC 410	Student Teaching Seminar	2 hrs.
TOTAL		**12 hrs.**
TOTAL BA DEGREE		**124 hrs**.

 * Required for admission to Teacher Education

** MATH 100 or placement test is required for admission to a program in Teacher Education
***Must be taken the semester applying for admission to program
 + Denotes field experience requirement
++ Course number not yet assigned

ENGLISH 5-9 SPECIALIZATION

Course		Credit
ENGL 221	World Literature 1	3 hrs.
ENGL 222	World Literature 2	3 hrs.
ENGL 241 or 242	Amer. Literature 1 or American Literature 2	3 hrs.
ENGL 131 or 132	Types of Literature 1 or Types of Literature 2	3 hrs.
ENGL 210	Creative Writing	3 hrs.
ENGL 404	Adolescent Literature	3 hrs.
ENGL 350 *	Approaches to Teaching Grammar	3 hrs.
ENGL 301*	Language Arts	3 hrs.
ENGL 302*+	Methods of Teaching Middle School English/LA	3 hrs.
Choose one of the following:		
ENGL 261	English Literature 1	3 hrs.
ENGL 262	English Literature 2	3 hrs.
ENGL 263	Shakespeare	3 hrs.
ENGL 285	Women in Literature	3 hrs.
ENGL 356	Topics in Native American Literature	3 hrs.
EDUC 407 *	Student Teaching in Middle School English	5 hrs.
TOTAL HOURS		**35 hrs.**

TESTING REQUIREMENTS FOR ENGLISH: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 5622 or 0622) and the Praxis II Exam Middle School English (Test Code 0049).

*   Admission to Teacher Education required.
+   Denotes field experience requirement.

GENERAL MATH - ALGEBRA I SPECIALIZATION

Course		Credit
MATH 121	Introduction to Mathematics	3 hrs.
MATH 126	College Algebra	3 hrs.
MATH 128	College Trigonometry	3 hrs.
MATH 150	Intro to Calculus	3 hrs.
MATH 211	Statistics	3 hrs.
MATH 230	Introduction to Euclidean Geometry	3 hrs.
MATH 301 * +	Instructional Strategies in Mathematics (K-6)	3 hrs.
MATH 302 * +	Math Strategies Grade 7 - Algebra 1	2 hrs.
MATH 315	Modern Algebra	3 hrs.
EDUC 406 *	Student Teaching - Mathematics 5-9	5 hrs.
TOTAL HOURS		**31 hrs.**

TESTING REQUIREMENTS FOR MATH: All candidates completing this specialization are required to pass the Principles of Learning and Teaching Test for grades K-6 (test code 5622 or 0622) and the PRAXIS II Exam Middle School Mathematics (test code 0069).

* Admission to Teacher Education required.
+ Denotes field experience requirement.

GENERAL SCIENCE 5-9 SPECIALIZATION

Course		Credit
BIOL 101/103	General Biology	4 hrs.
BIOL 211/211L	Zoology	4 hrs.
BIOL 212/212L	Botany	4 hrs.
CHEM 111 OR	Intro to General Chemistry	
CHEM 115	Fundamentals of Chemistry I	4 hrs.
PHYS 103	Introductory Physics	4 hrs.
GEOL 101/102	Physical Geology	4 hrs.
ASTR 106	Introduction to Astronomy	4 hrs.
SCI 301 *+	Instructional Strategies in Science	3 hrs.
SCI 302 *+	Science Strategies for Middle School	2 hrs.
EDUC 405 *	Student Teaching - Science 5-9	5 hrs.
TOTAL HOURS		**38 hrs.**

BIOL 211 offered fall of odd-numbered years beginning 2013
BIOL 212 offered fall of even-numbered years beginning 2012

TESTING REQUIREMENT FOR GENERAL SCIENCE: All candidates completing this specialization are re-quired to pass the Principles of Learning and Teaching Test for grades K-6 (test code 0522) and the PRAXIS II Exam Middle Childhood Science (test code 0439).

* Admission to Teacher Education required.
+ Denotes field experience requirement.

MATH SPECIALIST (ELEMENTARY MATH SPECIALIST K-4)

Course		Credit
MATH 121	Introduction to Mathematics	3 hrs.
MATH 126	College Algebra	3 hrs.
MATH 128	Trigonometry	3 hrs.
MATH 211	Statistics	3 hrs.
MATH 230	Introduction to Euclidean Geometry	3 hrs.
MATH 301*	Instructional Strategies in Mathematics	3 hrs.
MATH 303 *+	Diagnostic and Prescriptive Mathematics	2 hrs.
MATH 304*	Media and Communication for Mathematics	2 hrs.
CS 108	Educational Technology	3 hrs.
PSYC 241	Introduction to Human Development	3 hrs.
EDUC 320*	Educational Assessment	3 hrs.
EDUC 411*	Student Teaching in Mathematics K-4	5 hrs.
TOTAL HOURS		**36 hrs.**

TESTING REQUIREMENTS FOR ELEMENTARY MATHEMATICS SPECIALIST: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 5622 or 0622) and the Praxis II Exam Elementary Education (Test Code 501 or 0011).

* Admission to Teacher Education required.
+ Denotes field experience requirement.

SOCIAL STUDIES 5-9 SPECIALIZATION

Course		Credit
HIST 101	Western Civilization through the Reformation	3 hrs.
HIST 102	Western Civilization from the Reformation	3 hrs.

HIST 152	US History through the Civil War	3 hrs.
HIST 153	US History from Reconstruction to Present	3 hrs.
HIST 250	West Virginia and the Appalachian Region	3 hrs.
GEOG 102	World Geography	3 hrs.
GEOG 240	North American Geography	3 hrs.
ECON 201 OR 202	Microeconomics or Macroeconomics	3 hrs.
SOC 101	Introduction to Sociology	3 hrs.
POLS 102	American Federal Government	3 hrs.
SOST 315 *	Instructional Strategies in Social Studies	3 hrs.
SOST 316 *+	Social Studies Strategies for Middle School	2 hrs.
EDU 409 *	Student Teaching in Middle School Social Studies	5 hrs.
TOTAL HOURS		**40 hrs.**

TESTING REQUIREMENTS FOR SOCIAL STUDIES: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 0522) and the Praxis II Exam Middle School Social Studies (Test Code 0089).

* Admission to Teacher Education required.
\+ Denotes field experience requirement.

EARLY EDUCATION Pre K-K

Course		**Credit**
PSYC 241	Human Growth and Development	3 hrs.
EDUC 250+	Intro to Early Childhood Development	3 hrs.
EDUC 300	Theories of Learning	3 hrs.
EDUC 255+	Language Arts Foundations and Emergent Literacy	3 hrs.
EDUC 302*+	Inquiry and Strategies for Early Childhood Education	3 hrs.
EDUC 320*	Educational Assessment	3 hrs.
EDUC 402*+	Early Childhood Curriculum	2 hrs.
EDUC 403*	Student Teaching-Early Education	5 hrs.
TOTAL HOURS		**25 hrs.**

* Admission to Teacher Education required.
\+ Denotes field experience required

TESTING REQUIREMENTS FOR EARLY EDUCATION PRE K-K: All candidates completing this specialization are required to pass the Principles of Learning and Teaching (K-6) test (Test Code 5622) and the Praxis II Exam Elementary Education (TEST Code 0011 or 5011) and Praxis II Exam Pre Kindergarten Education (Test Code 5531 or 0531)

ORGANIZATIONS OF SPECIAL INTEREST
Kappa Delta Pi

Kappa Delta Pi is an international honorary society in education. Those eligible for initiation into the society are Education majors who have been admitted to the Professional Education program and who maintain a 3.0 grade point average. The WVU Parkersburg Sigma Omega Chapter holds yearly initiations.

Teacher Education Scholarships
Underwood-Smith Teacher Scholarship Program

This program is designed to encourage and enable individuals who are outstanding students to pursue teaching careers. The Underwood-Smith Teacher Scholarship Program is a state funded program. The scholarship, which cannot exceed $5,000 per academic year, is awarded on the basis of outstanding academic qualifications and interest in teaching. The recipients of the Underwood-Smith Teacher Scholarship are required to meet their teaching commitment in West Virginia's public school system. Recipients who do not fulfill the teaching obligation will be required to repay the scholarship plus substantial interest. Contact WVU Parkersburg's Education Department or the Financial Aid Office for additional information

BACHELOR OF ARTS IN MULTI-DISCIPLINARY STUDIES

The Multi-Disciplinary Studies Bachelor of Arts Degree (MDS) program is comprised of three related minors. This program does not limit students to courses of study in a particular major or division, but emphasizes multidisciplinary/cross-disciplinary studies. The program's offers flexibility, appropriate breadth and depth in three chosen minors. The program's focus on developing an understanding of the nature of cross-disciplinary investigation constitute its most salient features.

Each student will choose three minor areas from the disciplines below and must demonstrate how these minors work together toward his/her educational and/or career goals. For example, a student may choose the areas of business, fine arts and biology, with the goal of a career in biological illustration and/or marketing of biomedical products. MDS students participate in a the capstone course MDS 492 during their final semester, as a means to incorporate all three minors into a senior project, presentation, and paper.

Multidisciplinary Studies (MDS) Minors

Biology	Communications	Literature
Business	Fine Arts	Psychology
Chemistry	History	Sociology

Curriculum
The MDS baccalaureate program requirements include completing the following general education requirements:

GENERAL EDUCATION REQUIREMENTS FOR BA IN MDS

General Education Competencies

Communication

Develop appropriate competencies in: • Writing • Speaking • Listening • Reading	9 hours required • ENGL 101 • ENGL 102 • SPCH 111 or 112

Higher Order Thinking Skills

Develop appropriate competencies in: • Problem solving • Abstract inquiry • Logical reasoning • Quantitative literacy	3 hours required • MATH 121 or higher

Scientific Inquiry

Develop appropriate competencies in: • Scientific method • Problem solving • Critical thinking	8 hours required (please review MDS minor requirements before selecting) • Two sequentially numbered lab science courses in one discipline or two lab courses in different disciplines

Historical and Diverse Persepctives

Develop appropriate competencies in: • Global issues • Ethical perspectives • Cultural value • Historical perspectives	14 hours required (please review MDS minior requirements before selecting) • 3 hours from psychology, sociology or religion • 3 hours from psychology, political science, history, geography or economics • 6 hours from at least two of the following: economics, history, philosophy, political science, psychology, religion, sociology, geography • 2 hours from HPER

Express/Develop/Promote/Value Aesthetic Awareness

Develop appropriate competencies in: • Expression of ideas • Appreciation of fine and performing arts • Understanding of critical thinking • Group A: ART 101, MUSI 170 or THEA 101 • Group B: ENGL 131, 132, 221, 222, 261, 261, 241, 285 • Group C: Two sequentially numbered foreign language courses 100-level or above	12 hours required (please review MDS minor requirements before selecting) • Must be from fine arts, literature and foreign language • 3 hours required from Group A; 3 hours required from Group B; an additional literature 6 hours from one of the Groups A, B or C to be determined by the student's transfer program

TOTAL HOURS	**48 hrs**

Students in the BA in Multi-Disciplinary Studies must complete the following:

- 46 identified hours of General Education Curriculum
- Three minors with a grade of C or better in all coursework
- At least 60 credit hours of 200-level or above coursework. Of the 60 hours, 30 hours must be 300–400 level coursework
- MDS 492 capstone course with a grade of C or better
- Achieve a cumulative grade point average of at least 2.0
- Completion of at least 128 credit hours

Admission

Applications for Admission to MDS Bachelor program are located in the Office of Non-Traditional Programs (Room 1212) and should be filed during the semester in which the applicant completes the general education requirements listed above. A cumulative grade point average of at least 2.0 is required for admission. As part of the application process, the student must submit a letter of intent that identifies his/her choices for the three minors. The student must explain how knowledge and skills from each of the minors will be integrated to formulate an educational and/or career goal. Admission and completion of the degree program are the result of an academic program plan articulated by the student with assistance from the academic adviser.

Minor Areas of Study

Each student will choose three minor areas from the identified disciplines and must demonstrate how these minors work together toward his/her educational and/or career goals. The minor areas of study are currently under review and revision. Please contact the Office of Non-Traditional Programs to obtain information about the specific minors available.

BUSINESS AND ECONOMICS
Bachelor of Science in Business Administration (BSBA)

Objectives. The Bachelor of Science degree in Business Administration is designed to prepare students in the fundamentals, principles, techniques, and skills essential to the theory and practice of business. The program also develops students' communication and analytical skills essential to careers in today's business environment. Students are taught by qualified fulltime faculty of the Division of Business, Economics & Mathematics, many with experience in business, government, consulting and not-for-profit organizations, and by adjunct faculty who are current practitioners in business.

Admission to BSBA Degree Program:

Admission to the Bachelor of Applied Science with a major in Business Administration Degree may be achieved by fulfilling the following requirements:

1. Meet all the General Admissions or Transfer Admissions requirements to West Virginia University at Parkersburg.
2. Earn an Associate Degree from an accredited college or university. (Provisional admission may be granted in certain circumstances).

3. Maintain a minimum 2.0 grade point average, on a 4.0 scale, for all courses transferred to or completed at West Virginia University Parkersburg.

Application for admission to the BSBA degree is available in the Office of the Division of Business, Economics & Mathematics and should be filed during the semester in which the applicant will complete the Associate Degree.

Transfer of Credits. Students may transfer credits from college-level courses completed at other institutions subject to the following conditions:

1. All BSBA degree program students must complete at least 32 hours of credits in residency at WVU Parkersburg, regardless of the number of course credits transferred.
2. Students with approved transfer credits must complete at least 45 credit hours of upper division business courses (numbered 300 and above), including all required major concentration courses. No credit will be awarded toward Senior level courses completed at a two-year institution.
3. Lower level division credits completed at Parkersburg Community College (PCC) prior to the Fall 1991 semester are no longer be accepted for upper level courses after December 13, 1996.

Articulation with West Virginia University.
Students who enter WVU Parkersburg with the intention of transferring to WVU to complete the BSBA degree should follow these steps:

1. Make transfer plans known to Academic Advisers at WVU at Parkersburg at the earliest possible date, preferably at time of admission.
2. Follow curriculum for the Associate of Science Degree in Business Administration.
3. Discuss transfer to Morgantown with any business faculty adviser at WVU at Parkersburg before enrolling in any upper level courses at WVU at Parkersburg.

Graduation Requirements BSBA Degree
1. Complete 120 credit hours in courses outlined for the Bachelor of Science in Business Administration Degree in any of the two program options: Accounting or General Business.
2. Maintain overall grade point average of 2.0 or higher in all general education courses and supportive courses required for the degree.
3. Maintain minimum grade point average of 2.25 overall in all courses included inthe General Business Core. Maintain minimum grade point average of 2.5 overall in all courses included in area of concentration.
4. Complete a minimum of 32 credit hours at WVU Parkersburg.
5. Complete application for graduation, pay the graduation fee, and file application at Registrar's Office prior to stated deadline.

Student Advising. Prospective freshman business students and business students who transfer from other colleges should contact the Business, Economics & Mathematics Division at WVU at Parkersburg for advice on business programs and degree requirements.

Transfer and returning students must request a transcript analysis from the Administrative Associate in the Business, Economics & Mathematics Division. When students have completed all developmental courses, they are assigned to an adviser in the Division of Business, Economics and Mathematics. If students encounter difficulty in scheduling, confusion about courses sequences, concerns about relevancy in the program of instruction, they are encouraged to visit their advisers immediately.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
BSBA DEGREE PROGRAM REQUIREMENTS

General Education Competencies

Communication

Develop appropriate competencies in:	9 hours required
• Writing • Speaking • Listening • Reading	• ENGL 101 • ENGL 102 • SPCH 111 or 112

Higher Order Thinking Skills

Develop appropriate competencies in:	6 hours required
• Problem solving • Abstract inquiry • Logical reasoning • Quantitative literacy	• MATH 121 or higher

Scientific Inquiry

Develop appropriate competencies in:	8 hours required
• Scientific method • Problem solving • Critical thinking	• Two sequentially numbered lab science courses in one discipline or two lab courses in different disciplines as determined by the student's program

Historical and Diverse Persepctives

Develop appropriate competencies in:	11 hours required
• Global issues • Ethical perspectives • Cultural value • Historical perspectives or geography	• 3 hours from psychology, sociology or religion • 3 hours from philosophy, political science or history • 3 hours from ECON 201 or 202 • 2 hours HPER 215 or 172

Express/Develop/Promote/Value Aesthetic Awareness

Develop appropriate competencies in:	6 hours required
• Expression of ideas • Appreciation of fine and performing arts • Development of literary awareness	• 3 hours from ART 101/MUSI 170/THEA 101 • 3 hours from English Literature (ENGL 131, 132, 221, 222, 261, 262, 241 or 242

General Education

General Education Elective	3 hours required

TOTAL HOURS	**43 hrs**

General Education and Supportive Courses

Course		Credit
ENGL 101	Composition 1	3 hrs.
ENGL 102	Composition 2	3 hrs.
SPCH 111	Fundamentals of Speech	3 hrs.
PSYC/SOC/RELI elective		3 hrs.
ECON 202	Macroeconomics	3 hrs. Fine Arts/
Lit/Foreign Language elective		3 hrs.
Fine Arts/Lit/Foreign Language elective		3 hrs.
Natural Lab Science elective		4 hrs.
Natural Lab Science elective		4 hrs.
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics 3 hrs.	
CS 101	Introduction to Computing	3 hrs.
PHIL/POLS/HIST/GEOG elective		3 hrs.
TOTAL		**41 hrs.**

BUSINESS ADMINISTRATION CORE   46 hrs.

These courses are required of all Business students regardless of option. Courses marked with ** are included in the WVU at Parkersburg A.S. Business degree. Students who obtained their A.S. from other than WVU at Parkersburg and lack any **courses must complete each within one year of admission to the BSBA degree program.

Business Administration Core - 2.25 GPA required in these courses

Courses		Credit
GBUS 101 **	Introduction to Business	3 hrs.
ACCT 201 **	Principles of Accounting I	3 hrs.
ACCT 202 **	Principles of Accounting II	3 hrs.
ECON 201 **	Microeconomics	3 hrs.
GBUS 202 **	Business Communications	3 hrs.
BTEC 275 **	Adv. Microcomputer Apps.	3 hrs.
GBUS 300	Principles of Mgmt. Information Systems	3 hrs.
GBUS 325	Quantitative Business Analysis	3 hrs.
GBUS 310	Business Law I	3 hrs.
GBUS 412	Business Law II	3 hrs.
MGMT 320	Principles of Management	3 hrs.
MKTG 330	Principles of Marketing	3 hrs.
FIN 340	Principles of Business Finance	3 hrs.
GBUS 405	International Business	3 hrs.
GBUS 440	Business Policy	4 hrs.
TOTAL		**46 hrs.**

Accounting Concentration - 2.50 GPA required in these courses   33 hours

Course		Credit
ACCT 310	Accounting Information Systems	3 hrs.
ACCT 311	Intermediate Accounting I	4 hrs.
ACCT 312	Intermediate Accounting II	4 hrs.
ACCT 331 or	Managerial Accounting or	3 hrs.
ACCT 432	Cost Accounting	
ACCT 353	Federal Income Tax Acct. I	3 hrs.
ACCT 354	Federal Income Tax Acct. II	3 hrs.
ACCT 401	Advanced Accounting	3 hrs.
ACCT 405	Auditing	4 hrs.
GBUS 304	Advanced Excel	3 hrs.

Targeted Business elective		3 hrs.
General Business Concentration		**33 hrs.**

Course		Credit
ACCT 331 or	Managerial Accounting or	3 hrs.
ACCT 432	Cost Accounting	
ECON 320	Managerial Economics	3 hrs.
ECON 331	Financial Economics	3 hrs.
MGMT 322	Organizational Behavior	3 hrs.
MGMT 333	Human Resource Management	3 hrs.
FIN 356	Fundamentals of Investing	3 hrs.
MGMT 401	Production and Operations Management	3 hrs.
MKTG 401	Marketing Research	3 hrs.
GBUS 304	Advanced Excel	3 hrs.
*Business electives		6 hrs.
TOTAL		**33 hrs.**

*Upper level (300-400) Business and Economics electives

Programs and Organizations of Special Interest

Cooperative Education Program in Business. Students interested in working in the business community while attending college and receiving college credit through WVU at Parkersburg's Cooperative Education Program must have completed at least one semester of study and have a cumulative grade point average of 2.8.

Sigma Beta Delta. WVU at Parkersburg maintains a charter chapter of Sigma Beta Delta, National Honor Society in Business. Membership is by selection once a year by the faculty of the Division of Business, Economics, & Mathematics.

To be eligible for initiation into the society, students must be enrolled in the B.S. in Business Administration or the BASBA degree program, be in junior or senior standing, and maintain a grade point average ranking them in the top 20% of the BSBA or BASBA program. A formal induction ceremony is conducted annually.

REGENTS BACHELOR OF ARTS (RBA)

The Regents Bachelor of Arts program is an innovative bachelor's degree that allows adult students to complete a bachelor's degree with no major. The program differs from other baccalaureate degrees in many respects:

College credit may be awarded based on work and life experiences. These credits may count toward degree requirements and are based on written portfolios.

- The program is designed to provide students with a comprehensive general educa tion, without the requirement of a major. With the assistance of an advisor, applicants develop a course of study that best fits their needs.
- As no specific courses are required for graduation, the program provides consideable flexibility in how, when, and where course requirements are met.
- Students may earn credit through regular college courses (in-state or out-of-state), cooperative education, distance learning, credit by exam, and/or writing portfolios.

• There is no time limit for completing the degree requirements.

The Regents B.A. Degree program operates on the same level of academic quality as other, more traditionally structured baccalaureate degree programs. However, poor scholarship in early years of study does not prevent the admission of students who subsequently have demonstrated their maturity and ability to acquire and use knowledge.

RBA students are governed by the same basic academic regulations as other students enrolled at WVU Parkersburg. These include rules on academic forgiveness (of past poor grades), grading, D/F repeat rule, probation and suspension, and student rights and responsibilities. Academic advising for the RBA Degree program is available at the Parkersburg and Jackson County Center campuses.

The Portfolio Process. The central principle that underlies assessment of work or life experiences is "what students KNOW is more important than HOW they learned it." If RBA students can demonstrate that their existing knowledge and skills are reasonably comparable to college-trained students, then comparable credit may be awarded.

Students may petition for credits in specific college-level courses that they have not already completed by writing a portfolio. The portfolio summarizes the learning that took place and equates that learning to the objectives in the syllabus for a college-level course. If the prior learning is not equal to a specific course, credit may be petitioned in the discipline area. Documentation is required to substantiate the petitions for credit. Portfolios are evaluated by faculty in the discipline being reviewed; recommendations are made for the award of "college equivalent 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 fee for the portfolio evaluation is $300.00 with an additional posting fee of $10.00 for each credit hour awarded.

PROGRAM REQUIREMENTS
Regents Bachelor of Arts Degree

In the process of earning the 120 credit hours needed for graduation, Regents students must fulfill the following specific guidelines:

Communication Skills: 6 Hours
May be chosen from ENGL 101, 102, 107,108, SPCH 111 or 112, GBUS 202
Mathematics: 3 Hours
May be chosen from MATH107, 108, 111, 112, or higher, CS 101 or higher, GBUS 117.
Sciences: 6 Hours
May be chosen from any science course *including ENVR 102 or 310
Humanities: 6 Hours
May be chosen from any fine arts appreciation (not performance) course, general education literature, foreign language or JOUR 101.
Social Sciences: 6 Hours

May be chosen from geography, history, philosophy, political science, psychology, religion, or sociology.

General Education: 9 Hours

May be chosen from any of the above areas.

Total General Education Hours Required: 36 Hours

* The natural sciences requirement need not include a laboratory.

Upper-Division Hours. A minimum of 39 hours must be completed. May be selected from any course numbered 300 or higher.

Total Hours Required for the RBA Degree: 120 Hours

After Regents students have met the general education and upper-division credit hour requirements, they may choose from courses of interest to complete the balance of the 120 credit hours required for graduation. Students may elect to submit a portfolio to petition for credit equivalencies based on work or life experiences.

Career and/or educational goals should drive course selection. For students who intend to apply for admission to a graduate program, course selection should mirror prerequisites and recommendations from that graduate school.

Residency. The residency requirement is 24 credit hours. Students may take courses at any public college or university in West Virginia to meet the residency requirement. Neither portfolio credit nor credit by exam may be used to meet the residency requirement.

Area of Emphasis: Students may elect to complete an Area of Emphasis in selected disciplines. The area of emphasis is not required for graduation with an RBA. The area of emphasis is intended to concentrate the student's academic work in a field of study. Fifteen hours of graded upper-division courses must be completed for an area of emphasis. Pre-requisites may also be required and students should see their advisors for specific pre-requisites and course requirements.

Areas of emphasis available at WVU Parkersburg include the following:

-Business Administration   -Early Childhood Education
-Communication Studies   -Environmental Studies
-Criminal Justice   ***Computer Related AOE:***
-Global Studies   -Networking
-History   -Network Security
-Literature   -Operating Systems
-Psychology   -Software Engineering
-Sociology

Admission to the Regents Bachelor of Arts degree program: Students may apply for admission to the RBA program at WVU Parkersburg after meeting the following admission criteria:

- Must be fully admitted to WVU Parkersburg.
- Must have completed 30 hours toward the requirements of the program.
- Must be certified as a non-traditional student. Admission to the program is

open only to students who meet one of the following requirements:
- 4 years out of high school: Admission to the program is open only to students who graduated from high school at least four years prior.
- GED recipients: For those passing a high school equivalency (GED) test, admission must be four years after their original class graduated from high school.
- Transfer from other degree programs: Students may transfer into the Regents program from other programs only if they have graduated from high school more than four years prior.

A 2.0 grade point average (GPA) will be required for admission to the RBA degree program. Students who have less than a 2.0 GPA and have a clear basis for exception may appeal to the Director of the RBA program for special admission status. Students should consult their academic to apply for grade forgiveness and/or use the D/F repeat rule when appropriate.

Applications for admission to the RBA program are available from the RBA Program Coordinator and should be filed prior to the completion of 60 credit hours toward the degree.

END OF PROGRAM ASSESSMENTS
Each Degree Certificate and Associate of Applied Science Degree program is required to identify an end of program assessment. As a part of degree completion, students will successfully complete the identified end of program assessment. Required assessments for the programs are found in the table below.

Program	Capstone Course	End of Program Exam
Board of Governors (AAS)	NA (MAPP)	Measure of Academic Proficiency and Progress
Business Administration (AAS)	GBUS 310	Major Field Exam 2 Yr Business
Business Technology (AAS)	BTEC 295	WorkKeys
Chemical and Polymer Operator Technology (AAS)	ATPT 260	Center for the Advancement of Process Technology examination (CAPT)
Computer Information Technology (AAS)	CIT 260	A+, Net+, Server+, Linux+, Microsoft Certified Professional exam (MCP) or Cisco Certified Network Association Exam (CCNA)
Criminal Justice (AAS)	CJ 291	ETS/CJ Assessment
Criminal Justice (Certificate)	NA	ETS/CJ Assessment
Early Childhood Development (AAS)	ECE 255	ParaPro
Electricity and Instrumentation (Certificate)	ELEC 260	National Center for Construction Educa

		tion and Research (NCCER)
Energy Assessment and Management (AAS)	EAMT 280	NCCER
Occupational Development (AAS)	NA	MAPP
Paraprofessional (Certificate)	EDUC 230	ParaPro
Pharmacy Technician (Certificate)	PTEC 121	Pharmacy Technician Certification Exam
Residential and Commercial Electricity (AAS)	ELEC 260	NCCER/WV Electrician License
Solar Energy Technology (AAS)	SET 280	NCCER, National Board of Certified Energy Practitioners (NABCEP), National Electrical Code exam (NEC)
Solar Energy Technology (Certificate)	SET 260	NCCER, NABCEP
Surgical Technology (Certificate)	ST 112	Surgical Technologists Certification Exam
Technical Studies (AAS)	NA	MAPP
Welding (Certificate)	WELD 261	American Welding Society exam (AWS)
Welding Technology (AAS)	WELD 260	AWS

SPECIAL ACADEMIC PROGRAMS
Pre-Medical Technology Curriculum

Medical Technology is a four-year undergraduate program. The first two years may be taken at West Virginia University at Parkersburg. The entrance requirements of schools of medical technology throughout the nation vary considerably. Students should carefully consult the catalog of the school that they plan to attend. Students who have completed 60 semester hours including the following courses may be eligible for admission to the third year of the medical technology program at West Virginia University.

ENGL 111	Composition 1	3 hrs.
ENGL 112	Composition 2	3 hrs.
BIOL 111	General Biology 1	4 hrs.
BIOL 112	General Biology 2	4 hrs.
CHEM 111	Fundamentals of Chemistry 1	4 hrs.
CHEM 112	Fundamentals of Chemistry 2	4 hrs.
CHEM 223	Organic Chemistry 1	4 hrs.
CHEM 224	Organic Chemistry 2	4 hrs.
MATH 126	College Algebra	3 hrs.
MATH 211	Statistics	3 hrs.

The other classes should total 21 to 24 hours of core classes.
Courses such as microbiology, biochemistry and anatomy should not be taken prior to enrollment in the professional schools.

TRANSFER FROM OTHER INSTITUTIONS
Credits and grades from college-level courses completed at regionally accredited institutions of higher education are transferable to WVU Parkersburg. Credits and grades are recorded on the WVU Parkersburg transcript with equivalents noted, when applicable. Students must meet total degree credit hour requirements for all WVU Parkersburg degrees.

GRADUATE DEGREES AVAILABLE AT WVU PARKERSBURG
The following graduate programs are available on the Parkersburg campus:

Executive Master of Business Administration. This degree is offered by the College of Business and Economics at West Virginia University and can be completed entirely on the Parkersburg campus.

Master of Arts in Instructional Communication and Master of Arts in Corporate and Organizational Communication. The entire degree is offered by the College of Arts and Science at West Virginia University.

Master of Arts in Education. Masters' degrees in several areas of education are offered by the College of Human Resources and Education at West Virginia University.

SECTION VII

Workforce and Community Education

MISSION

Workforce and Community Education is a proactive, customer-guided component of the college which supports the professional, technical, economic development and training needs of clients/customers through the provision of high quality, cost effective programs, seminars, workshops, institutes, courses and consulting services which result in improved performance and outcomes for the participating individuals, organizations and businesses. Programs and services offered through WCE include:

EDUCATION AND TRAINING

Fast Track programs are accelerated programs designed to provide training in less than 90 days and result in attainment of a skill set leading to employability. Successful completion will result in a skill-set certificate. Select Fast Track programs are delivered in a Non-Credit to Credit format which allows students to convert their skill-set certificate to college credit. Fast Track Programs include:

- Certified Nursing Assistant
- Dental Assistant
- Home Inspection
- Medical Office Assistant
- Phlebotomy Technician
- Real Estate Pre-Licensure

GRANT FUNDING

Fast Track Programs are approved for Higher Education Adult Part-Time Student Grant Program (HEAPS) -Workforce Development Component. The object of the workforce development component of HEAPS is twofold: assisting recipients in upgrading their occupational skills and, by offering an incentive for additional education and training, to improve the workforce of West Virginia.

Student Eligibility

A person is eligible for consideration for a grant through the workforce developme component of HEAPS if the person:

- Demonstrates financial need for the funds. The applicant must complete an application for HEAPS Workforce Development Component, which is a combination application and abbreviated need analysis form.
- Is a West Virginia resident and may not be considered a resident of any other state. State resident means a person who has lived in West Virginia continuously for a minimum of 12 months immediately preceding the date of application for HEAPS grant or renewal of a grant.
- Is a United States citizen or permanent resident thereof.
- Is not incarcerated in a correctional facility.
- Is not in default on a higher education loan.
- Is in compliance with Military Selective Service Act.
- Is making satisfactory progress at the time of application.
- Satisfactory progress for a first time award means being accepted for enrollment by the institution the applicant plans to attend. Thereafter, satisfactory progress means continuous advancement toward completion of the program on the normal schedule established by that program.

Application

Students must apply directly to the Workforce and Community Education at West Virginia University at Parkersburg. The application is checked for accuracy and then sent to the Higher Education Policy Commission Central Office (HEPC). The WV HEPC then determines eligibility, and the College will contact the applicant to notify them of any grant funding awarded. Recipients will be selected based on the applicants' eligibility, program of study, and availability of funds.

Amount of Award

The award for the workforce development component of HEAPS shall be no greater than the average amount charged for comparable training at West Virginia public colleges and universities or at vocational/technical schools under the jurisdiction of the Department of Education.

Total aid, including the HEAPS award, may not exceed the total cost of education as defined by the institution being attended. The current maximum HEAPS award is $2,000.00 per year.

ACT WorkKeys: WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

WCE offers Express Scoring of WorkKeys throughout the state and has become the WorkKeys Solution

Provider for the State of West Virginia with thirteen satellite sites under their contract.

KeyTrain: Follow-up training for skill deficiencies is available at WCE. WVU at Parkersburg has added training and remediation for the WorkKeys exams. KeyTrain, approved ACT WorkKeys provider, can be accessed through WCE. KeyTrain's internet based training/ remediation program can help examinees improve their WorkKeys scores. Contact WCE for information.

The National Career Readiness Certificate (NCRC) The National Career Readiness Certificate is an industry-recognized, portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:
• Problem Solving
• Critical thinking
• Reading and using work-related text
• Applying information from workplace documents to solve problems
• Applying mathematical reasoning to work related problems
• Setting up and performing work related mathematical calculations
• Locating, synthesizing, and applying information that is presented in multiple related graphics

Bronze Level: Signifies an individual has scored at least a Level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the Work Keys database.

Silver Level: Signifies an individual has scored at least a Level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the Work-Keys database.

Gold Level: Signifies an individual has scored at least a Level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the Work-Keys database.

Platinum Level: Signifies an individual has scored at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the Work Keys database.

Computer Training Programs/Services. Non-credit computer training is offered as part of WCE programming. A computer lab provides space for hands-on software training. Classes are short and designed so that learning is interactive. Both customized training and scheduled courses are available and WCE can provide training on-site with a mobile laptop lab.

Customized Training Services. WCE offers a wide variety of both credit and noncredit training opportunities for local organizations and businesses. Customized training can be provided for employees of organizations requesting specific topics and the training can occur either on the worksite or in any facility selected by the parties, including WVU Parkersburg facilities. The specific design of the training will be customized to meet the needs of the requesting organization. Sessions range from a one-hour seminar to a full two-year credit program offered at the work site.

Facility Rental. WVU Parkersburg's classroom and meeting areas are available for public use when not being utilized by the college for instruction. Contact WCE for rental rates and details.

DEVELOPMENT SERVICES

Consulting/Organizational Support Services. WCE offers consulting and support services to business and organizations on a fee for service basis.

Continuing Education Support Services. WCE has experience and software capabilities to provide meeting services to area organizations. WCE can provide complete meeting support including publicity, registration, attendance rosters, name badges, table tents, fee collection, room setup, certificate, CEU credits and follow-up reports to area organizations who do seminars/workshops.

Small Business Development Center. The SBDC Office at WVU Parkersburg provides service to the region's business community. The region consists of five counties: Pleasants, Wood, Wirt, Ritchie and Jackson. Services include management consultation and training sessions covering business plan preparation, securing capital, improving business skills and other business management needs. Various business materials are also available. All consulting services are offered on a no-charge basis. Training is offered at a minimal cost. The SBDC seeks to provide the link between area small businesses and the college. The close working relationship of the SBDC, WCE, West Virginia University Industrial Extension and Applied Technology Division results in an effective exchange of resources based on need identified by any one of them.