Central Office and Campus
Harper Industrial Park
167 Dye Drive
Beckley, West Virginia 25801
(304) 255-5812

Bluefield Campus
219 Rock Street
Bluefield, WV 24701
(304) 327-4000

Greenbrier Valley Campus
101 Church Street
Lewisburg, WV 24901
(304) 647-6560

Nicholas County Campus
6101 Webster Road
Summersville, WV 26651
(304) 327-4000

Serving Clay, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, and Webster counties in West Virginia.

The catalog is for information purposes only and is not considered a binding contract between New River Community and Technical College and students. The College reserves the right to make changes in fees, course offerings, graduation requirements, academic policies and procedures, or polices and procedures governing student life.
ACADEMIC CALENDAR

FALL SEMESTER 2004

Tuesday, August 10……………………………………………………………………..Financial Aid Distribution
9:00am -6:00 pm

Wednesday, August 11…………………………………………………………………Financial Aid Distribution
9:00am-6:00 pm

Thursday-Friday, August 12-13…………………………..Registration & Payment of Fees

Monday, August 16…………………………………………………………………………Classes Begin

Monday, September 6…………………………………………………………..Labor Day Holiday

Monday-Friday, October 4-8…………………………………………………………Mid-Semester Examinations

Monday, October 11…………………………………………………………………………Mid-Semester Grades Due

Monday, November 1………………………………………………………..Early Registration for Spring 2005, Begins
For Currently Enrolled Students

Monday, November 8………………………………………………………………………Last Day to Apply for May Graduation

Monday, November 8……………Last Day to Withdraw from a Course or from the College
With a Grade of “W”

Monday-Friday, November 22-26………………………..Thanksgiving Recess

Monday, December 6………………………………………………………………………Last Day of Classes

Tuesday, December 7………………………………………………………………………..Reading Day

Wednesday-Tuesday, December 8-14……………………….Final Examinations

Tuesday, December 14……………………………………………………………………..Spring 2005, Pre-Registration Ends

Wednesday, December 15…………………………………………………………………Final Grades Due

*Please contact the campus where you plan to register for dates/times available for registration.
The institution reserves the right to amend the academic calendar when circumstances require such action.
SPRING SEMESTER 2005

Wednesday, January 12…………………………………………………..Faculty Institute
Wednesday, January 12……………………………………….Last Day for Payment of Fees for
Early-Registered Students
Thursday-Friday, January 13-14……………………………………….Faculty Advising
Thursday-Friday, January 13-14…………………………………………Registration & Payment of Fees
Monday, January 17………………………………………………..Martin Luther King, Jr. Holiday
Tuesday, January 18………………………………………………….Classes Begin
Monday, January 24………………………………………Last Day for Registration, Adding Classes, &
Payment of Fees
Monday-Friday, February 28-March 4………………….Mid-Semester Examinations
Monday, March 7………………………………………………….Mid-Semester Grades Due
Monday-Friday, March 7-11………………………………………Spring Break
Monday, March 14………………………Early Registration for Summer 2005 & Fall 2005, Begins
For Currently Enrolled Students
Friday, April 8…………………………Last Day to Apply for August & December Graduation
Friday, April 8……………………Last Day to Withdraw from a Course or from the College
With a Grade of “W”
Friday, May 6………………………………………………….Last Day of Classes
Monday-Friday, May 9-13…………………………………Final Examinations
Saturday, May 14………………………………………………….Graduation
Monday, May 16………………………………………………….Final Grades Due

*Please contact the campus where you plan to register for dates/times available for registration.
The institution reserves the right to amend the academic calendar when circumstances require such action.
TABLE OF CONTENTS

ACADEMIC CALENDAR ............................................................................................................................... 2
GENERAL INFORMATION ............................................................................................................................... 10
  HISTORY OF THE COLLEGE .................................................................................................................... 11
  INSTITUTIONAL ACCREDITATION ......................................................................................................... 11
  PROGRAMMATIC ACCREDITATION ...................................................................................................... 11
  COLLEGE MISSION ............................................................................................................................... 11
  GENERAL EDUCATION PHILOSOPHY AND OUTCOMES ..................................................................... 13
INSTITUTIONAL POLICIES ........................................................................................................................... 13
  Sexual Harassment ................................................................................................................................. 13
  Drug-Free Work Place and Drug Free-Schools and Communities ......................................................... 13
  Affirmative Action ................................................................................................................................. 13
  Individuals with Disabilities .................................................................................................................... 14
  Family Education Rights and Privacy Act ............................................................................................... 14
  Student Right-To-Know Act .................................................................................................................. 14
  Privacy of Academic Records ................................................................................................................ 14
  Inclement Weather and Emergency Situation Policy ............................................................................ 15
  Catalog Adherence Policy ..................................................................................................................... 15
ADMISSION PROCEDURES ....................................................................................................................... 15
  General Admission ............................................................................................................................... 15
  Special or Non-matriculated Students .................................................................................................... 16
  Associate Degree or Certificate Candidates .......................................................................................... 16
  Dual Credit ............................................................................................................................................ 18
  Reduced Fees for Residents Sixty-five Years of Age or Older ............................................................... 18
  Residency Determination and Change of Residency ............................................................................ 18
  Immunization Policy ............................................................................................................................. 18
  Compliance with Military Selective Service Act ................................................................................... 19
REGISTRATION, ASSESSMENT AND ADVISING ...................................................................................... 19
  Registration ........................................................................................................................................ 19
  Schedule Changes ................................................................................................................................. 19
  Courses at Another Institution ............................................................................................................. 19
  Prerequisite and Corequisite Courses ................................................................................................... 19
  Entrance Assessment ........................................................................................................................... 19
  Plan for Assessing Student Academic Achievement ........................................................................... 20
  College Orientation ............................................................................................................................. 20
  Advising .............................................................................................................................................. 20
ACADEMIC POLICY AND PROCEDURES .......................................................................................................................... .............34

WORKFORCE TRAINING AND CONTINUING EDUCATION PROGRAMS ........................................................................... 30

CUSTOMIZED TRAINING AND COLLEGE DEGREES ......................................................................................................... 30

ON-LINE COURSES ............................................................................................................................................................ 31
Course Format .................................................................................................................................................................. 31
Class Offerings .................................................................................................................................................................. 31
Military Service ........................................................................................................................................... 41
Tech Prep Articulation of Credit ................................................................................................................. 41
Tuition Reciprocity Agreements .................................................................................................................. 41

EXTENDED LEARNING .......................................................................................................................... 42

DEGREES, GRADUATION AND TRANSCRIPTS ..................................................................................... 42

Degrees ...................................................................................................................................................... 42
Earning Multiple Degrees ............................................................................................................................ 43
Graduation .................................................................................................................................................. 43
Graduation with Honors .............................................................................................................................. 43
Requests for Transcripts ............................................................................................................................. 43

INSTRUCTIONAL PROGRAMS .................................................................................................................. 44

Certificate in Technical Studies - Medical Insurance Billing and Coding .................................................. 45
Certificate in Technical Studies -- Machining Technology ......................................................................... 46
Certificate in Technical Office Procedures and Skills .................................................................................. 46
Certificate in Technical Studies -- Medical Assisting ................................................................................ 47
Certificate in Technical Studies -- Paramedic .............................................................................................. 48
Certificate in Technical Studies -- Licensed Practical Nurse ..................................................................... 49
Associate of Applied Science Degree – Laboratory Science ...................................................................... 50
Associate of Applied Science Degree in Occupational Development ..................................................... 50
Associate of Applied Science Degree in Technical Studies – Operating Systems ..................................... 51
Associate of Applied Science Degree in Technical Studies – Hospitality and Tourism Management ....... 52
Associate in Applied Science Degree in Technical Studies -- Hospitality and Tourism Management ....... 53
Associate of Applied Science Degree in Technical Studies – Emergency Management ............................ 54
Associate of Arts Degree in Liberal Studies ................................................................................................. 55
Associate of Arts Degree in General Business -- Accounting .................................................................. 57
Associate of Arts Degree in General Business -- Management .................................................................. 58
Associate of Arts Degree in General Business -- Banking ....................................................................... 59
Associate of Arts Degree in General Business -- Marketing .................................................................... 60
Associate of Science Degree in Commercial Aquaculture ....................................................................... 61
Associate of Science Degree in Corrections ................................................................................................. 62
Associate of Science Degree in Communications Technology .................................................................. 63
Associate of Science Degree in Computer Science – Programming Option ............................................. 64
Associate of Science Degree in Computer Science – Networking Option .................................................. 65
Associate of Arts Degree in General Education .......................................................................................... 66
Associate of Science Degree in Information Technology ........................................................................... 66
Associate of Science Degree in Law Enforcement ..................................................................................... 67
Associate of Science Degree in Legal Assisting ......................................................................................... 68
ACADEMIC CREDIT COURSES

ACCOUNTING (ACCT)
ART (ARTS)
BIOLOGY (BIOL)
BUSINESS (BUSN)
CHEMISTRY (CHEM)
COMMERCIAL AQUACULTURE (AQUA)
COMMUNICATIONS TECHNOLOGY (COMM)
COMPUTER SCIENCE (COSC)
CRIMINAL JUSTICE (CRMJ)
ECONOMICS (ECON)
ENGLISH (ENGL)
FRENCH (FREN)
GENERAL EDUCATION (GNED)
GEOGRAPHY (GEOG)
HEALTH (HLTH)
HISTORY (HIST)
HOSPITALITY AND TOURISM MANAGEMENT (HOSP)
HUMANITIES (HUMN)
LICENSED PRACTICAL NURSE (LPNU)
LEGAL ASSISTANT (LAST)
MACHINING TECHNOLOGY (MATT)
MANAGEMENT (MGMT)
MARKETING (MRKT)
MATHEMATICS (MATH)
MEDICAL ASSISTING (MAST)
MEDICAL INSURANCE BILLING & CODING (BICO)
MUSIC (MUSC)
MUSIC-ORGANIZATIONS
PARAMEDIC (PMED)
PHYSICAL EDUCATION (PHED)
PHYSICAL SCIENCE (PHSC)
PHYSICS (PHYS)
POLITICAL SCIENCE (POSC)
PROFESSIONAL OFFICE SYSTEMS TECHNOLOGY (POST)
PSYCHOLOGY (PSYC)
SOCIOLOGY (SOCI)
SPANISH (SPAN)
SPEECH (SPCH)
THEATRE (THEA)

STUDENT HANDBOOK

STUDENT PROGRAMS AND ACTIVITIES

Student Activities
HISTORY OF THE COLLEGE

The structural concept underlying New River Community and Technical College originated when the West Virginia Legislature passed House Bill 2224 in March of 2003. The College itself officially came into existence on July 1, 2003. As a result of this legislation, Bluefield State College (BSC) created New River Community and Technical College by combining Bluefield State College’s community college component with Glenville State College’s community college campus in Nicholas County. Consequently, New River Community and Technical College serves an area including Clay, Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, and Webster counties through its Beckley campus, the Nicholas County campus, the Bluefield campus, and the Greenbrier Valley campus. Thus, New River Community and Technical College is a multi-campus entity headquartered in Beckley and administratively linked to Bluefield State College (BSC).

INSTITUTIONAL ACCREDITATION

At present New River Community and Technical College is accredited as a component of BSC. BSC is fully accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools; consequently, New River Community and Technical College is also fully accredited by the HLC. The accreditation means that any credits earned at New River Community and Technical College are transferable to any other accredited colleges or university in the United States. The accreditation also allows graduating students to apply for jobs or to another institution of higher education as a graduate of a fully accredited institution. However, House Bill 2224 mandates independent accreditation for New River Community and Technical College (i.e., accreditation for New River Community and Technical College separate and apart from that of BSC) by December 31, 2004.

Therefore, New River Community and Technical College is accredited by the:

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

PROGRAMMATIC ACCREDITATION

Agency accrediting specific program offerings at New River Community and Technical College includes:

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

COLLEGE MISSION

The mission of New River Community and Technical College is to provide comprehensive, quality higher education and workforce training programs and services that are financially, geographically, or electronically accessible and that meet individual, business, and community needs of a diverse population in the college’s eleven-county region of responsibility.

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

- Provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, transfer education, general education, literacy and developmental education, and continuing education;
- Implement workforce development and customized training programs that will advance individual career development while meeting employers’ needs for a highly skilled workforce;
• Provide innovative student support services that promote holistic development and student success;

• Provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that promote learning;

• Create an educational environment that broadens perspectives, promotes global awareness, and leads to responsible citizenship;

• Serve as a vital link between secondary education and four-year colleges and universities;

• Enrich local communities by making available resources in people, facilities, libraries, and programming;

• Serve as a catalyst in helping to shape the future direction of communities in the college’s eleven-county region of responsibility;

• Enhance economic, cultural, and educational development through partnerships between the college and local communities;

• Ensure a healthy and safe environment on each of the college’s campuses; and

• Be fiscally responsible and accountable.

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

Opportunity: Serving a diverse population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality;

Teaching and Learning: Sustaining teaching excellence and setting high standards that promote and encourage student learning;

Effective Learning Environments: Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for dealing with changing work environments, for exercising responsible citizenship, and for leading rewarding lives;

Appropriate Use of Technology: Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education;

Professional Development: Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal;

Community Service: Serving local communities by providing facilities for cultural enrichment, by promoting economic development and partnerships, and by sharing leadership and college talent to meet community needs, and;

Accountability: Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities the college serves.
GENERAL EDUCATION PHILOSOPHY AND OUTCOMES

The General Education core ensures that every student, regardless of major or career objectives, receives a versatile, broad-based education in liberal arts in order to assure the following:

The graduate will:
1. Demonstrate effective reading, writing, listening, and speaking skills in a variety of professional and community situations;
2. Demonstrate basic mathematical competence and a functional understanding of elementary statistics;
3. Demonstrate the ability to use a computer and other technological tools as required for personal, scholarly, and professional purposes;
4. Demonstrate the ability to identify, access, and evaluate information and materials needed for both personal and professional purposes;
5. Demonstrate the knowledge required to understand and address issues involving political, economic, and social concerns; they will demonstrate a base of knowledge needed to make ethical decisions, and for understanding interpersonal and group dynamics, cultural diversity, and the historical, political, economic, and geographical relationships among nations and peoples. These understandings will enable graduates to compete in a global economy and to exercise the rights and responsibilities of citizenship;
6. Demonstrate the ability to organize individual and group projects and the ability to work effectively within a group to accomplish a group objective;
7. Demonstrate competence in problem-solving, logical and critical thinking, and independent decision-making;
8. Demonstrate a basic understanding of scientific concepts, scientific methods, and contemporary issues in science and technology;
9. Graduates will have gained knowledge and have had experiences through the arts and humanities which will enable them to enrich their own lives, to expand their understanding of diverse cultures, including one’s own, and to appreciate artistic, literary, and other products of human activity;
10. Demonstrate a working knowledge of essential concepts related to personal health and of those behaviors and attitudes recognized as relevant for healthy living.

INSTITUTIONAL POLICIES

Sexual Harassment

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

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

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

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

Affirmative Action

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

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

New River Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex, religion, age or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Affirmative Action Officer, Bluefield State College, 219 Rock Street, Bluefield, WV 24701.

Individuals with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. These students must contact Student Services or the Affirmative Action Office, Bluefield State College, 219 Rock Street, Bluefield, WV 24701 if services are desired.

Family Education Rights and Privacy Act

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

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

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

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

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

Student Right-To-Know Act

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

Privacy of Academic Records

New River Community and Technical College complies with the requirements of the Family Education Rights and Privacy Act (FERPA) regarding confidentiality and student’s access to student records. Policies and procedures are outlined in the current student handbook in the section entitled “Confidentiality of Records” and a notification of rights is published in the schedule each semester.
Inclement Weather and Emergency Situation Policy

The Decision
The decision ordinarily to cancel class or close the Campus will be made by the Campus Director or designee. Day classes will be canceled by 5:30AM and night classes by 2:00PM; cancellation may be announced later to reflect changing conditions. The Director or designee will then notify the Provost’s Office, campus staff and the media. The Provost will notify all New River Community and Technical College Campus Directors and the President of Bluefield State College. Only the Provost or President may close the College, through appropriate notification to the HEPC Chancellor.

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

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

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

Any student who interrupts his/her schooling for more than one year or who fails to meet the graduation requirements within a four-year period for an associate degree or a two-year period for a certificate from the date of enrollment may be subject to the provisions of the current catalog. If fewer than 12 semester hours are successfully completed in an academic year computed from one fall registration to the next, the student is subject to the provisions of the latest catalog. Permission to remain under the original catalog may be obtained from the Dean of Instruction in exceptional circumstances.

This policy does not imply that the College will necessarily continue to offer the courses needed to complete the programs which students have in mind. Students seeking admission to professional or occupational programs must meet any special and additional admission, retention or program requirements in force at the time the student is accepted to enter the particular program, regardless of the length of time the student has been enrolled as a general college student.

ADMISSION PROCEDURES
New River Community and Technical College is an open-door admissions institution, which means that the College is committed to providing an educational opportunity to all persons regardless of educational background or preparation. This policy is based upon the recognized mission of the College. Based upon this mission the following policies and practices are maintained.

General Admission
In recognition of the diverse educational programs offered by New River Community and Technical College and the varying kinds of preparation necessary for successful entry into them, the College has established the following guidelines to assist students in complying with established admissions standards of the institution.
Special or Non-matriculated Students

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

A. Post-degree students seeking West Virginia teacher certification or certification renewal must provide official college transcripts and a completed application for admission form.

B. High school students may take courses at New River Community and Technical College concurrent with their high school courses under the following stipulations:
   1. Students must have junior or senior status.
   2. Recommendation of high school principal, including list of approved courses.
   3. Written permission from parent or guardian.
   4. High school students in dual enrollment classes or regular classes may enroll as long as they fulfill prerequisites of the courses.

*It is recommended that special students, after attaining fifteen (15) credit hours of college classes, or sooner, meet with a counselor to discuss program and curriculum objectives.

Associate Degree or Certificate Candidates

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

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

ADMISSIONS PROCESS IF YOU WANT TO ENROLL AT NRCTC AND . . .

. . . you have never attended NRCTC and have a high school diploma or GED equivalent . . .

You must submit the following information before becoming regularly admitted to a certificate or associate degree program:

. . . A completed application for admission form.
. . . High school transcript reflecting that you have met the requirements for a diploma, or
. . . A copy of General Education Development Test (GED) stating requirements have been passed.
. . . A copy of ACT or SAT test scores.
. . . Record of measles/rubella immunization
OR. . . you are attending another college and wish to transfer to NRCTC…

You must submit the following information before being admitted to a certificate or associate degree program:

. . . A completed application for admission form.
. . . High school transcript (if transferring fewer than 30 hrs).
. . . Official transcripts from all colleges attended.
. . . Copy of ACT or SAT test scores.
. . . Record of measles/rubella immunization

OR. . . you are currently enrolled at another college and wish to enroll at NRCTC as a transient student…

You must submit the following information before being admitted:

. . . A completed application for admission form.
. . . Transient permission form must be on file in the Office of Admissions at New River Community and Technical College.

OR. . . you already have an Associate Degree from another college and wish to pursue another degree…

You must submit the following information before being admitted:

. . . A completed application for admission form.
. . . Official college transcript(s) from each college attended
. . . Meet institutional criteria for regular admission.
. . . Record of measles/rubella immunization

OR. . . you wish to enroll as a special or non-matriculating student. . .

You may complete a registration/admission packet at the time of enrollment.

OR. . . you wish to enroll for classes and you are still in high school. . .

You must submit the following information before being admitted:

. . . Students must have junior status.
. . . Written recommendation from high school principal, including list of approved classes.
. . . Written permission from parent or guardian.
. . . Students must have a 3.0 grade point average (“B”) or higher, on cumulative high school transcript.
. . . Submit copy of ACT or SAT test scores.
OR. . . former students of NRCTC who were not enrolled during the previous semester. . .
You must submit the following information before being admitted:
. . . A completed application for admission form.
. . . Complete update of admission folder.
. . . Meet institutional criteria for admissions.

OR. . . international students. . .
. . . You must meet the same admissions criteria for degree programs.
. . . Financial statement showing the ability to finance your education at New River Community and Technical College.
. . . Submit a TOEFL test score of at least 500 or completion of an English as a Second Language Program (applicable for students seeking initial entry into United States colleges.)
. . . Submit record of measles/rubella immunization
. . . A placement test for Math and English will be required upon enrollment.

**Dual Credit**

In cooperation with a local school system, high school students who qualify for college admission may be offered undergraduate college courses. At the discretion of the high school, the course may be offered for high school credit, i.e., the student will be awarded high school credit as well as college credit for successful completion of the college course. See “Special Students” section, above.

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

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

**Residency Determination and Change of Residency**

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

Application for change of status should be made to the New River Community and Technical College Director of Student Services. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification. In order to assure adequate time to process required documentation, application should be made at least four weeks in advance of the desired effective semester.

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

**Immunization Policy**

Students of the state system of higher education under the jurisdiction of the Governing Board who were born on or after January 1, 1957, are required to provide proof of immunity to measles and rubella. This immunity requirement applies to all undergraduates who are enrolling for the first-time and are classified as full-time students.
Acceptable proof of compliance will be a document completed and signed by a licensed physician or health care professional. The document must include the month, day, and year the immunization was given.

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

**Compliance with Military Selective Service Act**

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

**REGISTRATION, ASSESSMENT AND ADVISING**

**Registration**

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

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

**Schedule Changes**

After a student has registered for the semester or summer session, the student may not add or drop courses, change hours or day of recitation, change instructors or make any other changes in this schedule without permission of an advisor. All changes must be made by the fifth instructional day of the semester or second instructional day of the summer session. After the add/drop period, students must also have the signature of the instructor. Courses are not added by attending nor dropped by ceasing to attend class but with proper completion of add and drop forms.

**Courses at Another Institution**

A student must apply for transient permission prior to taking courses at another institution if he/she expects to transfer credit to New River Community and Technical College. Applications for taking such courses may be secured through the campus Student Services office and must be approved by the student’s advisor and the Campus Director.

**Prerequisite and Corequisite Courses**

The *Catalog* lists, in each course description, the course or courses which are required as prerequisites or corequisites for the described course. It shall be the responsibility of the student to have successfully completed prerequisite courses and to be enrolled in corequisite courses when enrolling for any course. (Exceptions to this rule may be made only with the approval of the instructor and the Campus Director.)

Failure to comply with the requirements of the *Catalog* which the student is following with regard to prerequisite or corequisite courses without approved exceptions results in the assignment of a grade of “W” for the course.

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

A student currently enrolled in a developmental class cannot use the COMPASS to test out of the class during the semester unless the student has the permission of the instructor. Developmental classes MAY NOT BE DROPPED at any time without the approval of the of the student’s advisor or designated campus Student Services representative.

**Plan for Assessing Student Academic Achievement**

The assessment of student academic achievement at New River Community and Technical College includes three levels of assessment. Institutional-level assessment is employed to measure student learning across all degree programs and campuses. Program-level assessment is used to measure student learning within specific degree-granting programs. For instance, New River Community and Technical College’s curriculum committee will identify gateway and capstone courses during 2003-2004 in order to provide program-level assessment for some of its degree programs. Finally, course-level assessment is used to ascertain student learning in relation to learning goals for individual courses and instructors.

**College Orientation**

The objective of orientation at New River Community and Technical College of is to disseminate information on academic policies and student rights and responsibilities. New and transfer students are required to participate in the orientation program. All students as possible should plan to attend the orientation events scheduled prior to the beginning of an academic term. Information packets are available at each campus for those who cannot attend.

**Advising**

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

The student is expected to consult with the advisor during posted office hours. The advisor is expected to give the student concerned careful guidance in the pursuance of his studies at the College.

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

**TUITION, FEES, AND REFUNDS**

**Tuition, Fees, and Expenses Policy**

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

**Fees are Subject to Change at Any Time by the West Virginia Higher Education Policy Commission and/or New River Community and Technical College of Bluefield State College Board of Governors.**

New River Community and Technical College
EXPLANATION OF FEES

Course Audit Fee
The fee for auditing a course is the same as that charged for credit. A student auditing may attend classes, participate in class discussion and sit in on examination but they will receive no credit for the course or courses. However, they are required to register for courses the same as regular students, indicating Audit on their registration form. Any full-time College staff member will be exempt from paying Audit Fees if he/she chooses to audit a course.

Graduation Fee
This fee is $45.00 for persons graduating from College programs. It is due and payable during the term in which the student expects to graduate. The fee for multiple degrees granted per commencement is $5.00 per degree above the initial graduation fee.

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

Computer Science, Science, and Business Lab Programmatic Fees
A fee of $10 per credit hour for selected courses will be utilized to offset intensive programmatical costs for prefixes of COSC, BIOL, CHEM, PMED, PHYS, PHSC and Business Lab Computer courses (course number and the letter L). Other programmatic fees, reflecting extraordinary costs of instruction in special programs, will be announced in related program brochures.

Health Science Programmatic Fee
There is a specific programmatic fee for the following program:
Certificate – LPN ................................................................. $300/per year

Kentucky Online Courses
A fee of $105 per course will be assessed for any students enrolled.

Late Payment Fee
Any student who has not paid fees by the end of the day designated as Last Day for Registration and Payment of Fees will be charged a late payment fee of $30.00. Any exception occasioned by an irregular registration must be approved by the Campus Director or his/her designee.

Payment of Tuition and Fees
An explanation of tuition and fee costs is available on each campus. Tuition and fee costs vary for credit and non-credit classes. A current fee schedule for these may be secured from the Students Services or Business offices.

Credit Card Payment
The use of credit cards for payment of student fees is authorized at State College System institutions under the statewide contract initiated by the State Board of Investments. A credit card processing fee is added to the charges.

Approved credit cards are: MasterCard, Visa, and Discover.

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

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

Refund Eligibility

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

The refund policy will only apply to students who totally withdraw from the college. No refunds will be made because of a reduction in credit hours. Refunds for students who receive federal or state grant, scholarship, or loan assistance will be paid to those accounts first. Any amount of refund which exceeds the student’s financial aid awards will be refunded to the student unless the student owes unpaid institutional charges, or the student owes a repayment of his/her financial aid cash balances for the refund term. All students enrolled for their first semester at New River Community and Technical College (freshmen or transfers) will be refunded according to the pro-rata schedule required by the 1992 Amendments to the Federal Higher Education Act printed below. Other refund schedules shown below will apply after the first semester of enrollment is completed. Samples of documents used to compute refunds for federal financial aid recipients may be secured from the Financial Aid Office. Pro-rata refund regulations permit the College to subtract from the calculated refund amount an administrative fee not to exceed the lesser of five percent of the student’s institutional charges or $100.00.

Refund Schedule

Academic Year (Semester) First-Time Students

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

Summer Terms and Non-Traditional Periods First-Time Students

During the first 14% of the term .......................................... 90% will be refunded
From 15% to 20% of the term ......................................... 80% will be refunded
From 21% to 30% of the term ......................................... 70% will be refunded
From 31% to 40% of the term ......................................... 60% will be refunded
From 41% to 50% of the term ......................................... 50% will be refunded
From 51% to 60% of the term ......................................... 40% will be refunded
After 60% of the term is completed ..................................... NO REFUND

Academic Year (Semester) Non First-Time Students

During first and second weeks ............................................. 90% will be refunded
During third and fourth weeks ......................................... 70% will be refunded
During fifth and sixth weeks ............................................ 50% will be refunded
Beginning the seventh week ................................................ NO REFUND

Summer Terms and Non-Traditional Periods Non First-Time Students

During the first 13% of the term ............................................. 90% will be refunded
From 14% to 25% of the term…………………………………… 70% will be refunded
From 26% to 38% of the term…………………………………… 50% will be refunded
After 38% of the term is completed……………………………. NO REFUND

Off Campus Non First-Time Students
Before the third class meeting ............................................. 90% will be refunded
Before the fifth class meeting ............................................. 70% will be refunded
Before the seventh class meeting......................................... 50% will be refunded
After the seventh class meeting ....................................................... NO REFUND

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

Checks Not Covered by Sufficient Funds
A service charge of $10.00 is made for each check returned. Written notice of returned checks will be sent by the Business Office. Unredeemed checks will be submitted to the local magistrate for collection.

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

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

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

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

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

New River Scholarships and Tuition Waivers

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

Local Scholarships

Local scholarships are available within the communities served by each NRCTC campus. Students may contact the financial aid representative on their campus for a list of local scholarship opportunities. Good sources of information about the availability and deadlines of local scholarships include high school guidance counselors and local civic organizations such as Rotary, Lions, Civitan, and Ruritan Clubs as well as local women’s organizations, the AAUW, PEOs, and businesses. Students also should read local newspapers and listen to local radio/TV stations for announcements.

Federal Work Study

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

Federal Perkins Loans

A Federal Perkins Loan is a low-interest (5%) loan for students with financial need. Students will have a nine month grace period before beginning to repay this loan once they graduate or leave school. Students who drop below half-time should contact the loan officer to determine their grace period. To apply for a Federal Perkins Loan contact the financial aid representative on your campus.

William D. Ford Federal Direct Loan Program

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

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

The maximum amounts may be awarded as a combination of subsidized and unsubsidized federal loans. Dependent students whose parents are unable to borrow a Federal PLUS loan may borrow an additional $4000 per year in unsubsidized loans. All students must pay the interest on the portion that is unsubsidized while in school and during any grace or in-school deferment periods, unless they elect to have the interest added to the principal (capitalization). Having the interest capitalized will mean much larger payments when repayment begins.
Federal Stafford Loans have an origination fee of four (4) percent that will be deducted from the loan amount. The interest rate is variable for all Stafford loans and is dependent upon the 91-day Treasury bill, plus 3.1 percent, with a cap of 8.25 percent. The fee is subject to change. Loan principal and interest payments do not begin until six months after the student graduates or ceases to be enrolled at least half time, and repayment must be completed no later than 10 years from that date (excluding periods of deferment and forbearance).

The Federal PLUS program allows parents of dependent undergraduates to borrow federal loan money to help pay the cost of their children’s college expenses. Eligible parents may borrow amounts not to exceed the difference between the student’s cost of attendance and all other financial aid the student will receive. The Federal PLUS Loan interest rate is variable, based on the 52-week Treasury bill, plus 3.1 percent, with a cap of 9 percent. The repayment period for PLUS Loans begins on the day the loan is disbursed and ends no later than 10 years after repayment begins.

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

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

1. Be fully admitted to the College
2. Be a citizen or eligible non-citizen
3. Be registered with Selective Service (if required)
4. Have a high school diploma or GED
5. Be working toward a degree or certificate
6. Apply for financial aid through the College Financial Aid Office
7. Be making satisfactory academic progress (SAP)
8. Not owe a refund on a federal grant or be in default on a Federal Direct Loan and
9. Have financial need (except for unsubsidized Stafford Loans and/or non-needs based scholarships).

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

Follow these steps to complete the financial aid application process:

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

Timeline for Applying
In order to be given priority consideration and to meet state and institutional deadlines, students should apply for all sources of financial aid between January 1st and March 1st. In the case of need-based aid, those with greatest need are
considered first. As funds become available, late applicants are considered ranked by need. Because it takes a minimum of six weeks for applications to be processed, students should submit applications for the fall semester no later than July 1st and for spring semester prior to December 1st. If the file is selected for verification, tax forms are needed and verification worksheets must be completed which may extend the period of time required for processing.

**Notification**

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

1. When the financial aid counselor reviews applications, the student is notified of either:
   a. an offer of award
   b. verification requirements (verification documents must be submitted within 30 days)

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

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

**Satisfactory Academic Progress**

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

<table>
<thead>
<tr>
<th>Total College Hours Attempted</th>
<th>Percentage that must be completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-32</td>
<td>60%</td>
</tr>
<tr>
<td>33-64</td>
<td>65%</td>
</tr>
<tr>
<td>65-96</td>
<td>70%</td>
</tr>
<tr>
<td>97-128</td>
<td>75%</td>
</tr>
<tr>
<td>129-160</td>
<td>80%</td>
</tr>
</tbody>
</table>

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

**Liability for Repayment of Award**

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

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

**SPECIAL SERVICES, PROGRAMS, AND FACILITIES**

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

**Bookstore**

A Bookstore is maintained on all of the campus locations of New River Community and Technical College except the Beckley Campus, where a bookstore is open the first week of each term. There are regular posted hours that vary by

New River Community and Technical College   Page 26
Textbook Prices
College textbooks are expensive. Full-time students pay on the average about $500.00 per semester for books. The prices can be much higher for specialized curricula such as nursing. Students should keep the high cost of textbooks in mind when planning their college budget.

Bookstore Returns Policy
I. BOOKS can be returned if the following conditions have been met:
   1. You MUST present a sales receipt. NO EXCEPTIONS.
   2. New books cannot be written in and must be in NEW condition.
   3. Books sold in shrink wrapped (plastic) packages cannot be returned if the wrapping has been removed.
   4. Books may be returned for a refund during a four (4) week period of each Fall and Spring semesters, (one [1] week distribution of Financial Aid and [3] weeks of classes). One (1) week return period of each Summer term. If the book is returned in new condition within ten (10) business days of purchase within the four (4) week Fall and Spring semester time limit, a one hundred percent (100%) refund will be made. If the book is purchased and returned within the same four (4) week Fall and Spring semester time limit but is not within ten (10) business days from the date of purchase time limit, an eighty-five percent (85%) refund will be made.

BOOKS PURCHASED AT OTHER TIMES ARE NOT RETURNABLE

II. NO RETURNS ON SUPPLY AND GIFT ITEMS
The Bookstore returns policy is strictly enforced. Please make certain you understand the returns policy. If you have questions, please ask before you make a purchase.

Book Buy Back Policy
At the end of each semester, the Bookstore will buy back used books from students. In most cases, the Bookstore will buy back for 50% of purchase price of any book that will be used at New River Community and Technical College during the next semester. The Bookstore will buy back books that are not being used at New River Community and Technical College and are listed in a College Textbook Buying Guide. The Bookstore will pay the buying guide price for these books.

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

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

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

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

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

**Developmental Studies/Pre-College Courses**

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

**Library Services**

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

**Life Management Advising Services**

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

**Disability Services**

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

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

**Off-Campus Courses**

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

**Veteran's Assistance**

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

New River Community and Technical College and Bluefield State College are approved testing centers (selected examinations) for the American College Testing Program (ACT), the College Level Examination Program (CLEP), the COMPASS Exam, and the National League for Nursing (NLN).

To earn credit by CLEP examination, a student must meet the following criteria:
1. A student must be regularly enrolled in New River Community and Technical College of Bluefield State College or have been accepted by the College. Freshman, transfer, and recently accepted students must enroll in and pass at least 3 credit hours at any of the NRCTC campuses to be eligible for CLEP credit from NRCTC.
2. A student must meet the prerequisites for the equivalent course(s) for any CLEP test(s) taken.
3. A student may not receive CLEP credit for equivalent courses for which he/she has already earned credit.
4. CLEP credit will not be accepted for the purpose of overcoming deficient grades.
5. A student is not eligible to take the CLEP test if he/she is currently enrolled in an equivalent course.
6. A maximum of 31 hours of credit will be granted for successful completion of the five tests within the General Examinations.
7. A waiting period of six months is required to repeat the same test(s). Scores on test(s) repeated earlier than six months will be canceled by NRCTC.
8. Requests for official transcript copies of the CLEP score report(s) should be directed to the Office of Student Services.

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

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

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

WORKFORCE TRAINING AND CONTINUING EDUCATION PROGRAMS

Customized Training and College Degrees

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

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

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

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

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

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

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

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

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

Class Offerings

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

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

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

New River Community and Technical College
To obtain a complete listing of courses available or to register for these courses visit the Continuing Education Department at your campus or call 304-327-4109 or 304-872-4520 for more information.
ACADEMIC YEAR

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

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

The standard academic load is 16-18 hours. To be considered a full-time student, one must be enrolled for at least 12 semester hours. The maximum standard load is 18 hours per semester.

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

FULL-TIME ENROLLMENT

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

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

For other college purposes, students are classified as follows:

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

AUDITING COURSES

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

In no case shall a student be permitted to change his/her status and receive credit for a class nor shall a student change from credit to audit status after the last day for dropping and adding classes.

GRADING

Academic Grades

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

A — Superior, given for exceptional performance
B — Good, distinctly above average
C — Average
D — Below average, lowest passing grade
NGR — No grade reported by faculty
F — Failure, no quality points are received but the semester hours will be included when computing grade
point average.

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

W — Withdraw

The grading system for developmental-level courses (course numbers beginning with zero) is as follows:
S — Satisfactory, student has attained entry level proficiency sufficient to enroll in the first 100 level course in
the discipline. Hours not counted towards graduation.
F — Failure, no quality points or semester hours are received towards graduation. But, quality points and
hours are calculated for purposes of determining probation, suspension, dismissal, and extra-curricular
activities.

A “W” grade cannot be assigned to a developmental-level course except under the following two conditions:
1. Withdrawal from the College.
2. Approval of an advisor or a Student Services counselor.

Transcript Grades

The following grades are used on a transcript and are included here for explanation:
X — Audit
NI — Non-instructional credit – usually military credit or non-traditional credit
* — Indicates a grade that is counted in hours attempted, but not in hours earned toward a degree.
K — Prefix placed in front of transfer grades; grades count in the GPA.
KCR—Credit awarded from other institutions which does not count in the GPA.

Incomplete Grade

If a student is absent from the final examination in a course on account of illness or other reasons considered valid by the
instructor, the instructor may report an “I” grade provided:
1. The student has informed the instructor prior to the final examination and the instructor considers the
reason valid.
2. The instructor files with the Registrar along with the grade report:
   a. An Incomplete Grade Status Report in duplicate stating under “Reasons for I Grade” exactly the same
      reason given by the student.
   b. Instructor who is not returning the following semester will also file a copy of the final examination
      with a key indicating the score at which the student would earn each letter grade. This material is to be
      filed with the Campus Director.

Pass-Fail Grades

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

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

Dean's List

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

ACADEMIC STANDING POLICY

General

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

Part-time

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

Full-time

A. Good Standing

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

B. Academic Warning

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

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

C. Academic Probation

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

D. Academic Suspension

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

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

ADDING/DROPPING COURSES

Adding of courses prior to the deadline date for adding courses as published within the academic calendar is accomplished by securing an add form and having it signed by appropriate persons. Blank copies of the add form are available in the Office of Student Services. After obtaining the advisor’s signature (and course instructor if the class is full), the student must submit the add form to the Office of Student Services prior to the deadline date.

Withdrawing from courses prior to the deadline date for withdrawal as published within the academic calendar is accomplished by securing a change in schedule form and having it signed by appropriate persons. Blank copies of the change in schedule form are available in the Office of Student Services. The signatures required on a change in schedule form are the advisor and course instructor. After obtaining the required signatures, the student must submit, prior to the deadline date, the change in schedule form to the Office of Student Services.

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

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

WITHDRAWAL FROM CLASS/COLLEGE

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

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

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

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

ATTENDANCE POLICY

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

Absences. The College recognizes three kinds of absences: (1) an institutional absence resulting from participation in an activity in which the student is officially representing the College; (2) an unavoidable absence resulting from illness, death in the immediate family, or unnatural cause beyond the control of the student; (3) all other absences are considered willful.
It is the responsibility of the student to provide a proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon return to class will automatically make the absence willful. The student should provide supporting documents for institutional and unavoidable absences. Make-up work is the responsibility of the student and at the acceptance of the instructor.

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

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

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

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

**ACADEMIC APPEALS**

**Appeals of a final course grade** assigned by an instructor. Student rights and responsibilities, with regard to these appeals, are addressed here and in the West Virginia Higher Education Policy Commission Rules Series 60. If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously or prejudicially, he/she registers within ten (10) school days of the beginning of the next semester the complaint with the director of the campus on which the grade was received. The campus director will attempt an informal reconciliation and may schedule a meeting of a campus committee to consider the complaint and present its recommendation in writing to the instructor and the student within five school days. If no faculty from the academic area in which the questioned grade was received is available on the campus, a faculty member from an adjacent campus must be included on the campus committee. If the student is not satisfied with, or if the instructor fails to act on, the Campus Director’s recommendation, the student may appeal in writing to the Provost. If it is not reconciled at this level, it may be appealed to the Academics Committee within five (5) school days from the written response of the appeal by the Provost. To convene a meeting of the Academics Committee the student must complete the request form available in the office of the chief academic officer. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within five (5) working days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will direct the Registrar to modify the grade in accordance with the findings of the Committee. Grade appeals shall end at the institutional level. Under no circumstances will grade appeals initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.

**Academic Dishonesty** (plagiarism, cheating, falsifying records, etc.)

Charges of academic dishonesty on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the campus level by the director, faculty member, and student involved with a maximum penalty of “F” in the course. If the penalty is “F”, then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the “F” grade can be placed on the student’s academic record.
If the student denies guilt, or the Campus Director believes the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the Provost. The case may be resolved at this level, or if thought warranted by the Provost or requested in writing by the student, the case shall be forwarded to the Academics Committee.

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

1. A statement that a hearing will be held before the academics committee, together with the notice of the date, time, and place of the hearing.

2. A clear statement of the facts and evidence to be presented in support of the charges made.

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

**Procedures Related to Dismissal From a Program**

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

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

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

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

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

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

**NON-TRADITIONAL CREDIT**

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

Students who make a standard score of 26 or above on the mathematics section of the ACT test are eligible to enroll in MATH 220.

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

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

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

**Advanced Placement Examination**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Min Score</th>
<th>Credit Hours</th>
<th>New River Community and Technical College Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (Studio)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawing Portfolio</td>
<td>3</td>
<td>3</td>
<td>ARTS 220 Drawing</td>
</tr>
<tr>
<td>General Portfolio</td>
<td>3</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
<td>3</td>
<td>ARTS 205 Art History</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>8</td>
<td>BIOL 101-103 General Biology &amp; Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOL 102-104 General Biology &amp; Lab</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>8</td>
<td>CHEM 101-103 General Chemistry &amp; Lab</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CHEM 102-104 General Chemistry &amp; Lab</td>
</tr>
<tr>
<td>Classics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latin: Virgil</td>
<td>3</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Latin: Catullus/Horace</td>
<td>3</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>3</td>
<td>COSC 111 Intro to Computers</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>6</td>
<td>Elective</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(6 units maximum for both tests)</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>3</td>
<td>ECON 212 Principles of Economics II</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>3</td>
<td>3</td>
<td>ECON 211 Principles of Economics I</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>3</td>
<td>3</td>
<td>ENGL 101 Composition</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>3</td>
<td>6</td>
<td>ENGL 101 Composition</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ENGL 102 Research</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>3</td>
<td>4</td>
<td>Elective</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>6</td>
<td>FREN 101-102 Elementary French I &amp; II</td>
</tr>
<tr>
<td>French Literature</td>
<td>3</td>
<td>6</td>
<td>Elective</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>6</td>
<td>Elective</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>6</td>
<td>SPAN 101-102 Elementary Spanish I &amp; II</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3</td>
<td>6</td>
<td>Elective</td>
</tr>
<tr>
<td>Geography</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Geography</td>
<td>3</td>
<td>3</td>
<td>GEOG 150 Intro to Geography</td>
</tr>
<tr>
<td>Government &amp; Politics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>3</td>
<td>3</td>
<td>POSC 200 American Govt &amp; Economy</td>
</tr>
<tr>
<td>Comparative</td>
<td>3</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>History</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td>3</td>
<td>6</td>
<td>HIST 105-106 American History</td>
</tr>
<tr>
<td>European</td>
<td>3</td>
<td>6</td>
<td>Elective</td>
</tr>
<tr>
<td>World</td>
<td>3</td>
<td>6</td>
<td>HIST 101-102 World Civilization</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>4</td>
<td>MATH 220 Calculus I</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>8</td>
<td>MATH 220-230 Calculus I &amp; II</td>
</tr>
<tr>
<td>Music</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
College Level Examination Program (CLEP)

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

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

Military Service

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

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

Tech Prep Articulation of Credit

Under certain conditions, a student may be awarded college credit for courses taken at specified vocational/technical centers and high schools. These courses must have been completed within the last three academic years immediately prior to the date of initial enrollment as a New River Community and Technical student. Students will be granted credit once their performance records have been reviewed and a Tech-Prep Course Competency Transfer Report Form has been approved and signed by the vocational/technical center or high school and the Campus Director at the College. Specific courses and the number of credit hours which may be articulated are determined through agreements with specific vocational/technical centers and high schools.

A grade of “CR” will be recorded on the student’s transcript for any articulated course. A course with the grade of “CR” will meet program of study requirements at New River Community and Technical College. A student planning to transfer to another institution should contact that institution. New River’s granting of such credit does not guarantee transferability of this credit to any other institution of higher education.

Tuition Reciprocity Agreements

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

<table>
<thead>
<tr>
<th>Program</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Aided Design</td>
<td>Dabney S. Lancaster Community College</td>
</tr>
<tr>
<td>Computer Aided Drafting and Design</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Computer Aided Drafting and Design</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Early Childhood Development</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Electronics and Computer Technology</td>
<td>Dabney S. Lancaster Community College</td>
</tr>
<tr>
<td>Environmental Management</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Fine Arts Specialization</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Forestry</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Human Services Technology – Mental Health</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Machine Technology</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Machine Tool Operations</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Nursing – RN and LPN-to-RN Ladder Program</td>
<td>Dabney S. Lancaster Community College</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>Wytheville Community College</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>Southwest Virginia Community College</td>
</tr>
<tr>
<td>Wildlife Management &amp; Enforcement</td>
<td>Southwest Virginia Community College</td>
</tr>
</tbody>
</table>

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

**EXTENDED LEARNING**

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

**DEGREES, GRADUATION AND TRANSCRIPTS**

**Degrees**

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

Students who have received an associate degree or a certificate consisting of 30 or more semester hours and who wish to receive an additional degree or certificate may count all previously earned course credits toward the desired additional associate degree or certificate. All course requirements for the additional degree/certificate must be met. All time limitations on course relevancy must be observed.

Graduation

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

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

All applicants for graduation who have the work in progress necessary to complete degree requirements will participate in the graduation program. The actual awarding of degrees will be made after all final grades are received. Diplomas will be available within four weeks of graduation to those successfully completing graduation requirements. The Work Keys examination is a requirement for graduation. A student should contact student services at his/her respective campus to schedule the exam.

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

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

Graduation with Honors

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

Requests for Transcripts

Transcripts will be forwarded to another institution provided a written request is submitted to the Records Office. The first transcript request will be granted free of charge. Subsequent requests will be granted on payment of a $5.00 fee for each transcript. Transcript requests will not be honored if the student has an obligation with the institution.
Certificate in Technical Studies - Medical Insurance Billing and Coding

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

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

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

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

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

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

**REQUIRED COURSES**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BICO 101</td>
<td>BICO 102</td>
</tr>
<tr>
<td>POST 261</td>
<td>BICO 262</td>
</tr>
<tr>
<td>POST 201</td>
<td>MATH 101</td>
</tr>
<tr>
<td>POST 111</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>POST 261</td>
<td>POST 112</td>
</tr>
<tr>
<td>BIOL 110</td>
<td>Keyboarding/Doc Proc II</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Functional Anatomy</td>
</tr>
<tr>
<td>POST 201</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Intro to Human Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>POST 111</td>
<td>Keyboarding/Doc Proc I</td>
</tr>
<tr>
<td>BIOL 110</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Medical Coding ICD-9-CM</td>
</tr>
<tr>
<td>POST 261</td>
<td>Post Office Accounting</td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Medical Terminology</td>
</tr>
</tbody>
</table>

17–20

17–18
Certificate in Technical Studies -- Machining Technology

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL 101</strong></td>
<td><strong>ENGL 103</strong></td>
</tr>
<tr>
<td>Composition</td>
<td>Technical Writing</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>GNET 115</strong></td>
<td><strong>GNET 116</strong></td>
</tr>
<tr>
<td>Technical Math I</td>
<td>Technical Math II</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td><strong>MATT 101</strong></td>
<td><strong>MATT 103</strong></td>
</tr>
<tr>
<td>Machine Tool Technology I</td>
<td>Tool Technology II</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td><strong>MEET 112</strong></td>
<td><strong>PSYC 155</strong></td>
</tr>
<tr>
<td>Computer Aided Drafting</td>
<td>Interpersonal Relations/Group Dynamics</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

**Summer**

| **MATT 125** | Internship | 3 |

**Total Certificate Credit Hour**

35

Certificate in Technical Office Procedures and Skills

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

Upon completion of the program, the student is awarded a certificate.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGL101</strong></td>
<td><strong>POST231</strong></td>
</tr>
<tr>
<td>Composition</td>
<td>Records Systems</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATH101</strong></td>
<td><strong>BUSN140</strong></td>
</tr>
<tr>
<td>General Math (or higher)</td>
<td>Spreadsheet &amp; Databases</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>POST111</strong></td>
<td><strong>POST112</strong></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>POST121</strong></td>
<td><strong>POST242</strong></td>
</tr>
<tr>
<td>Text Editing Rules and Applications3</td>
<td>Career &amp; Prof. Development</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>POST201</strong></td>
<td><strong>CRMJ212</strong></td>
</tr>
<tr>
<td>Business &amp; Electronic Communications</td>
<td>Legal Research/Term</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>POST202</strong></td>
<td><strong>MGMT110</strong></td>
</tr>
<tr>
<td>Restricted Electives (choose one)</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>POST203</strong></td>
<td><strong>BUSN230</strong></td>
</tr>
<tr>
<td><strong>POST261</strong></td>
<td><strong>POST261</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

18
Certificate in Technical Studies – Medical Assisting

The one-year program in medical assisting prepares individuals to be integral members of the health care delivery team, qualified by education and experience to work in the office, the examining room, and the physician’s laboratory. Graduates, under the direction of a physician, will be involved in many of the following tasks: ADMINISTRATIVE - schedule and receive patients, perform telephone and written communications, and arrange hospital admissions; CLERICAL - manage medical records, process insurance forms, maintain office financial records, maintain inventory; PATIENT CARE - prepare patient and room for examination, record medical histories, take vital signs, chart patient information, administer medications and injections, and provide patient instruction and education; OFFICE LABORATORY - draw blood, collect and prepare other specimens, perform ECG’s, assist with x-ray procedures, sterilize instruments, and perform basic laboratory tests.

The program has restricted enrollment and accepts one class per year beginning in the Fall. The student shall maintain a 2.0 GPA, or better, in the program of study and within the institution.

Eligibility requirements for admission to the program include:
1. Meet general admission requirements.
2. ACT composite score of 17 or better or be eligible for or have taken MATH101 and ENGL 101.
3. An overall high school grade point average of 2.5 or better on a 4.0 grade scale, or a 40 on each of the GED subtests and an average score of 45.
4. Students exceeding these academic standards and course requirements will be given first priority.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL105 Intro Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAST101 Intro Medical Assistant</td>
<td>4</td>
</tr>
<tr>
<td>MAST105 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>POST111 Keyboarding I</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Summer Terms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAST201 Externship I</td>
</tr>
<tr>
<td>MAST202 Clinical Externship II</td>
</tr>
<tr>
<td>MATH 101 General Math</td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>
Certificate in Technical Studies -- Paramedic

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMED 100 Emergency Medical Tech - Basic (waived for current EMTs)</td>
<td>ENGL 101 Composition</td>
</tr>
<tr>
<td>PMED 101 Intro Emergency Medical Services</td>
<td>PMED 103 Rescue &amp; Operations</td>
</tr>
<tr>
<td>PMED 102 Pharmacology</td>
<td>PMED 104 Patient Assessment for Paramedics</td>
</tr>
<tr>
<td>BIOL 105 Intro Human Anatomy &amp; Physiology</td>
<td>PMED 105 Paramedic Field Clinical I</td>
</tr>
<tr>
<td>BIOL 106 Lab Intro Human Anat &amp; Physiology</td>
<td>PMED 106 Trauma Management in Field</td>
</tr>
<tr>
<td></td>
<td>PMED 200 Cardiopulmonary Prehospital Care</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Semester (Summer Term)</td>
<td></td>
</tr>
<tr>
<td>PMED 201 General Medical Care</td>
<td>4</td>
</tr>
<tr>
<td>PMED 202 Special Patient Considerations</td>
<td>3</td>
</tr>
<tr>
<td>PMED 203 Paramedic Field Clinical II</td>
<td>2</td>
</tr>
<tr>
<td>PMED 204 Paramedic Field Internship</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

New River Community and Technical College
Certificate in Technical Studies – Licensed Practical Nurse

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

Upon completion of the program, the student is awarded a certificate.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPNU101 Nursing Foundations</td>
<td>LPNU102 Med-Surgical Nursing I</td>
</tr>
<tr>
<td>LPNU103 Professional Relationships I</td>
<td>LPNU108 Pharmacology II</td>
</tr>
<tr>
<td>LPNU111 Geriatric Nursing</td>
<td>LPNU110 Nutrition II</td>
</tr>
<tr>
<td>LPNU107 Pharmacology I</td>
<td>LPNU104 Maternity Nursing</td>
</tr>
<tr>
<td>LPNU109 Nutrition I</td>
<td>LPNU106 Pediatric Nursing</td>
</tr>
<tr>
<td>Total 17</td>
<td>Total 16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester (Summer Term)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LPNU113 Med-Surgical Nursing II</td>
<td></td>
</tr>
<tr>
<td>LPNU112 Professional Relationships II</td>
<td></td>
</tr>
<tr>
<td>LPNU114 Mental Health Nursing</td>
<td></td>
</tr>
<tr>
<td>Total 17</td>
<td></td>
</tr>
</tbody>
</table>
The two-year program is designed to provide a means whereby qualified students who complete an accredited one year medical laboratory technician clinical program may be granted an associate degree. The student would then qualify to take the Board of Registry General Certification Examination for Medical Laboratory Technician. The degree is based upon successful completion of the following: 34 required hours of course work with a cumulative grade point average of 2.0 (see below); acceptance to and completion of an accredited Medical Laboratory Technician clinical program, and passage of the Board of Registry MLT exam.

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Composition</td>
<td>3</td>
<td>BIOL202</td>
<td>Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>ENGL103</td>
<td>Technical Writing</td>
<td>3</td>
<td>BIOL204</td>
<td>Laboratory BIOL 202</td>
<td>1</td>
</tr>
<tr>
<td>CHEM101</td>
<td>General Chemistry</td>
<td>3</td>
<td>MATH109</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>CHEM103</td>
<td>Laboratory Chem 101</td>
<td>1</td>
<td>PSYC103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CHEM102</td>
<td>General Chemistry</td>
<td>3</td>
<td>MATH</td>
<td>Statistics Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>or Computer Programming/Application</td>
<td>3</td>
</tr>
<tr>
<td>CHEM104</td>
<td>Laboratory Chem 102</td>
<td>1</td>
<td>COSC</td>
<td>Block Credit for MLT Program</td>
<td>30</td>
</tr>
<tr>
<td>BIOL201</td>
<td>Human Anatomy &amp; Physiology</td>
<td>3</td>
<td></td>
<td>Total Hours</td>
<td>64</td>
</tr>
<tr>
<td>BIOL203</td>
<td>Laboratory Biol 201</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Associate of Applied Science Degree in Occupational Development

The A.A.S. Occupational Development Degree results from a formal partnership involving New River Community and Technical College, the US Department of Labor Bureau of Apprenticeship and Training, and labor unions. Apprentices who seek the A.A.S. in Occupational Development earn part of their college credits from designated classroom training and On-the-Job training required in their apprenticeship programs, and earn additional college credits through enrollment in courses at New River Community and Technical College. These A.A.S. degrees require a minimum of 64 credit hours and are typically organized as follows:

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

Component II consists of Technical Core/Occupational Specialty courses delivered by the College, Apprenticeship Program, or designated training program in the occupational area. The College awards 29-30 hours for this component.

Component III consists of On-The-Job Training in the occupational area. Clock hours are converted to credit hours for an award up to 13 credit hours.

The A.A.S. Occupational Development degree has been developed for Child Care Practitioner. Additional information may be acquired from the Division office or the Office of Admissions.
The Associate in Applied Science degree program in Operating Systems will prepare the student for a career in the computer industry. Along with the general education requirements, students will take courses preparing them for a number of industry recognized certifications, including CompTIA A+, and Microsoft Certified Professional Certification (MCP).

### First Year-First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 111</td>
<td>Intro to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>GNET 101</td>
<td>Tech Physics I</td>
<td>4</td>
</tr>
<tr>
<td>GNET 115</td>
<td>Tech Math I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>COSC 130</td>
<td>Microcomputer Maintenance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### First Year-Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 131</td>
<td>Basic Systems Operations</td>
<td>3</td>
</tr>
<tr>
<td>GNET 102</td>
<td>Tech Physics II</td>
<td>4</td>
</tr>
<tr>
<td>GNET 116</td>
<td>Tech Math II</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Tech Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>CORE B</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Second Year-First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 230</td>
<td>Structured Programming</td>
<td>3</td>
</tr>
<tr>
<td>COSC 235</td>
<td>Fund of Digital Computers</td>
<td>4</td>
</tr>
<tr>
<td>CORE B</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BUSN</td>
<td>Elective (MGMT 110 or MRKT 110)</td>
<td>3</td>
</tr>
<tr>
<td>COSC 245</td>
<td>Windows Operating Systems</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Second Year-Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 224</td>
<td>Web Programming</td>
<td>3</td>
</tr>
<tr>
<td>COSC 245</td>
<td>Server Configurations and Admin</td>
<td>3</td>
</tr>
<tr>
<td>COSC</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Programming Elective</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Technical Elective</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

COSC Elective: 200 level or above.

Technical Elective: Accounting, Electrical 200+, COSC 200+
Lodging and food service jobs within West Virginia’s fast-growing field of tourism represent a promising area for career development. The Associate in Applied Science in Technical Studies Degree in Hospitality and Tourism Management, offered at the College’s Greenbrier Community College Center, prepares students to enter, with appropriate work experience in the field, mid-management, management, or entrepreneurial positions in resorts, restaurants, hotels or motels, inns, or bed and breakfast enterprises. The curriculum is comprised of general education and business support courses, knowledge- and skill-based courses in lodging and food service management, and experiential-based internships in local resorts, motels, and restaurants. This combination of knowledge, experience, and skills will enable the customer service oriented, hard-working graduate to perform with excellence in the expanding tourism industry.

**HOTEL/MOTEL MANAGEMENT EMPHASIS**

<table>
<thead>
<tr>
<th>First Year–First Semester</th>
<th>First Year–Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition</td>
<td>ENGL103 Technical Writing</td>
</tr>
<tr>
<td>BUSN100 Introduction to Business</td>
<td>MATH101 General Mathematics</td>
</tr>
<tr>
<td>COSC102 Computers and Society</td>
<td>HOSP102 Hospitality Supervision</td>
</tr>
<tr>
<td>HOSP101 The Lodging and Food Service Industry</td>
<td>HOSP108 Front Office Procedures</td>
</tr>
<tr>
<td>HOSP103 Sanitation and Safety (ServSafe Certification)</td>
<td>HOSP112 Housekeeping Management</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
<tr>
<td>Summer</td>
<td>Total 15</td>
</tr>
<tr>
<td>HOSP 110 Internship I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total 3</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Year–First Semester</td>
<td>Second Year–Second Semester</td>
</tr>
<tr>
<td>PSYC155 Interpersonal Relations Group Dynamics</td>
<td>MRKT252 Advertising and Promotion</td>
</tr>
<tr>
<td>MRKT110 Principles of Marketing</td>
<td>SPCH208 Fundamentals of Speech</td>
</tr>
<tr>
<td>POST201 Office Accounting</td>
<td>HOSP202 Hospitality Law</td>
</tr>
<tr>
<td>HOSP203 Managing for Quality in the Hospitality Industry</td>
<td>HOSP204 Convention/Conference Sales and Services OR</td>
</tr>
<tr>
<td>HOSP207 Food and Beverage Management</td>
<td>HOSP206 Managing Hospitality Human Resources</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
<tr>
<td></td>
<td>Total 16</td>
</tr>
</tbody>
</table>
### RESTAURANT/FOOD SERVICE MANAGEMENT EMPHASIS

<table>
<thead>
<tr>
<th>First Year-First Semester</th>
<th>First Year-Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition</td>
<td>ENGL 103 Technical Writing</td>
</tr>
<tr>
<td>BUSN 100 Introduction to Business</td>
<td>MATH 101 General Mathematics</td>
</tr>
<tr>
<td>COSC 102 Computers and Society</td>
<td>HOSP 102 Hospitality Supervision</td>
</tr>
<tr>
<td>HOSP 101 Lodging and Food Service Industry</td>
<td>HOSP 104 Food and Beverage Controls</td>
</tr>
<tr>
<td>HOSP 103 Sanitation and Safety (ServSafe Certification)</td>
<td>HOSP 106 Food and Beverage Principles</td>
</tr>
<tr>
<td><strong>Total</strong> 15</td>
<td><strong>Total</strong> 15</td>
</tr>
</tbody>
</table>

**Summer**

| HOSP 110 Internship I | **Total** 3 |

<table>
<thead>
<tr>
<th>Second Year-First Semester</th>
<th>Second Year-Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 155 Interpersonal Relations/Group Dynamics</td>
<td>MRKT 252 Advertising and Promotion</td>
</tr>
<tr>
<td>MRKT 110 Principles of Marketing</td>
<td>SPCH 208 Fundamentals of Speech</td>
</tr>
<tr>
<td>POST 201 Office Accounting</td>
<td>HOSP 202 Hospitality Law</td>
</tr>
<tr>
<td>HOSP 203 Managing for Quality</td>
<td>HOSP 204 Convention/Conference Sales and Services OR</td>
</tr>
<tr>
<td>HOSP 207 Food and Beverage Management</td>
<td>HOSP 206 Managing Hospitality Human Resources</td>
</tr>
<tr>
<td><strong>Total</strong> 15</td>
<td><strong>Total</strong> 16</td>
</tr>
</tbody>
</table>
The Associate in Technical Studies Degree in Emergency Management is a unique program developed by NRCTC to allow students to earn a college degree based, in part, on prior experience and training in emergency services and emergency management. College credit is awarded for successful completion of FEMA, WVOES, and other qualified training career and workshops. Graduates of this program will qualify for employment in the burgeoning field of emergency management and homeland security.

This program is open to all who are interested in the emergency management field. Those with prior experience are encouraged to explore the possibility of the award of credit commensurate with these experiences.

Eligibility requirements for admission to the program include:

1. High school diploma or GED equivalency certificate
2. Meet the college entrance requirements to enter general studies English and Math courses
3. Have met with the Emergency Management Program Coordinator for a pre-admission transcript evaluation and are certified as eligible for admission.

<table>
<thead>
<tr>
<th>Component I</th>
<th>Component II</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition</td>
<td>3 Components II Approved FEMA courses from WVOES</td>
</tr>
<tr>
<td>ENGL103 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH101 General Math</td>
<td>3</td>
</tr>
<tr>
<td>COSC102 Computers and Society’ or</td>
<td>3</td>
</tr>
<tr>
<td>BUSN130 Word Processing/Internet</td>
<td>3</td>
</tr>
<tr>
<td>ECON211 Principles of Economics I or</td>
<td>3</td>
</tr>
<tr>
<td>ECON212 Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>EMGT101 Intro to Emergency Management</td>
<td>3</td>
</tr>
<tr>
<td>CRMJ151 Intro to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>GEOG150 Intro to Geography</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>24</td>
</tr>
<tr>
<td>Total Hours</td>
<td>64</td>
</tr>
</tbody>
</table>

New River Community and Technical College
The Associate of Arts degree in Liberal Studies allows adults who have a job and family responsibilities an opportunity to complete college credits which meet college general studies requirements and can transfer into a baccalaureate degree program. The program consists of 65 college credits offered in a two year sequence.

The program takes advantage of distance education technologies available at New River Community and Technical College in order to serve adults who cannot take day classes due to conflicting responsibilities.

Students should check each semester’s schedule for a complete listing of distance learning courses which will meet the requirements for the A.A. in Liberal Studies.

The program objectives are as follows:

1. To improve access to higher education for nontraditional students.
2. To accelerate degree completion for nontraditional students.
3. To provide better access and service to students in our service region.
4. To better utilize the resources provided through the WV Higher Education Instructional Television Consortium.
5. To support the Public Broadcasting Service “Going the Distance Degree” Project.

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Suggested Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition (Basic Skill)</td>
<td>3</td>
</tr>
<tr>
<td>General Math (Basic Skill)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Suggested Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research (Basic Skill)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Apps. (Basic Skill)</td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>
### Third Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>3</td>
<td>Art of the Western World (ITV) or equal</td>
</tr>
<tr>
<td>Humanities (Literature)</td>
<td>3</td>
<td>The Modern Tradition (IVN or DL)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>using Voices and Visions (ITV)</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>The Civil War (ITV) or equal</td>
</tr>
<tr>
<td>Health/Wellness</td>
<td>2</td>
<td>Health Promotion &amp; Protection (IVN or DL)</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
<td>ITV or IVN Course of Choice</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>

### Fourth Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>3</td>
<td>Ethics in America (ITV) or equal</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>The People’s Century (ITV) or equal</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
<td>ITV, IVN, or DL Course of Choice</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>
## Associate of Arts Degree in General Business -- Accounting

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition</td>
<td>ENGL102 Research (or 103 Technical Writing)</td>
</tr>
<tr>
<td>MATH101 General Math (or higher)</td>
<td>ACCT102 Principles of Accounting II</td>
</tr>
<tr>
<td>ACCT101 Principles of Accounting I</td>
<td>MGMT110 Principles of Management</td>
</tr>
<tr>
<td>MRKT110 Principles of Marketing</td>
<td>BUSN140 Spreadsheets &amp; Databases</td>
</tr>
<tr>
<td>BUSN130 Word Processing &amp; Internet</td>
<td>Restricted Elective or Restricted Business Elective</td>
</tr>
<tr>
<td></td>
<td>(approved by the Accounting faculty)</td>
</tr>
<tr>
<td></td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>POSC200 American Government &amp; Economy</td>
</tr>
<tr>
<td></td>
<td>PSYC103 General Psychology</td>
</tr>
<tr>
<td></td>
<td>SOCI210 Principles of Sociology</td>
</tr>
<tr>
<td></td>
<td>Total 18</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210 Business Law &amp; the Legal Environment</td>
<td>BUSN232 Business &amp; Electronic Communications</td>
</tr>
<tr>
<td>ECON211 Principles of Economics I</td>
<td>ACCT250 Tax—Personal/Business Decision Making</td>
</tr>
<tr>
<td>ACCT 211 Intermediate Accounting I</td>
<td>ECON 212 Principles of Economics II</td>
</tr>
<tr>
<td>ACCT215 Managerial Accounting</td>
<td>ACCT212 Intermediate Accounting II</td>
</tr>
<tr>
<td></td>
<td>Elective 2-3</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td>Total 15-16</td>
</tr>
<tr>
<td>ENGL201 Humanistic Tradition</td>
<td></td>
</tr>
<tr>
<td>ENGL205 Modern Tradition</td>
<td></td>
</tr>
<tr>
<td>SPCH208 Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
# Associate of Arts Degree in General Business -- Management

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition 3</td>
<td>ENGL102 Research (or 103 Technical Writing) 3</td>
</tr>
<tr>
<td>MATH101 General Math (or higher) 3</td>
<td>ACCT102 Principles of Accounting II 3</td>
</tr>
<tr>
<td>ACCT101 Principles of Accounting I 3</td>
<td>MGMT110 Principles of Management 3</td>
</tr>
<tr>
<td>MRKT110 Principles of Marketing 3</td>
<td>BUSN140 Spreadsheets &amp; Databases 3</td>
</tr>
<tr>
<td>BUSN130 Word Processing &amp; Internet 3</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td>Total 15</td>
<td>POSC200 American Government &amp; Economy</td>
</tr>
<tr>
<td></td>
<td>PSYC103 General Psychology</td>
</tr>
<tr>
<td></td>
<td>SOCI210 Principles of Sociology 3</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210 Business Law &amp; the Legal Environment 3</td>
<td>BUSN232 Business and Electronic Communications 3</td>
</tr>
<tr>
<td>ECON211 Principles of Economics I 3</td>
<td>ECON212 Principles of Economics II 3</td>
</tr>
<tr>
<td>MGMT244 Small Business Management 3</td>
<td>MGMT230 Organizational Behavior 3</td>
</tr>
<tr>
<td>Restricted Business Elective* 3</td>
<td>MGMT226 Human Resources 3</td>
</tr>
<tr>
<td>Elective 3</td>
<td>Restricted Business Elective* 3</td>
</tr>
<tr>
<td>Choose one of the following:</td>
<td>Elective 1-3</td>
</tr>
<tr>
<td>ENGL205 Modern Tradition</td>
<td>Total 16-18</td>
</tr>
<tr>
<td>SPCH208 Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td>ENGL201 Humanistic Tradition 3</td>
<td></td>
</tr>
<tr>
<td>Total 18</td>
<td></td>
</tr>
</tbody>
</table>

*Any 200 level ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST course.
## Associate of Arts Degree in General Business -- Banking

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101 Composition</td>
<td>ENGL102 Research (or 103 Technical Writing)</td>
</tr>
<tr>
<td>MATH101 General Math (or higher)</td>
<td>ACCT102 Principles of Accounting II</td>
</tr>
<tr>
<td>ACCT101 Principles of Accounting I</td>
<td>BANK101 Principles of Banking</td>
</tr>
<tr>
<td>BUSN100 Intro to Business</td>
<td>BUSN140 Spreadsheets &amp; Databases</td>
</tr>
<tr>
<td>BUSN130 Word Processing &amp; Internet</td>
<td>BANK102 Law and Banking: Applications</td>
</tr>
<tr>
<td>Total 15</td>
<td>Total 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210 Business Law &amp; the Legal Environment</td>
<td>BUSN232 Business and Electronic Communications</td>
</tr>
<tr>
<td>ECON211 Principles of Economics I</td>
<td>ECON212 Principles of Economics II</td>
</tr>
<tr>
<td>BANK103 Analyzing Financial Statements</td>
<td>BANK202 Money and Banking</td>
</tr>
<tr>
<td>SPCH208 Fundamentals of Speech</td>
<td>BANK203 Consumer Lending</td>
</tr>
<tr>
<td>BANK201 Financial Accounting</td>
<td>BANK290 Internship</td>
</tr>
<tr>
<td>Elective 1-3</td>
<td>Elective 1-3</td>
</tr>
<tr>
<td>Total 16-18</td>
<td>Total 16-18</td>
</tr>
</tbody>
</table>
### Associate of Arts Degree in General Business -- Marketing

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

#### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH101</td>
<td>General Math (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>ACCT101</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>MRKT110</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUSN130</td>
<td>Word Processing &amp; Internet</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL102</td>
<td>Research (or 103 Technical Writing)</td>
<td>3</td>
</tr>
<tr>
<td>ACCT102</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MGMT110</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN140</td>
<td>Spreadsheets &amp; Databases</td>
<td>3</td>
</tr>
<tr>
<td>PSYC103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN210</td>
<td>Business Law &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECON211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>MRKT231</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT281</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN232</td>
<td>Business and Electronic Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECON212</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>MRKT252</td>
<td>Advertising/Promotion</td>
<td>3</td>
</tr>
<tr>
<td>MRKT272</td>
<td>Selling/Sales Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Choose one of the following:

- **Elective**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL205</td>
<td>Modern Tradition</td>
<td></td>
</tr>
<tr>
<td>SPCH208</td>
<td>Fundamentals of Speech</td>
<td></td>
</tr>
<tr>
<td>ENGL201</td>
<td>Humanistic Tradition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

*Any 200 level ACCT, BUSN, COSC, ECON, MGMT, MRKT, or POST course.
Associate of Science Degree in Commercial Aquaculture

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

An integral part of the aquaculture program is work sessions (practicums) on active aquaculture farms. These work sessions occur at various times throughout the growing cycle of the fish and require the student to work along side the farm workers. Each farm has different work schedules. Students, while on practicum, will be expected to meet the work schedule requirements of the work site.

The College will be responsible for arranging the work sessions for each student. Students will be responsible for their own transportation, and room and board (if necessary) during these work sessions.

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

This is a restricted enrollment program, and students will be admitted once a year. All courses except AQUA 101 Introduction to Aquaculture are restricted to students accepted into the program.

Program Requirements

The aquaculture program is a restricted admissions program. Fifteen students will be admitted each Fall. Students should meet the following criteria for admission to this program.

Eligibility requirements for admission to the associate degree program in aquaculture include:
1. Meet general admission requirements.
2. ACT composite score of 18 or better.
3. An overall high school grade point average of 2.5 or better on a 4.0 scale.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUA101 Intro to Aquaculture</td>
<td>AQUA201 Biology of Fish</td>
</tr>
<tr>
<td>AQUA102 Safety in Aquaculture</td>
<td>BIOL204 Microbiology Lab</td>
</tr>
<tr>
<td>ENGL101 Composition</td>
<td>GNET115 Tech Math I</td>
</tr>
<tr>
<td>BIOL101 General Biology</td>
<td>COSC201 PC Software</td>
</tr>
<tr>
<td>CHEM100 Intro to Chemistry</td>
<td>ENGL103 Technical Writing</td>
</tr>
<tr>
<td>Total 15</td>
<td>Elective from Core A, B, or C 3</td>
</tr>
<tr>
<td></td>
<td>Total 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQUA 202 Aquaculture Techniques I</td>
<td>AQUA 204 Aquaculture Techniques II</td>
</tr>
<tr>
<td>AQUA 203 Water Quality</td>
<td>AQUA 208 Fish Diseases &amp; Treatments</td>
</tr>
<tr>
<td>AQUA 205 Feeding and Nutrition</td>
<td>AQUA 212 Early Life Stage Practicum</td>
</tr>
<tr>
<td>AQUA206 Early Autumn Activities Practicum</td>
<td>AQUA213 Late Spring Practicum</td>
</tr>
<tr>
<td>AQUA207 Spawning and Egg Fertilization Practicum</td>
<td>AQUA 215 Specialty Practicum</td>
</tr>
<tr>
<td>Total 16</td>
<td>Total 16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ151 Intro Criminal Justice</td>
<td>CRMJ164 Criminal Procedure &amp; Evid</td>
</tr>
<tr>
<td>CRMJ163 Criminal Law</td>
<td>CRMJ252 Substance Abuse &amp; the Criminal Justice System</td>
</tr>
<tr>
<td>ENGL101 Composition</td>
<td>ENGL103 Technical Writing or</td>
</tr>
<tr>
<td>PHED 104 Aerobics</td>
<td>ENGL102 Research</td>
</tr>
<tr>
<td>PHED 106 Tennis/Racquetball</td>
<td>MATH101 General Math (or higher)</td>
</tr>
<tr>
<td>PHED 108 Swimming Mechanics &amp; Water Safety</td>
<td>PSYC103 General Psychology</td>
</tr>
<tr>
<td>SOCI120 Principles of Sociology</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Stats or Computer</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ132 Criminal Justice Writing and Comm</td>
<td>CRMJ210 Correctional Management</td>
</tr>
<tr>
<td>HLTH201 Safety &amp; First Aid</td>
<td>CRMJ292 Juvenile Delinquency</td>
</tr>
<tr>
<td>Elective</td>
<td>POSC218 State and Local Government</td>
</tr>
<tr>
<td>Restricted Social Science Elective</td>
<td>History Elective (choose from HIST 101/102; HIST 105/106)</td>
</tr>
<tr>
<td>(choose from: PSYC 210, 212; SOCI 223, 224)</td>
<td>Restricted Social Science Elective (Choose from PSYC 210, 212; SOCI 223, 224)</td>
</tr>
<tr>
<td>CRMJ221 American Corrections</td>
<td>Total</td>
</tr>
<tr>
<td>CRMJ208 Criminology</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
The Associate of Science Degree in Communications Technology is a focused, career-oriented program in the field of digital computer and video creations. The program provides students with training which will assist them in entering the many-faceted communications industry. These industries include printing, broadcasting, public relations, marketing, journalism, and computer services. It also provides training which can lead to further educational degree opportunities.

Students trained in this program will:

1. Produce brochures, newsletters, and the like, utilizing current page layout software.
2. Produce a complete video program, including the script, shooting, editing, and final production, utilizing modern television facilities.
3. Write copy for brochures, newsletters, newspapers, advertisements, and computer software manuals.
4. Produce original computer graphics and multimedia utilizing a variety of current software packages.
5. Know a variety of current word processors, graphics packages, page layout software, spreadsheets, and database software.
6. Know both Mac and IBM operating systems, methods of networking and troubleshooting, and be able to utilize the Internet and the World Wide Web as they relate to the communications industry.

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

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

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL101</td>
<td>3 ENGL103</td>
</tr>
<tr>
<td>MATH109</td>
<td>3 COSC110</td>
</tr>
<tr>
<td>COSC111</td>
<td>3 COMC207</td>
</tr>
<tr>
<td>MRKT110</td>
<td>3 COMM250</td>
</tr>
<tr>
<td>COMM240</td>
<td>3 COMM260</td>
</tr>
<tr>
<td>Foundations of Layout and Design</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH208</td>
<td>3 MRKT252</td>
</tr>
<tr>
<td>COREB</td>
<td>3 COMM242</td>
</tr>
<tr>
<td>COSC201</td>
<td>3 ENGL235</td>
</tr>
<tr>
<td>COMM270</td>
<td>4 COSC216</td>
</tr>
<tr>
<td>COMM280</td>
<td>3 COMM298</td>
</tr>
<tr>
<td>Radio/TV Broadcasting</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Computer Science – Programming Option

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

PROGRAMMING OPTION

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC111 Intro to Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>GNET 101 Tech Physics I</td>
<td>4</td>
</tr>
<tr>
<td>GNET 115 Tech Math I</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 Composition</td>
<td>3</td>
</tr>
<tr>
<td>BUSN Elective (MGMT 110 or MRKT 100)</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 231 Object Oriented Programming</td>
<td>3</td>
</tr>
<tr>
<td>ELET 218 Fund of Digital Computers</td>
<td>4</td>
</tr>
<tr>
<td>Core B</td>
<td>3</td>
</tr>
<tr>
<td>Programming Elective</td>
<td>3</td>
</tr>
<tr>
<td>Technical Elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
</tbody>
</table>

COSC Elective: 200 level or above COSC course
Technical Elective: Accounting, Electrical 200+, COSC 200+
# Associate of Science Degree in Computer Science – Networking Option

## NETWORKING OPTION

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC111 Intro to Computer Science</td>
<td>COSC 230 Structured Programming</td>
</tr>
<tr>
<td>GNET 101 Tech Physics I</td>
<td>GNET 102 Tech Physics II</td>
</tr>
<tr>
<td>GNET 115 Tech Math I</td>
<td>GNET 116 Tech Math II</td>
</tr>
<tr>
<td>ENGL 101 Composition</td>
<td>ENGL 103 Tech Writing</td>
</tr>
<tr>
<td>COSC120 Intro to Networking</td>
<td>COSC121 Intro to Network Routing</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 218 Advanced Router Configuration</td>
<td>COSC221 WAN Theory &amp; Design</td>
</tr>
<tr>
<td>COSC 231 Object Oriented Programming</td>
<td>COSC 225 Computer Operations</td>
</tr>
<tr>
<td>ELET 218 Fund of Digital Computers</td>
<td>COSC Elective</td>
</tr>
<tr>
<td>Core B</td>
<td>Core B</td>
</tr>
<tr>
<td>Technical Elective</td>
<td>Technical Elective</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>17</td>
<td>16</td>
</tr>
</tbody>
</table>

COSC Elective: 200 level or above COSC course
Technical Elective: Accounting, Electrical 200+, COSC 200+
Associate of Arts Degree in General Education

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>Composition</td>
</tr>
<tr>
<td>Math 101 or higher</td>
<td>Statistics or</td>
</tr>
<tr>
<td>Core B (Econ, Hist, Pol Sci, Psych, Sociol, Geog)</td>
<td>Core B (Econ, Hist, Pol Sci, Psych, Sociol, Geog)</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core A (Arts, Music, Lit, Humn, Speech)</td>
<td>Core A (Arts, Music, Lit, Humn, Speech)</td>
</tr>
<tr>
<td>Core B (Econ, Hist, Pol Sci, Psych, Sociol, Geog)</td>
<td>Core B (Econ, Hist, Pol Sci, Psych, Sociol, Geog)</td>
</tr>
<tr>
<td>Electives (200 level or above)</td>
<td>Electives (200 level or above)</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

Associate of Science Degree in Information Technology

This program is a web-based program developed with 12 participating colleges and universities in West Virginia. Courses are available to the participants via the Internet. Students choose one of two paths: networking or programming. Each path contains a variety of vendor certification possibilities. Four components must be completed. Sixty-seven hours are required for completion of the program at New River Community and Technical College.

**Component I: General Education**
- English
- Business Communications
- Math and Science
- Social Science
- Interpersonal Skills

**Component II: Technical Core**
- Critical Thinking/Problem Solving
- Principles of Information Systems
- Survey of Operating Systems
- Project Management
- A+ Certification
- Programming Elective

**Component III: Certification**
- Vendor Certification in Networking or Programming Area
- Related Electives

**Component IV: Hands-On Training**
- Minimum of 3 credit hours’ On-the-Job Training

For information on this web-based program, contact dpittman@bluefield.wvnet.edu, frankh@bluefield.wvnet.edu, or www.wvexcite.org.
The Associate of Science Degree (Law Enforcement) is designed to prepare New River Community and Technical College Students for introductory level careers in the field of Federal and State Law Enforcement. Graduates of this program may find employment in any of many different law enforcement agencies in the United States.

Students pursuing the Associate of Science Degree in Law Enforcement must complete 66 semester hours to include all courses listed in the typical schedule below.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ 151 Intro Criminal Justice</td>
<td>CRMJ 164 Criminal Procedure &amp; Evid</td>
</tr>
<tr>
<td>CRMJ 163 Criminal Law</td>
<td>CRMJ 170 Police and Community Relations</td>
</tr>
<tr>
<td>ENGL 101 Composition (or higher)</td>
<td>ENGL 103 Technical Writing or Research</td>
</tr>
<tr>
<td>PHED 104 Aerobics or</td>
<td>ENGL 102</td>
</tr>
<tr>
<td>PHED 106 Tennis/Racquetball or</td>
<td>MATH 101 General Math (or higher)</td>
</tr>
<tr>
<td>PHED 108 Swimming Mechanics &amp; Water Safety</td>
<td>PSYC 103 General Psychology</td>
</tr>
<tr>
<td>SOCI 210 Principles of Sociology</td>
<td>Total 17</td>
</tr>
<tr>
<td>Statistics or Programming/Applications</td>
<td>Total 17</td>
</tr>
<tr>
<td>Total 15</td>
<td>Total 17</td>
</tr>
</tbody>
</table>

*Restricted Social Science Elective (choose from PSYCH 210, PSYCH 212, SOCI 223, SOCI 224)*

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRMJ 215 Criminal Investigation</td>
<td>CRMJ 280 Police Organization and Admin</td>
</tr>
<tr>
<td>HLTH 201 Safety and First Aid</td>
<td>CRMJ 292 Juvenile Delinquency</td>
</tr>
<tr>
<td>PHED 261 Strength Training</td>
<td>POSC 200 American Government</td>
</tr>
<tr>
<td>Restricted Social Science Elective (choose from PSYCH 210, PSYCH 212, SOCI 223, SOCI 224)</td>
<td>POSC 218 State and Local Government</td>
</tr>
<tr>
<td>CRMJ 208 Criminology</td>
<td>CRMJ 250 Police Operations or Restricted Elective</td>
</tr>
<tr>
<td>CRMJ 132 Criminal Justice Writing and Communication</td>
<td>CRMJ 252 Substance Abuse &amp; the Criminal Justice System</td>
</tr>
<tr>
<td>Total 16</td>
<td>Total 18</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Legal Assisting

A legal assistant is a highly skilled paraprofessional with specialized training who works under the direct supervision of an attorney. Job responsibilities require knowledge of law and legal procedures in rendering direct assistance to lawyers and clients and include such tasks as client interviewing, case investigation, the preparation of pleadings and conduct of legal research.

The Legal Assistant program was planned in accordance with the American Bar Association and the American Association for Paralegal Education guidelines.

The complexity of legal concepts and procedures requires a demanding curriculum. Upon successful completion of the program, graduates receive an Associate of Science Degree. After completion of the A.S. Legal Assistant degree, students have the opportunity to continue with a seamless program by enrolling in the B.S. Criminal Justice-Law Enforcement Specialization or the B.S. in Criminal Justice-Corrections Specialization. All of the courses completed in the A.S. Legal Assistant program will apply to either of the above Criminal Justice specializations. Legal Assistant courses are usually offered in the evening so those employed may have the opportunity to enter this degree program.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>BUSN 210</td>
</tr>
<tr>
<td>MATH 101</td>
<td>LAST 104</td>
</tr>
<tr>
<td>POST 111</td>
<td>POSC 200</td>
</tr>
<tr>
<td>POST 112</td>
<td>ENGL 102</td>
</tr>
<tr>
<td>POST 121</td>
<td>LAST 141</td>
</tr>
<tr>
<td>LAST 101</td>
<td>LAST 106</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST 201</td>
<td>LAST 210</td>
</tr>
<tr>
<td>LAST 201</td>
<td>CRMJ 164</td>
</tr>
<tr>
<td>LAST 203</td>
<td>LAST 242</td>
</tr>
<tr>
<td>CRMJ 163</td>
<td>LAST 208</td>
</tr>
<tr>
<td>POSC 218</td>
<td>LAST 205</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>15</td>
<td>18</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Professional Office Systems Technology (POST)

Secretaries and administrative assistants are necessary for business, industry, government, and the professions. They must bring to the position, along with the basic skills of English, keyboarding, and computer/software skills, an understanding of office procedures, accounting, human relations, basic management principles, and the place of business and industry in the American economic system. This two-year associate degree can be used as one of the two specializations required for the B.S. in Business Administration degree.

Advanced Placement for Keyboarding and Document Processing I

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

A student who meets the keyboarding requirements of the advance placement test, but does not meet its word processing concepts and applications requirements, must take BUSN 130 (Word Processing and Internet) in lieu of POST 111 (Keyboarding and Document Processing I).

New River Community and Technical College Credit for the Certified Professional Secretary’s (CPS) Examination

New River Community and Technical College awards nine credit hours for students who have passed the Certified Professional Secretary’s (CPS) Examination. The specific courses for which credit is granted are:

- POST 201 Office Accounting
- BUSN 210 Business Law and the Legal Environment
- MGMT 110 Principles of Management

The student must select three additional credit hours from the ACCT, BUSN, ECON, MGMT, or MRKT offerings excluding BUSN 220 Computer Applications in Business.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>3</td>
</tr>
<tr>
<td>POST 111</td>
<td>3</td>
</tr>
<tr>
<td>POST 121</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 110</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>3</td>
</tr>
<tr>
<td>POST 112</td>
<td>3</td>
</tr>
<tr>
<td>POST 231</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 140</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 110</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 210</td>
<td>3</td>
</tr>
<tr>
<td>ECON 211</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 230</td>
<td>3</td>
</tr>
<tr>
<td>POST 251</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>3</td>
</tr>
<tr>
<td>POST 201</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
<tr>
<td>POST 242</td>
<td>3</td>
</tr>
<tr>
<td>POST 262</td>
<td>3</td>
</tr>
<tr>
<td>POST 252</td>
<td>3</td>
</tr>
<tr>
<td>POST 272</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 230</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
</tr>
</tbody>
</table>

Choose one of the following accounting courses
COURSE DESCRIPTIONS

It should be noted that due to the nature of New River Community and Technical College, no listing of course descriptions, such as the one found here, can remain complete for many weeks after being compiled. New River Community and Technical College attempts to offer courses in nearly any subject a reasonable number of people want to study, provided a qualified instructor can be found. This list of courses is up-to-date as of the start of the fall semester 2003. A schedule of the courses to be offered during any particular semester, along with the times and day they will meet, will be distributed in advance of each semester. This course listing is provided for information purposes only and is not to be considered binding. New River Community and Technical College reserves the right to make changes in course content, course offerings and/or other areas concerning curriculum.

Some courses have specifically designated prerequisite and/or co-requisite courses. If a course has a prerequisite that means the work in that course requires the knowledge or skill gained in another course, and therefore students are not allowed to enroll in the advanced course until they have completed a prerequisite course or courses. If a course has a co-requisite that means successful work in that course requires the skill and knowledge to be attained at the same time in another course, and therefore students are not allowed to enroll in certain courses unless they also enroll in co-requisites during the same semester.

Courses numbered 275 are reserved for special topics to be offered in a particular area, e.g., AC 275, EN 275, etc. A 275 course may be repeated for additional credit providing the topic is not repeated.

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

Code Explanation: (3-2-4) 3 hours lecture, 2 hours laboratory, 4 hours credit

ACCOUNTING (ACCT)

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


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

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


225 Business Law for Professional Accountants (3-0-3). This course is a continuation of BUSN 210 - Business Law and the Legal Environment. It provides an in-depth study of business law subjects encountered by the professional accountant. Topics covered include commercial transactions under the UCC, real and personal property, contracts, government regulation, estates and trusts, and business organizations. The purpose of the course is to provide students with the business law background to enable them to use good judgment in the practice of their profession and to understand and exercise sound professional judgment in their careers. PR: BUSN 210.
240 Advanced Computer Applications (1-2-3). Advanced detailed accounting problems are adapted to the microcomputer. Topics include the preparation of complex financial statements and the adaptation of existing software to specialized accounting situations. PR: BUSN 140.

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

ART (ARTS)

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

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

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

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

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

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

BIOLOGY (BIOL)

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

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

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

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

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

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

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

201 Human Anatomy & Physiology (3-0-3). A study of the structure and function of organs of the human body and their relationships to the health of the individual. PR: Eligibility for enrollment in ENGL 101.
202 Microbiology (3-0-3). Control of microorganisms and disease; microbiology of water, sewage, air, milk, soil, food, and industry. PR: BIOL 101/103 and 102/104 OR BIOL 201/203.

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

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

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

BUSINESS (BUSN)

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

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

140 Spreadsheets and Databases (3-0-3). This course is designed to prepare students to effectively use both a major spreadsheet and database software package. Spreadsheet topics includes: usage, calculations, charting, and forecasting. Database topics include creation, modification, querying, and report preparation. This course meets the computer skill requirement under the General Studies requirements.

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

230 Desktop Publishing/Presentations (3-0-3). This course assumes a knowledge and understanding of basic word processing procedures. The focus of this course is the desktop publishing capabilities of word processing software and presentation software. Application projects will include: letterheads, logos, schedules, advertisements, newsletters, brochures, forms, and organizational charts. Layout and design concepts that enable students to produce attractive published documents will be studied. Development of electronic presentations and experience in delivery of electronic presentations. PR: BUSN 130.

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

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

CHEMISTRY (CHEM)

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

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

103 General Chemistry Laboratory (0-3-1). Sessions consist of observing, reporting, and interpreting chemical phenomena. CO/PR: CHEM 101.

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

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

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

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

COMMERCIAL AQUACULTURE (AQUA)

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMUNICATIONS TECHNOLOGY (COMM)

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

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

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

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

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

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

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

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

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

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

120 Introduction to Networking (3-3-4). An introductory level course in data networking. Topics include networking terminology, data communications protocols, networking standards, number systems, microcomputer hardware and software, basic electricity, structured wiring installations, OSI Reference Model, LANS (local area networks) and WANs (wide area networks), LAN topologies, physical (MAC) and logical (IP) addressing, and network management. Instruction and training are provided in the care, maintenance, and use of networking tools, software, and hardware. CO: COSC 111.

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

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

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

201 PC Software Applications (3-0-3). This course expands the student’s knowledge of microcomputers through the use of various productivity software packages such as word processors, spreadsheets, database management systems, communications, and other available application software. Projects relating to the individual’s major and hands-on use of the microcomputer are emphasized. CO: GNET 115 or MATH 109.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CRIMINAL JUSTICE (CRMJ)

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

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

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

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

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

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

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

212 Legal Research and Methodology (3-0-3). A study of research methodology in criminal justice and social sciences. The course features an in-depth consideration of legal terminology and the mechanics of legal research. PR: ENGL 102 or 103. (See LAST212)

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

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

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

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

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

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

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

New River Community and Technical College
ECONOMICS (ECON)

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

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

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

ENGLISH (ENGL)

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

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

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

101 Composition (3-0-3). Practice in the techniques of effective writing and reading, stressing rhetorical methods and patterns of organization necessary for clear, correct, and lively presentation of ideas and information. PR:

- ACT Reading Main score of 17 or “S” in ENGL 098 or COMPASS Reading score of 75 or above
- ACT English Main score of 18 or “S” in ENGL 099 or COMPASS Writing score of 70 or above
- Competent writing sample or diagnostic theme

102 Research (3-0-3). Continued practice in reading and composition with emphasis on the introduction to literary materials applicable toward the construction and presentation of the research paper. PR:

- “C” or higher in ENGL 101
- CLEP score of 500 or higher
- or advanced placement waiving ENGL 101
- “C” or higher in ENGL 100
- or ACT English mechanics/usage subtest score of 9 or higher or COMPASS Writing Diagnostics test score of 76% or higher.

103 Technical Writing (3-0-3). Applied study in technical communications- written, oral and visual. Includes reading, elementary logic, persuasion, and discipline-related research project. PR:

- “C” or higher in ENGL 101
- or CLEP score of 500 or higher
- or advanced placement waiving ENGL 101
or ACT English mechanics/usage subtest score of 9 or higher or COMPASS Writing Diagnostics test score of 76% or higher.

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

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

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

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

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

FRENCH (FREN)

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

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

GENERAL EDUCATION (GNED)

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

GEOGRAPHY (GEOG)

150 Introduction to Geography (3-0-3). An introduction to the study of geography as a social science emphasizing the relevance of geography to human problems, map reading, and place name recognition.

290 Topics in Geography (3-0-3). Formal course in diverse areas of geography. Course may be repeated for different topics. PR: Consent of instructor.

HEALTH (HLTH)

101 Health Science and College Life (3-0-3). An approach toward developing a positive health behavior in college students through the development of a positive attitude and actualized through application of sound information.

110 Health Promotion and Protection (3-0-3). This course involves exploring and identifying factors influencing health and wellness. A personal health promotion plan will be implemented and evaluated. This is a distance learning course, designed for the independent, adult learner. Classroom instruction consists of twelve 2 1/2 hour classes per semester. The student will be required to complete outside assignments. This course is also offered asynchronously. If the student chooses this mode of learning, the student may complete the course at his/her pace, within the course of the semester. Outside assignments will be due on the same dates as listed for other students. Exams may be scheduled with a proctor.

201 Safety and First Aid (2-0-2). This course is a presentation of current concepts and techniques for prevention and care of emergency situations. Included will be information on various types of accidents, and their causes and preventive measures.
HISTORY (HIST)

101 World Civilization (3-0-3). A study of civilization from prehistoric man to the Age of Absolutism with emphasis on the development of World culture.

102 World Civilization (3-0-3). A study of world civilization from the Age of Absolutism to the present with emphasis on the development of global culture.

105 American History (3-0-3). Study of the European background, colonial beginnings, the historical, economic, social and political growth of America prior to 1865.

106 American History (3-0-3). Study of the historical, political, social, economic and cultural aspects of American civilization since 1865.

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

HOSPITALITY AND TOURISM MANAGEMENT (HOSP)

101 The Lodging and Food Service Industry (3-0-3). The text provides an international overview of the travel and tourism field, along with insight into each department in a lodging and food service operation. Including the history of lodging, organization and structure of lodging operations; as well as the organization, operation and management of food services. Field trips, guest speakers and projects provide a basic background into this industry. *Credit for this course may be earned with High School ProStart or Lodging Management completion.

102 Hospitality Supervision (3-0-3). Identify key supervisory skills and understand why supervisors fail; develop the communication skills essential for effective leadership; increase productivity and raise performance standards; turn basic human resources functions into motivational strategies. Course will use a text, field trips, projects and student involvement. *Credit for this course may be earned with High School ProStart or Lodging Management completion.

103 Sanitation and Safety ServSafe Essentials Certification (3-0-3). ServSafe is a nationally recognized food safety course. The ServSafe program provides accurate, up-to-date information for all levels of employees on all aspects of handling food, from receiving and storing to preparing and serving. You will learn science-based information on how to run a safe establishment—information needed to be a part of the food-safety team. Upon completion of course and exam, the National Restaurant Association, Educational Foundation will issue each student a Certificate of Completion.

104 Food and Beverage Controls (3-0-3). Students will learn processes of controlling resources to reduce costs in food and beverage operations. Learn how to balance effective budgeting and staffing techniques, maximize revenue and still provide quality, desirable services for your customers.

106 Food Production Principles (3-0-3). Learn the relationship between art and science in culinary preparation, the importance of proper presentation of food, how knowledge of kitchen terminology and basic skill affects food preparation.*This text is required for the American Culinary Federation Educational Institute National Apprenticeship Training Program.

108 Front Office Procedures (3-0-3). Learn the role of each staff member in maintaining high-quality service; secrets to keeping the front office profitable; guest safety and key control guidelines and the impact of the latest technology. Students will be required to spend 9 hours at a reservation desk under the supervision of experienced personnel, 3 hours in each of the three types of establishments: resort hotels, bed and breakfasts, inns and motels.

110 Internship I (1-6-3). Students are assigned to local lodging establishments to work under the supervision of facility personnel. Students will have 90 hours of exposure to actual working conditions and gain experiences in various aspects of lodging, plus the equivalent of one classroom hour per week in an on-campus seminar.

112 Housekeeping Management (3-0-3). Housekeeping is critical to the success of today’s hospitality operations. Learn to take the day-to-day operations of this department from management to technical details, using text, case studies, field trips, projects and guest speakers.

202 Hospitality Law (3-0-3). A study of the basic legal principles governing hospitality operations; laws about employees, building codes, public health regulation, and tax laws are all subjects to be covered in depth.
203 Managing for Quality in the Hospitality Industry (3-0-3). Students learn how to improve their leadership abilities and develop an understanding of high-performance teams and employee empowerment. The text covers how to put quality management tools into action to enhance service and boost business. Each student will complete a project, managing the class and the project from start to finish.

204 Convention/Conference Sales and Services (3-0-3). Students will take an in-depth look at the nature and scope of today's meetings and conventions market. Students will learn how properties can increase their market share of the convention, meeting and trade show business. How to effectively service this market and what meeting planners look for in a site. Field trips, guest speakers and class project will be part of this class on Convention Sales and Services. PR: HOSP 101, 102, 203, 207. *This course to be offered in alternate years with Managing Hospitality Human Resources--only one is required for degree completion.

206 Managing Hospitality Human Resources (3-0-3). Students will learn to attract and retain productive employees, how to manage the scheduling, training, and job satisfaction needs of employees, and how to handle labor relations and union issues. Students will visit and interview Human Resources departments at The Homestead, The Greenbrier Hotel and Snowshoe Resort, etc. *This course to be offered in alternate years with Convention Sales and Services--only one is required for degree completion.

207 Food and Beverage Management (3-0-3). The text covers how to: increase profits by maximizing service, efficiency, productivity, and technology; satisfy the food-quality and nutritional demands of today's guest; meet legal, safety and sanitation requirements; build business through effective marketing strategies. Field trips, guest speakers and class projects: such as, the Annual Cancer Benefit, completely organized, staffed and managed by students in this class. Class discussion, personal involvement and projects are important in this class on management. PR: HOSP 101, 102, 103, and MRKT 110.

210 Internship II (1-9-4). During this internship, students will choose from several local lodging or food service establishments to work under the supervision of facility personnel, to include 135 hours direct experience in the student's field of choice. Students will also meet with internship administrator, for a total of 20 hours in an on-campus seminar; as well as complete Internship Requirements provided to each student at the beginning of this Internship II course.

**HUMANITIES (HUMN)**

150 Introduction to Fine Arts (3-0-3). Introduces the student to selected examples of music and the visual arts representing the sociocultural influences and stylistic trends of various periods. The conceptual basis, materials, techniques, and more subtle aspects of creativity will be emphasized.

222 Philosophy (3-0-3). The course introduces the student to the basic concepts of deductive reasoning, the syllogism, and dialectic thought in defining the role of ethics and aesthetics within the humanistic tradition of both the East and the West. PR: ENGL 102 or ENGL 103.
101 Nursing Foundations (4-3-7). This fundamental nursing course introduces the student to concepts and procedures of nursing practice. It is designed to provide the foundation of knowledge for the practical nurse. It is the intent of this course to present a holistic approach to patient care. Emphasis is placed on the use of the nursing process to meet the physiological, social and psychological needs of patients. The clinical laboratory is used to provide an opportunity for the student to learn basic nursing skills needed to care for the hospitalized adult patient. Supervised clinical practice allows the student to build upon these skills and gain competency in providing patient care. Critical thinking exercises are introduced. All skills progress from the simple to the complex and are applied to direct patient care. Pre-requisites: Admission to PN Program

102 Medical – Surgical Nursing I (4-4-8). This course studies medical-surgical conditions utilizing a body system approach designed to prepare the student in the use of the nursing process, including the introduction of scientific rationale, when caring for the adult patient experiencing pathophysiological alterations requiring medical-surgical intervention. Clinical experiences are planned to focus on the perioperative and medical role of the nurse. The student is given the opportunity to develop skills needed to administer medications to a group of patients. Included in the course are theory and clinical experience/observation in the nursing care of the adult client with simple to complex short term or long term nursing needs. Prerequisites: Nursing Fundamentals; Geriatric Nursing; Pharmacology I; Nutrition I; Professional Relationships I.

103 Professional Relationships I (4-0-4). This course aids the student in the transition from layperson to nurse. The student is introduced to concepts of teaching/learning; time management; communication techniques; nurse-patient relationships; and, cultural/religious needs of diverse populations. It includes the history of nursing and the role of the licensed practical nurse in various healthcare agencies. Students study selected sections of the WV Nurse Practice Act and various position statements published by the WV Board of Examiner’s for Licensed Practical Nurses. Principles of nursing process and patient education are introduced. Pre-requisites: Admission to PN Program

104 Maternity Nursing (1-1-2). This course focuses on maternal health from conception through the postpartum period. Normal physiological and psychological changes associated with pregnancy and their relationship to patient needs for nursing care and education will be emphasized. Fetal development and nursing care of the neonate is discussed. Students are introduced to the common complications of pregnancy, delivery and the immediate postpartum period. Clinical experiences focus on patient assessment, common nursing interventions related to maternity nursing and development of specific skills related to delivery and the immediate postpartum period. Pre-requisites: Concurrent enrollment in Pediatric Nursing; Pharmacology II; Nutrition II.

106 Pediatric Nursing (1-1-2). This course utilizes principles of family-centered nursing to focus on nursing care of the pediatric patient. Normal growth and development from birth through adolescence is combined with the study of common pediatric health alterations and associated nursing care needs of these age groups. Clinical experiences focus on developing skills related to pediatric assessment and providing age appropriate nursing care. Pre-requisites: Concurrent enrollment in Maternity Nursing; Pharmacology II; Nutrition II.

107 Pharmacology I (1-0-1). This course provides an introduction to the basic principles of pharmacology, including definitions, drug naming, drug standards and the principles of drug action and drug interaction. A discussion of the principles of drug action across the life span is offered. Nursing process and patient education will be emphasized as central to pharmacology in nursing. Principles of drug administration will be discussed, including dosage calculation and drug administration. Specific drug classes commonly used to manage pain will be introduced. Pre-requisites: Admission to PN Program

108 Pharmacology II (2-0-2). This course builds upon pharmacological principles discussed in Pharmacology I to focus on specific drug therapy. Body systems and physiological drug classifications are used to organize the study of drug therapy to treat common alterations in health. Specific principles of drug utilization in the obstetrical and pediatric patient populations are discussed. Application of course content is provided during clinical experiences associated with the clinical nursing courses. Pre-requisites: Pharmacology I and concurrent enrollment in Medical – Surgical Nursing I; Maternity Nursing; Pediatric Nursing.

109 Nutrition I (1-0-1). This course provides an overview of the basic principles of nutritional science, including the
nutrients (carbohydrates, proteins, fats, minerals, and vitamins), dietary guidelines/daily requirements, and basic
assessment of nutritional status. The concepts of water balance and water as a nutrient are discussed. Cultural
influences on dietary patterns and age related nutritional needs are introduced with focus on the needs of adults.
Pre-requisites: Admission to PN Program.

110 Nutrition II (2-0-2). This course builds upon nutritional principles discussed in Nutrition I to focus upon specific
diet therapy utilized in the treatment of common alterations in health. Specific principles of diet therapy for the
obstetrical and pediatric patient populations are discussed. Application of course content is provided during clinical
experiences associated with the clinical nursing courses. Pre-requisites: Nutrition I and concurrent enrollment in
Medical – Surgical Nursing; Maternity Nursing; Pediatric Nursing.

111 Geriatric Nursing (3-1-4). This Geriatrics course is designed to introduce the principles that guide nursing action in
meeting the needs of the older adult. Emphasis is placed on the theories of aging, the aging process, promotion of
wellness, and common age-related conditions per body systems, including psychological and social changes. The
student will have an introduction to team leading within an extended care facility. Supervised clinical practice
allows the student to build upon these skills and gain competency in providing direct resident care. Pre-requisites:
Admission to PN Program

112 Professional Relationships II (4-0-4). This course aids the student in the transition from practical nursing student to
licensed practical nurse. The student is introduced to concepts and principals associated with delegation, team
leading and professionalism. Selected nursing issues and trends are discussed. Preparation and review for the
NCLEX-PN licensing examination is offered with emphasis on computer testing skills. Pre-requisites: Professional
Relationships I

113 Medical Surgical Nursing II (4-4-8). This course is designed to advance the study of medical/surgical conditions
utilizing a body systems approach for specific conditions. Theoretical concepts and scientific rationale apply within
the clinical experience for the purpose of integrating the use of critical thinking skills and the nursing process when
providing nursing care for adult clients in acute care settings. Clinical experience continues to provide the
administration of medications and practical skills to adult clients, and introduces team leading within an acute care
setting. Pre-requisites: Medical Surgical Nursing I; Pharmacology II; Nutrition II; Maternity Nursing; Pediatric
Nursing

114 Mental Health Nursing (3-2-5). This course studies human behavior with emphasis on emotional and mental
abnormalities and mode of treatment incorporating the nursing process. Theoretical concepts of mental and
behavioral health are introduced, including developmental disabilities. Supervised clinical practice allows the
student to build upon these theories and gain competency in providing care to people experiencing mental,
emotional, and behavioral challenges. Pre-requisites: Medical Surgical Nursing I; Pharmacology II; Nutrition II;
Maternity Nursing; Pediatric Nursing

LEGAL ASSISTANTING (LAST)

101 Legal Assisting (3-0-3). Study of the various roles played by paralegals in the legal system and skills required to
work as a paralegal in several major areas of law. Also, structure of the West Virginia Judicial System, ethics, as
they apply to paralegals, and the art of interviewing.

104 Administrative Agency Advocacy (3-0-3). Techniques of legal interviewing and details of case preparation and
presentation before state and federal governmental agencies which allow non-lawyer advocacy. PR: LAST 101.

106 Law of Domestic Relations (3-0-3). Prepares the student to undertake tasks associated with the law of domestic
relations, including preparation of documents of complaint, answer and summons, pleas, research reports,
conclusions of law, and the judgment order. PR: LAST 101.

141 Westlaw Research (1-0-1). WestLaw Research (1 lab hour). This course will provide students “hand on” experience
in electronic legal research. Students will be able to research federal and state cases based on case numbers and also
by case topics. Only those students in the Legal Assistant program are permitted to take this course. The WestLaw
Company, provider of the legal database, mandates by contract with New River Community and Technical College
that only legal assistant students can access this database.
201 Business Organization and Governmental Regulations (3-0-3). Procedural information on such topics as corporations, partnerships, agencies, business trusts, and other business vehicles. Survey of the fundamental principles of law applicable to each area, including the law of bankruptcy. PR: LAST 101; BUSN 211; BUSN 212.

203 Estate Planning and Probate Administration (3-0-3). Overview of the transferring of assets, including trusts, will and gifts, and a review of typical documents. Includes administration of decedents’ estates, including probate procedure, federal and state death and income taxes, and fiduciary (administrators’) accounting and responsibilities, documents to be filed; work up trial documents for counsel’s assistance. PR: LAST 101; BUSN 211, 212.

205 Civil Litigation (3-0-3). Overview of civil case preparation before trial, including examination of various procedures to be completed and documents to be filed; workup of trial documents for counsel’s assistance. PR: LAST 101, BUSN 211.

208 Real Estate Law (3-0-3). Study of principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof. PR: LAST 101, BUSN 211, 212.

210 Legal Internship (3-0-3). Places students in work situation for 150 hours of work experience prior to employment. Correlates classroom instruction with experience. One hour of academic credit per 50 hours of internship. PR: Permission of the coordinator. Sophomore standing.

242 Legal Machine Transcription (1-2-3). Introduction to the efficient operation of transcribing equipment, good listening techniques, grammar, punctuation, correct business English and business formats. Emphasis is placed on high production rates with mailable copy. Legal students will focus on transcribing and formatting current legal documents. PR: POST 111 Keyboarding/Document Processing and POST 121 Text Editing Rules and Applications. SEE POST 242 Machine Transcription.

MACHINING TECHNOLOGY (MATT)

101 Machine Tool Technology I (1-5-3). Assigns students specially designed projects that will incorporate material selection layout, and machining using hand tools, the engine lathe, milling machine, drill press, saws, welding equipment and other shop equipment.

103 Machine Tool Technology II (1-5-3). Develops additional machining skills for those students who have the basic skills that were developed in Machine Tool Practices I. The student will work from more complex engineering drawings and use all of the shop equipment to produce parts that will assemble into a more complex assembly.

125 Internship (1-6-3). Students will perform actual machining work, under direction of instructor and supervision of an experienced machinist, in the workplace of one of the college’s business partners.

MANAGEMENT (MGMT)

110 Principles of Management (3-0-3). An analysis of the underlying theories and principles of sound business organizational structure and managerial functions.

226 Human Resources (3-0-3). An analysis of personnel policies related to human resources management. Emphasis on acquisition of competent employees, creating job satisfaction, and increasing employee productivity. PR: MGMT 110.

230 Organizational Behavior (3-0-3). A study of individual and group behavior and organizational processes within the total organization. Major topics covered include: learning, perception, attitudes, job satisfaction, personalities, stress, motivation, group formation and processes, leadership, communication, conflict, and organizational change and development. PR: MGMT 110 or permission of instructor.

244 Small Business Management (3-0-3). An introduction to the nature of small businesses. Major topics covered include: the impact of small business on the overall economy, entrepreneurial alternatives/start-up plans, small business marketing, practices used in the operation of a small business, and social, legal, and ethical issues in small businesses. PR: MGMT 110.
MARKETING (MRKT)

110 Principles of Marketing (3-0-3). A study of the process of planning and executing the conception, pricing, promotion, and distribution of ideas, goods and services to create exchanges that satisfy individual and organizational objectives.

231 Retailing (3-0-3). A study of the business activity of selling goods or services to the final consumer; basic retailing practices and procedures, managing the buying, pricing, promotion, layout, security, and location of the retail organization. PR: MRKT 110, ACCT 101.

252 Advertising/Promotion (3-0-3). A study of the promotional mix: advertising, publicity, sales promotion, personal selling and public relations. The major emphasis is on advertising topics. PR: MRKT 110 and BUSN 230 or COMM 260.

272 Selling/Sales Management (3-0-3). A study of selling and sales management, persuasion, prospecting, approach, presentation, closing, legal and ethical problems in selling; direct marketing, industrial selling, and telemarketing. Includes actual sales demonstrations and projects in selling and sales management. PR: MRKT 110.

281 Consumer Behavior (3-0-3). A study of the buying habits and preferences of consumers, models for explaining and predicting consumer and marketing behavior, consumer movements and attitudes with implications for marketing management policies and the business economy. Psychology and/or sociology are recommended before taking this course. PR: MRKT 110, PSYC 103.

MATHEMATICS (MATH)

098 Developmental Arithmetic (3-0-3). (Credit not applicable toward degree). Required of students whose ACT Mathematics Main score is less than 15 or who have a COMPASS Math score of 3. Fundamental topics in arithmetic, geometry, and pre-algebra.

099 Developmental Algebra (3-0-3). (Credit not applicable toward degree). Required of students whose ACT Mathematics Main score is at least 15 but less than 19 or COMPASS Math score of 31 to 58. Fundamental topics in algebra for students with insufficient knowledge of high school level mathematics. PR: ACT Mathematics main score of 15 or grade of “S” in MATH 098.

101 General Mathematics (3-0-3). Natural numbers, integers, rational numbers, real numbers, equations, and inequalities; ratio, proportion and variation; graphs; interest; introduction to elementary statistics. PR: ACT Mathematics main score of 19 or grade of “S” in MATH 099 or COMPASS Math score of 59 or higher.

106 Mathematics for Early/Middle Grade Teachers (3-0-3). Logical reasoning; geometry, measurements; metric system, numeration system; curriculum. No field credit for math majors or minor. PR: MATH 101 or higher.

109 Algebra (3-0-3). Real numbers, exponents, roots and radicals; polynomials, first and second degree equations and inequalities; functions and graphs. PR: ACT Mathematics main score of 19 or grade of “S” in MATH 099.

110 Trigonometry (3-0-3). Trigonometric functions and graphs; solution of right triangles, trigonometric identities; solution of oblique triangles; vectors; complex numbers; exponential and logarithm functions. PR: ACT Mathematics main score of 19.

210 Elementary Statistics (3-0-3). Basic programming; sets, basic probability concepts; basic statistical concepts; random variables and distributions; sampling distributions; linear regression and correlation. No field credit for math majors/minors. PR: MATH 101 or higher.

211 Informal Geometry (3-0-3). Theorems are motivated by using experiences with physical objects or pictures and most of them are stated without proof. Point approach is used with space as the set of all points; review elementary geometry, measurement, observation, intuition and inductive reasoning, distance, coordinate systems, convexity, separation, angles, and polygons. No field credit for math majors/minors. PR: MATH 101 or higher.

220 Calculus I (4-0-4). A study of elements of plane analytical geometry, including polar coordinates, the derivative of a function with applications, integrals and applications, differentiation of transcendental functions, and methods of integration. PR: MATH 109 and MATH 110, or GNET 116, or ACT Mathematics main score of 26 or COMPASS Trigonometry score of 46 or above.
230 Calculus II (4-0-4). Differentiation of transcendental functions; parametric equation; polar coordinates; methods of integration; applications of the definite integral. PR: MATH 220.

240 Calculus III (4-0-4). Infinite series; solid analytic geometry; partial derivatives; multiple integrals. PR: MATH 230.

250 Discrete Mathematics (3-0-3). The course treats a variety of themes in discrete mathematics: logic and proof, to develop students’ ability to think abstractly; induction and recursion, the use of smaller cases to solve larger cases of problems; combinatorics, mathematics of counting and arranging objects; algorithms and their analysis, the sequence of instructions; discrete structures, e.g., graphs, trees, sets; and mathematical models, applying one theory to many different problems. PR: MATH 109 and MATH 110 or GNET 116.

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

MEDICAL ASSISTING (MAST)

101 Introduction to Medical Assisting (4-0-4). This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant. The student is introduced to medical office personnel, professionalism, organizations and memberships, continuing education requirements, and the legal and ethical considerations that affect medical office personnel. PR: Admission to the Medical Assisting Program.

102 Basic Skills & Pharmacologic Principles (2-1-3). This course examines the principles of pharmacology, drug therapy and medication administration. Basic health care skills of vital signs measurement, handwashing, body mechanics, wound care and bandaging are acquired in the laboratory setting. PR: MAST 101, 105.

104 Clinical Procedure (0-8-4). This laboratory practicum is designed to introduce the medical assisting student to specialty examination and minor surgical techniques, as well as to emergency procedures. Common laboratory principles and skills are introduced and practiced. PR: MAST 101, 105.

105 Medical Terminology (3-0-3). All aspects of medical terminology are studied. Prefix and suffix abbreviations, introduction to biologic systems, etc. This course is also offered as RADT 113. PR: Admission to program.

106 First Aid in Medical Assisting (1-0-1). This course introduces the student to cardiopulmonary resuscitation and first aid treatment of infants, children and adults.

201 Clinical Externship I (0-6-3). This course provides medical assisting students with clinical experience to utilize their knowledge and expertise within the health-care facilities. PR: MAST 102, 104, 105; BIOL 105.

202 Clinical Externship II (0-6-3). This course provides the medical assisting student with clinical experience to utilize their knowledge and expertise within the health-care facilities. PR: MAST 201.

203 Health Insurance Billing (2-0-2). This computer-based course introduces students to the basic functions of processing medical insurance claims, inputting patient information, and scheduling appointments. Students handle patient information forms, superbills, ICD-9 coding and CPT coding, and general insurance forms such as Medicare, Medicaid, Blue Cross/ Blue Shield, CHAMPUS/CHAMPVA, Worker’s Compensation, and the HCFA 1500. PR: instructor approval.

206 Introduction to Credentialing (1-0-1). This course reviews administrative, clerical, patient care, and office laboratory procedures. The review is designed to assist students in preparing for registry or certifying examinations. PR: instructor approval.
MEDICAL INSURANCE BILLING & CODING (BICO)

101 Medical Coding/ICD-9-CM (3-0-3). Introduces the student to the International Classification of Diseases, Ninth Revision, Clinical Modification format and conventions and current coding practices for diagnoses and procedures. This Diagnosis and Procedure Coding course is designed to provide students with a basic understanding of fundamental concepts of medical reimbursement and health information management systems; focusing on the process of assigning appropriate code numbers to medical diagnoses and procedures to meet patient health record and insurance billing requirements. Emphasis will be placed on coding for the physician’s office. (Co-requisite: POST 261 Medical Terminology or permission of program coordinator).

102 Medical Insurance Billing (3-0-3). Introduction of the claim process which will incorporate the ICD-9-CD and CPT coding systems for reimbursement of claims. Various health insurance plans and their forms will be covered; the HCFA-1500, Blue Cross and Blue Shield, Medicaid and other state programs, CHAMPUS, CHAMPVA, TRICARE, Workers’ Compensation, and Disability Income Insurance programs. Students will also use insurance billing software in completing insurance claims. (Prerequisites: BICO 101 Medical Coding/ICD-9-CM, BICO 103 Medical Coding/CPT & HCPCS, POST 261 Medical Terminology or permission of program coordinator).

103 Medical Coding/CPT & HCPCS (3-0-3). Introduction of CPT (Current Procedural Terminology) codes for reporting medical services and procedures performed by physicians. The coder will be able to apply the knowledge of coding language, intent of each code, and exactly what procedures the physician completed to translate services into reimbursement. Emphasis will be placed on coding for clinics, outpatient hospital departments, ambulatory surgery centers, and third-party payers to describe physician services. Students will also be introduced to the Health Care Procedural Coding System (HCPCS) which is used by providers to code for services, supplies, and equipment provided to Medicare patients for which no CPT codes exist. (Co-requisite: POST 261 Medical Terminology or permission of program coordinator).

262 Medical Office Management (3-0-3). Provides students with an analysis of management and supervision in health care settings as to office management, duties, and responsibilities. Emphasis is placed on the office manager and the role they have in personnel management, communications, health insurance billing and coding, credit and collections, ethical and legal issues, computer systems, health and safety regulations, business systems and financial responsibilities. (Prerequisites: POST 201 Office Accounting, POST 261 Medical Terminology, BICO 101 Medical Coding/ICD-9-CM, BICO 103 Medical Coding/CPT & HCPCS, and POST 111 Keyboarding and Document Processing I. Co-requisite BICO 102 Medical Insurance Billing or permission of program coordinator).

MUSIC (MUSC)

103-104 Class Piano (1-0-1). For students without previous piano experience. A course in elementary piano designed to develop basic technique and provide keyboard experience for the classroom teacher.

109-110 Theory I and II (3-0-3). An integrated course in the fundamentals of harmony, ear-training and sigh singing. Emphasis is on written, keyboard, and aural diatonic harmony.

130 Music Skills for Classroom Teachers (2-0-2). The study of music fundamentals and basic skills for classroom teachers.

150 Introduction to Music (3-0-3). A course designed to introduce the student to selected masterpieces of music from the several periods, Renaissance through twentieth Century, and to lead the student to an understanding of the relationship of music to general culture.

200 Twentieth Century Music (3-0-3). A survey of the stylistic trends and innovations in music and their relationship to society, from the late nineteenth century to the present.

213 Piano (1 hour credit each semester to a total of 8). Individual instruction in piano technique. The courses allow technical and musical development through selected technical studies and solo literature. PR: Previous lower numbered course.
MUSIC-ORGANIZATIONS

220 Choir (2 hours credit each semester to a total of 8). Provides experiences in the study, practice and performance of representative choral literature of the various periods.

PARAMEDIC (PMED)

100 EMT-B (Emergency Medical Technician – Basic) (4-2-5). This course is an introduction to the Emergency Medical Services (EMS) System. Students will become familiar with the components of the EMT-Basic education including: roles & responsibilities, legal/ethic issues, well-being of the EMT, illness & injury prevention, principles of pharmacology, assessment of medical or trauma patients, management of behavior emergencies, management of geriatric and pediatric patient, and management of OB/GYN patients. A brief clinical component of this course allows the student to develop an understanding of EMT fieldwork.

101 Introduction to EMS (2-1-2). This course is an introduction to the Emergency Medical Services (EMS) System. Students will become familiar with the components of the EMS System operations and the roles, responsibilities, legal and ethic issues of paramedic science. Students will also learn the significance and attributes of implementing community illness and injury prevention programs and the techniques to maintain well-being of the paramedic. The Skill/Lab component of this course allows the student to develop an understanding of paramedic fieldwork.

102 Pharmacology (3-0-3). The student will be able to integrate pathophysiological principles of pharmacology and the assessment findings to formulate a field impression with implementation of a pharmacological management plan. The student will learn to differentiate the chemical, generic, official, trade, nonproprietary, and proprietary names of drug products. Students will become familiar with the responsibilities and scope of management of medication administration. CO: PMED 100, 101, BIOL 105, 106.

103 Rescue & Operations (2-1-2). The student will learn the functional components of the incident management system and the principles of multiple casualty incidents. An overview of rescue situations will be given to develop an awareness of the various types of rescue circumstances the paramedic may encounter. The students will overview incidents involving hazardous materials, with the discussions on treatment and transport considerations of semi-decontaminated patients. Students will also participate in simulated rescue exercises. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 207, 209.

104 Patient Assessment for Paramedics (2-1-2). The student will develop the art of compiling patient history data as well as techniques of physical examination of patients. Students will learn the concepts of a focused history, detailed physical exams of medical and trauma patients, the methods of assessment, reassessment and clinical decision-making. The student will learn the techniques of communicating with patients, proper documentation methods, and integration of assessment-based management of patients as the cornerstone of critical thinking and clinical decision-making. PR: BIOL 105, 106. CO: PMED 105.

105 Paramedic Field Clinical I (1-6-2). This course involves a structural clinical experience that allows the student to apply patient assessment skills in clinical environments such as emergency departments, the hospital clinical areas, prehospital, and intra-facility settings. At the least involves 90 contact hours. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 106.

106 Trauma Management in the Field (3-1-3). This course is an introduction to the components of a comprehensive trauma system. The students will learn the principles of the kinematics (mechanism of injury) of trauma to expand their assessment and management skills will include the principles of: pathophysiology, assessment and trauma management of shock, burns, soft tissue, musculoskeletal, head, facial, spinal, thoracic and abdominal trauma. A clinical emphasis will be placed on trauma care that allows the students to enhance their assessment skills and to develop an in-depth understanding of isolated and multi-system traumatically injured patients. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 208, 209.

200 Cardiopulmonary Prehospital Care (3-2-0). Students will apply the concepts of anatomy and pathophysiology of the cardiovascular system. The student will use pathophysiological principles and the assessment findings to formulate a field impression and implementation of a treatment plan for a patient with cardiopulmonary systems. A detailed discussion will include: epidemiology, pathophysiology, assessment techniques, and the management of adult and pediatric patients with cardiovascular diseases. PR: PMED 100, 101, 102, BIOL 105, 106. CO: PMED 206.
201 General Medical Care (3-2-4). Students will apply the concepts of anatomy/pathophysiology to the assessment and management principles of: gynecological, perinatal, postpartum, and neonatal, neurology, endocrinology, gastroenterology, urology, hematology, and toxicology patients. The student will learn to integrate the pathophysiological principles and the assessment findings to formulate a field impression and to implement a treatment plan for a patient with the diseases listed in the above areas. Students will become familiar with prevention techniques and the management of infectious/communicable diseases. The student will also learn the pathophysiological principles, complicating factors, and the management of environmental emergencies. The clinical component will focus on patient assessment techniques, which allows the students to enhance their skills and to develop an in-depth understanding of numerous medical problems. PR: Completion of PMED courses through 200. CO: PMED 202, 203, 204.

202 Special Patient Considerations (2-2-3). This course includes: the pathophysiology, assessment, management of pediatric illnesses and injuries, abused and neglected children, terminally ill patients, high-tech patients, acute interventions in home care patients, effects of aging process on the different body systems, language barriers with patients, homeless patients, physically challenged patients, emotionally and mentally impaired patients, and behavioral and psychiatric disorders. PR: Completion of PMED courses through 200. CO: PMED 201, 203, 204.

203 Paramedic Field Clinical - II (0-6-2). This course involves a structural clinical experience that allows the student to apply patient assessment skills in clinical environments such as emergency departments, the hospital clinical areas, prehospital, and intra-facility settings. At the least involves 90 contact hours. PR: Completion of PMED courses through 200. CO: PMED 201, 202, 204.

204 Paramedic Field Internship (1-16-5). This capstone course integrates the clinical component/field internship as a method to allow the student to use critical thinking in patient care and to apply the cognitive and psychomotor skills needed to meet the eligibility requirements for the certification. At the least involves 240 contact hours. PR: Completion of PMED courses through 200. CO: PMED 201, 202, 203.

PHYSICAL EDUCATION (PHED)

104 Aerobics (0-2-2). General activity course designed to provide a fitness program that offers complete and effective conditioning. A combination of exercise, weightlifting, and dancing. Eligible General Studies activity course.

106 Tennis and Racquetball (0-2-2). General activity course designed for the student who is interested in achieving success in the proper skills of tennis and racquetball. Eligible General Studies activity course.

215 Aquatics (1-1-2). Provides the knowledge and skill essential to become a competent aquatics worker: lifeguard, swimming teacher, and swimming coach. A Lifesaving Certificate will be awarded to those who successfully fulfill Red Cross Lifesaving course requirements. PR: Basic swimming competency sufficient to pass a departmental pre-assessment.

261 Strength Training I (1-2-2). A strength development class with primary considerations given to providing the proper information so that the student will be capable of organizing a functional and efficient strength training program. Eligible General Studies activity course.

PHYSICAL SCIENCE (PHSC)

101 Physical Science Survey (3-0-3). Introductory course for non-science majors containing basic principles of physics (mechanics, electricity, sound, and light) and essentials of astronomy (the sun and its family). CO/PR: MATH 101 or equivalent.

102 Physical Science Survey (3-0-3). Introductory course for non-science majors containing elementary modern physics; basic principles of chemistry, meteorology, and earth science. CO/PR: MATH 101 or equivalent.

103 Physical Science Survey Laboratory (0-3-1). Laboratory sessions designed to reinforce PHSC 101 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. CO/PR: PHSC 101.

104 Physical Science Survey Laboratory (0-3-1). Laboratory sessions designed to reinforce PHSC 102 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. CO/PR: PHSC 102.
PHYSICS (PHYS)

201 General Physics I (algebra based), (3-0-3). An algebra-trigonometry based study of mechanics, properties of materials, thermal energy, and wave motion. PR: MATH 109, 110.

202 General Physics II (algebra based), (3-0-3). A continuation of PHYS 201. Included an algebra-trigonometry based study of electricity, magnetism, electromagnetic radiation, and optics. PR: PHYS 201.

205 Recitation I (algebra based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 201. CO: PHYS 201.


211 General Physics I (calculus based), (3-0-3). Introduction to physics for scientists and engineers. A calculus based study of mechanics, properties of materials, thermal energy, and wave motion. CQPR: MATH 220.

212 General Physics II (calculus based), (3-0-3). A continuation of PHYS 211. Includes a calculus based study of electricity, magnetism, electromagnetic radiation, optics, and special relativity. PR: PHYS 211.

215 Recitation I (calculus based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 211. CO: PHYS 211.

216 Recitation II (calculus based), (1-0-1). A discussion and problem-solving session designed to accompany PHYS 212. CO: PHYS 212.

223 Laboratory for Physics I (0-3-1). Sessions consist of observing, reporting and interpreting physical phenomena. CO/PR: PHYS 201 or 211.

224 Laboratory for Physics II (0-3-1). Sessions consist of observing, reporting, and interpreting physical phenomena. CO/PR: PHYS 202 or 212. PR: PHYS 223.

POLITICAL SCIENCE (POSC)

200 American Government and Economy (3-0-3). Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and national economy.

218 State and Local Government (3-0-3). A comparative study of American state and local governments, with emphasis on federalism, federal and state relations, interstate regulations, and structure and political process of state and local governments.

250 Political Thought (3-0-3). A survey of political thought including the ideas of Plato, Hobbes, Locke, Machiavelli, and others. Also addresses more contemporary issues of political philosophy such as those raised by Marx and others. PR: POSC 200.

290 Topics in Political Science (3-0-3). Formal course in diverse areas of political science. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript.

PROFESSIONAL OFFICE SYSTEMS TECHNOLOGY (POST)

111 Keyboarding and Document Processing I (2-2-3). Introduction to the keyboard with emphasis on good technique and touch keyboarding on the personal computer. Instruction on the preparation of correctly-formatted memorandums, letters, manuscripts, and business reports. (Two hours lecture, two hours lab per week.)

112 Keyboarding and Document Processing II (1-2-3). Continuation of skill building with emphasis on good technique on touch keyboarding on the personal computer. Instruction on formal notices (legal and medical), newsletters, brochures, advanced letters and reports. (One hour lecture, two hours lab per week.) PR: POST 111.

121 Text Editing Rules and Applications (3-0-3). The course will provide students with a comprehensive and up-to-date review of the correct use of English grammar. Students will develop proficiency in editing and proofreading documents as to ensure “mailability” and office quality work.
Office Accounting (3-0-3). Properly recording the transactions of a sole proprietorship in the journals and posting to the ledgers. Trial balances, financial statements, cash flow, payroll and tax procedures, sales and purchases journals are included. Concepts will be emphasized in computer practice set. Students who have previously taken ACCT 101 Principles of Accounting I or higher should use that course to substitute for POST 201.

Records Systems (2-1-3). The importance of records management, storage, retention, transfer, and disposition of records is studied. The practical application of standard rules (ARMA) for alphabetic arrangement in filing systems is fully reviewed both in a manual and computerized setting. Geographic, numeric, subject, and chronological arrangements are also examined. Students majoring in medical programs will complete a medical application practice set to demonstrate actual experience with medical records. PR: POST 111, BUSN 130, BUSN 140 or Computer Operational Concepts.

Machine Transcription (1-2-3). Introduction to the efficient operation of transcribing equipment, good listening techniques, grammar, punctuation, correct business English and business formats. Emphasis is placed on high production rates with mailable copy. Students majoring in legal and medical programs requiring this course will complete transcription in those concentrations and gain experience in formatting documents specific to their specialization. PR: POST 111 and POST 121.

Office Practice (2-1-3). Principles, methods, and practices of the modern office. Special emphasis on the personal development of the office assistant. Students enrolled in a medical program requiring this course will concentrate on these same topics as well as additional topics unique to the medical office and their application in an office setting. PR: POST 121 and POST 112.

Office Internship (3-0-3). Supervised office training in executive, medical, or legal offices at least ten hours per week for the purpose of gaining on-the-job experience. (Graded on a Pass/Fail basis.) A student may be eligible to substitute another three-credit course from the BUSN, MGMT, or MRKT areas for POST 252 Office Internship if he/she has two years of relevant, verified office experience within a five-year period prior to the taking of this course. The student must secure written approval in advance from a professor in the Professional Office Systems Technology curriculum. PR: 2.5 or higher cumulative Grade Point Average (GPA), 30 hours earned, and permission of supervising professor.


Administrative Office Management (3-3-3). A course for developing skills in supervising people in an office setting. Major topics covered include human resource management, communication, motivation, leadership, training, planning, decision-making, disciplining performances, and current personnel issues such as ethics, legal topics, stress, burnout, and sexual harassment. In-class time revolves around case studies, individual presentations, and group projects. Students enrolled in a medical program requiring this course will concentrate on these same topics and other topics unique to the medical office and apply them to that particular office setting. This course does not substitute for MGMT 110 Principles of Management or MGMT 226 Human Resources Management.

Career and Professional Development (3-0-3). This course is designed to prepare students for the job-search process and to assist them with job preparation skills as they begin their careers. Topics covered are self-analysis and career analysis, resumes, cover letters, job applications, job interviewing, dress for success, job searching, career imaging, employment messages, and performance appraisals. PR: BUSN 232. It is recommended that this course be completed within 1-2 semesters prior to graduation.

PSYCHOLOGY (PSYC)

General Psychology (3-0-3). An introductory course in the principles of human behavior. It deals with topics such as scientific method in psychology, measurement, learning, development, perception, motivation, personality, abnormal behavior, intelligence and others.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>155</td>
<td>Interpersonal Relations and Group Dynamics (3-0-3)</td>
<td>This course is designed to create an awareness of the intricacies of human relationships and to assist in developing skills to enable one to function more efficiently in the work place. The emphasis will be on interpersonal and group dynamics and the skills necessary for building effective team workers.</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Life Span Human Development (3-0-3)</td>
<td>The life span covering the prenatal, early childhood, adolescent and adult stages.</td>
<td>PSYC 103 or SOCI 210</td>
</tr>
<tr>
<td>212</td>
<td>Psychology of Women (3-0-3)</td>
<td>A survey of psychological gender differences and the implications for understanding the emotions and behavior of women. Emphasis will be placed on the experimental findings regarding gender differences.</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td>Topics in Psychology (3-0-3)</td>
<td>Formal course in diverse areas of psychology. Course may be repeated for different topics.</td>
<td>Consent of instructor</td>
</tr>
</tbody>
</table>

**SOCIOMETRY (SOCI)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td>Cultural Anthropology (3-0-3)</td>
<td>An introduction to the structure of culture and society as exemplified by the ethnographic study of examples of hunter/gatherers, horticultural, agricultural and industrialized societies. Emphasis will be placed upon gaining an awareness of other cultures, leading to a greater understanding of the multicultural dimension.</td>
<td></td>
</tr>
<tr>
<td>210</td>
<td>Principles of Sociology (3-0-3)</td>
<td>A course designed to acquaint the student with the scientific method as it is applied to the study of human behavior. A survey of social processes as they relate to culture and society forms the reference framework for the course.</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>Social Deviance (3-0-3)</td>
<td>The study and analysis of several types of disapproved behavior which have aroused major social concern and efforts to do something about them. Special emphasis will be given to such areas as drug use and addiction; homosexuality; prostitution; white collar, professional, organized, and violent crimes; suicide; and mental illness. PR: SOCI 210.</td>
<td></td>
</tr>
<tr>
<td>224</td>
<td>Marriage and Family Relations (3-0-3)</td>
<td>Deals with the psychological factors inherent in marriage and family relations. Includes such premarital factors as dating, courtship, and selection of a mate. Relates to the integration of personalities in the marital union and training of the prodigy. PR: SOCI 210.</td>
<td></td>
</tr>
<tr>
<td>290</td>
<td>Topics in Sociology (3-0-3)</td>
<td>Formal course in diverse areas of sociology. Course may be repeated for different topics.</td>
<td>Consent of instructor</td>
</tr>
</tbody>
</table>

**SPANISH (SPAN)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Elementary Spanish I. (3-0-3)</td>
<td>Grammar and syntax, pronunciation, elementary written and oral composition.</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Elementary Spanish II. (3-0-3)</td>
<td>Continuation of Spanish 101 with introduction of elementary collateral readings. PR: SPAN 101.</td>
<td></td>
</tr>
</tbody>
</table>

**SPEECH (SPCH)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>208</td>
<td>Fundamentals of Speech (3-0-3)</td>
<td>Guided practice in interpersonal communication, including formal speechmaking, voice and diction, and oral interpretation for the development of competency in management of group dynamics. PR: A grade of “C” or better in English 101.</td>
<td></td>
</tr>
<tr>
<td>223</td>
<td>Play Production (3-0-3)</td>
<td>Affords study and practical experience in theatrical production and management by introducing the student to acting technique, staging, costume, make-up, and related subjects. PR: ENGL 102 or 103.</td>
<td></td>
</tr>
</tbody>
</table>

**THEATRE (THEA)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Introduction to Theatre (3-0-3)</td>
<td>An exploration of the theatre as an art form including types of drama, styles of production, relationship of performer to audience, basic acting/directing techniques and theories, technical theatre,</td>
<td></td>
</tr>
</tbody>
</table>
responsibilities of personnel and performers and how to view a play. Primarily a discussion and observation course with emphasis on building a vocabulary of theatre terms.

111 Theatre Workshop (0-3-3). The study and application of theatre practices, encompassing various aspects of theatre productions. Students taking this course must participate in theatre productions during the semester as actors or production assistants.

121 Acting I (3-0-3). A study of the techniques of acting, and the development of basic acting skills, including self-awareness, movement, verbal and non-verbal communication, improvisation and working within an ensemble.
STUDENT PROGRAMS AND ACTIVITIES

Student Activities

Student Activities Program is designed to supplement New River Community and Technical College's academic programs in providing meaningful, educational, cultural, and social experiences. The activities program may include: publications, dramatic activities, departmental clubs, various types of tournaments, dances, and entertainment of different types.

Clubs and organizations may be developed with student leaders anytime during the school year; all clubs/organizations and their activities will have a College employee as advisor or sponsor. Students should contact the local campus Student Services Office for additional information.

Students on the Bluefield campus are entitled to participate in all student activities. Students on other campuses should check with the Student Services Office for a schedule of activities on a particular campus.

Student Government

The goal of New River Community and Technical College is to offer an active Student Government Association (SGA) on all campuses. Some of the activities of the SGA may include dances, films, speakers, and sponsoring of various activities. A counselor at each campus serves as advisor to the respective SGA. Currently only the Greenbrier Valley campus has an SGA; however, plans are underway to offer one on the Nicholas County and Beckley campuses.

SGA meetings are held regularly and are open to the student body; however, voting privileges rest only with the elected SGA members. The SGA makes recommendations to the Campus and College concerning needs and concerns of students.

Parking

All motor vehicles parking on a campus of New River Community and Technical College must be registered with the campus administrative office or, on the Bluefield campus, directly with the Office of Public Safety. This applies to all motor vehicles used by students, faculty and staff of the College. Any vehicle requiring a state license is classed as a motor vehicle. Stickers/hang tags are issued by upon presentation of a valid tuition and fee receipt.

The registration sticker/hang tag must be displayed on the vehicle as directed by the Office of Student Services. Changes of license plates must be reported immediately to the Student Services office.

Vehicles which are not registered with New River Community and Technical College and are parked on the campus are subject to ticketing and/or towing to a nearby garage. Parking tickets are a financial obligation to the College and unpaid fines result in holds on registration, transcripts, and/or graduation.

Before permission to register a vehicle is granted, the following information must be submitted:

a. New River Community and Technical College student identification card or receipt for tuition
b. Vehicle registration card
c. Driver's license

Falsification of the above information will result in automatic cancellation of vehicular registration. Parking regulations are available in the Student Services Office on each campus.

Honor Societies

Phi Theta Kappa is a National Honor Fraternity for the community and junior colleges of America. It has its headquarters in Canton, Mississippi and since its inception in 1918 has been serving American institutions which offer associate degree programs. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. Full-time students with a grade point average of 3.00 or above are eligible to become members. Phi Theta Kappa provides a forum for intellectual climate and an opportunity for the development of leadership. It, therefore, plans meetings and conferences towards this end. It also plans to send delegates every year to the annual convention. Membership in Phi Theta Kappa means membership in an exciting academic fellowship.
ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

Standards of Progress for Federal Financial Aid Recipients

Regulations require that all students make satisfactory academic progress to continue to receive aid from federal, state, and college programs. Students must maintain an adequate grade point average and pass a sufficient percentage of the semester hours of credit attempted. Federal regulations limit the maximum number of hours a student may attempt. A copy of the New River Community and Technical College Satisfactory Academic Progress Policy is printed in the Student Handbook and is mailed to students with the initial award letter each year.

Federal regulations published initially in the Federal Register of October 6, 1983, require students to make satisfactory progress in their degree programs to be eligible for assistance from the following programs: Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan, Direct Stafford Loan, Direct Parent Loan for Undergraduate Students, Federal Work-Study, State Student Incentive Grant (West Virginia and other state grant programs).

Such progress is to be measured in qualitative terms (grades) and quantitatively (hours completed). Progress will be measured at the end of the Fall and Spring semesters. This policy was approved by the President of Bluefield State College to be effective August 15, 1995, upon recommendation by the College Council and the Financial Aid Advisory Committee. It supersedes all prior satisfactory academic progress policies. Federal regulations may require us to modify this policy slightly. All aid recipients are given a copy of the most current policy with their aid award notifications. The standards of progress for New River Community and Technical College are:

I. Qualitative Measurement (grade point average): Students must meet: (1) the grade point average requirements as defined in the "Quality Points, Pass/Fail and Probation, Suspension and Dismissal" sections of the New River Community and Technical College of Bluefield State College catalog; and (2) be consistent with graduation requirements as defined in the "Quality Points" section of the New River Community and Technical College of Bluefield State College Catalog. Suspended/dissolved students granted readmission to the College through successful academic appeals will be considered to have met this portion of the requirements.

II. Quantitative Standards (semester hours completed):

A. Associate degree students will be eligible to receive federal aid through the semester in which they attempt their 96th credit hour.

B. Certificate program students will be eligible to receive federal aid through the semester in which they attempt credit hours equal to 150 percent of the program.

C. Students must successfully complete their hours attempted according to the following table:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Percentage Which Must be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-32</td>
<td>60%</td>
</tr>
<tr>
<td>33-64</td>
<td>65%</td>
</tr>
<tr>
<td>65-96</td>
<td>70%</td>
</tr>
<tr>
<td>97-100 or more</td>
<td>75%</td>
</tr>
</tbody>
</table>

E. Additional definitions and explanations:

1. "Attempted" is defined as the cumulative number of hours shown in the "Hours Attempted" field in the Registrar's file. "Cumulative Number of Hours" are the total hours attempted during all enrollment periods, irrespective of receiving financial aid. Students who receive the following grades are considered to have "attempted" those credit hours and thus they count toward the cumulative maximum: withdrawal (W), incomplete (I), failures (F or WI), and all passing grades (A, B, C, D, P, S).

2. Course repetitions will count as hours attempted. This includes course repetitions for health science students who do not achieve required "C" grades in major and natural science courses.

3. Continuing student financial aid applicants who did not receive Federal Financial Aid during the previous semester and transfer student applicants in their initial semester at New River Community and Technical College will be placed on probation immediately if the cumulative hours attempted/passed...
requirement is not satisfactory.

Transfer hours attempted placed on the New River Community and Technical College transcript by the Registrar and hours attempted at New River Community and Technical College will be the basis for measurement.

4. Successful completion will be measured by the number of "hours passed" or "hours earned" whichever is greater recorded on the student's academic transcript at the end of the evaluation period.

5. "Academic Year" for purposes of measurement of progress, is defined as enrollment during any or all of the following: Fall semester, Spring semester, Summer Term I and II.

6. Federal Financial Aid recipients must be enrolled in degree granting programs.

7. Direct Stafford and Direct PLUS Student Loans: In addition to the progress requirements listed above, students must progress from one grade level to the next before they are eligible to receive additional maximum loan amounts. In determining the student's grade level, the Registrar's definition as found in the New River Community and Technical College Catalog will be used. Students in associate degree programs may be certified for loans only at the freshman and sophomore levels.

8. Students seeking Federal Financial Assistance who are pursuing a second associate degree must submit a course evaluation form signed by the academic advisor so that progress within the second program may be measured. This form also will be used to determine grade level for federal loan certifications. Maximum levels for Pell Grants and guaranteed loans will be observed.

III. Failure to Maintain Satisfactory Progress:

A. Students who fail the qualitative (grade) portion of the requirement will be notified of their probation, suspension or dismissal status by the Provost.

B. The first time a student does not complete successfully the quantitative measurement (hours passed), he/she will be placed on financial aid probation. The deficiency from that semester must be made up in the following semester and/or Summer terms in addition to the required number of semester hours for his/her enrollment status for the probationary period. Students who make up the initial deficiency during the probationary period will be granted one extended probationary period during succeeding semesters. The probationary status for students who continue to have a marginal deficiency at the end of the initial probationary period may be extended for one additional semester at the discretion of the Financial Aid Director. If the student does not achieve the required number of semester hours at the end of the probationary or extended probationary period, he/she will be suspended from financial aid.

IV. Suspension Due to Non-Attendance

Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments will be based on Registrar's records including Add/Drop and Withdrawal forms. Students are required to repay adjustment amounts. Students who do not meet repayment terms will be suspended from financial aid. (See appeal section.)

V. Reinstatement:

Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records, when they believe they are again in compliance with the requirement.

VI. Appeals:

A. Students placed on academic suspension/dismissal due to failure of the qualitative (grade) measurement may appeal grade decisions using procedures stated in the Academic Appeals section of the College Catalog.

B. Students failing to meet the quantitative (semester hours) measurement may appeal to the Director of Financial Aid. Students must submit a personal letter explaining the reason(s) for the failure as well as an academic plan from the student's advisor stating how and when the student will make up the deficiency. If the Director denies the appeal, the student may request in writing that the appeal be reviewed by the Financial Aid Advisory
Committee. The student may attend the appeal meeting. Written quantitative appeal decisions will be provided to the student.

C. Students suspended for nonattendance must pay outstanding financial aid balances and must submit a letter to the Director of Financial Aid explaining their reason(s) for not meeting original repayment terms. A negative decision by the Director may be appealed to the Financial Aid Advisory Committee.

VII. Mitigating Circumstances Regarding Appeals:

A. The major mitigating circumstances in making an appeal will be the documented personal illness of the student, serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, child, legal guardian) or enrollment an associate program requiring more than 64 credit hours.

B. The maximum number of semester hours attempted is considered to be adequate and fair under the progress policy. Change of major field of study, completion of developmental courses or transfer of credits normally will not be considered satisfactory grounds for appeal for additional time, but such appeals may be submitted using the process indicated in Section VI.

C. Unacceptable circumstances for appeals are: continued enrollment while seeking admission to a health science program and/or the prior non-receipt of Title IV aid since this is irrelevant to maintaining satisfactory progress in the course of study.

VIII. Comments About the Progress Requirement

A. Students are encouraged to work with their academic advisors, the Student Services staff to receive assistance with study skills and tutoring. Academic Advisors will be notified when an advisee is placed on probation or suspension.

B. Students who withdraw from courses after the official add/drop period and students who receive grades of F, W, and I, greatly increase their potential for failure of the requirement.

<table>
<thead>
<tr>
<th>Hrs Attempted</th>
<th>Hrs Required</th>
<th>Hrs Attempted</th>
<th>Hrs Required</th>
<th>Hrs Attempted</th>
<th>Hrs Required</th>
<th>Hrs Attempted</th>
<th>Hrs Required</th>
<th>Hrs Attempted</th>
<th>Hrs Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5 – 1.5</td>
<td>0</td>
<td>2.0 – 3.0</td>
<td>1</td>
<td>3.5 – 4.5</td>
<td>2</td>
<td>5.0 – 6.5</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.0 – 8.0</td>
<td>4</td>
<td>8.5 – 9.5</td>
<td>5</td>
<td>10.0 – 11.5</td>
<td>6</td>
<td>12.0 – 13.0</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.5 – 14.5</td>
<td>8</td>
<td>15.0 – 16.5</td>
<td>9</td>
<td>17.0 – 18.0</td>
<td>10</td>
<td>18.5 – 19.5</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.0 – 21.5</td>
<td>12</td>
<td>22.0 – 23.0</td>
<td>13</td>
<td>23.5 – 24.5</td>
<td>14</td>
<td>25.0 – 26.5</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.0 – 28.0</td>
<td>16</td>
<td>29.0 – 29.5</td>
<td>17</td>
<td>30.0 – 31.5</td>
<td>18</td>
<td>32.0</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32.5 – 33.5</td>
<td>21</td>
<td>34.0 – 35.0</td>
<td>22</td>
<td>35.5 – 36.5</td>
<td>23</td>
<td>37.0 – 38.0</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.5 – 39.5</td>
<td>25</td>
<td>40.0 – 41.5</td>
<td>26</td>
<td>42.0 – 43.0</td>
<td>27</td>
<td>43.5 – 44.5</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45.0 – 46.0</td>
<td>29</td>
<td>46.5 – 47.5</td>
<td>30</td>
<td>48.0 – 49.0</td>
<td>31</td>
<td>49.5 – 50.5</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51.0 – 52.0</td>
<td>33</td>
<td>52.5 – 53.5</td>
<td>34</td>
<td>54.0 – 55.0</td>
<td>35</td>
<td>55.5 – 56.5</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57.0 – 58.0</td>
<td>37</td>
<td>58.5 – 59.5</td>
<td>38</td>
<td>60.0 – 61.5</td>
<td>39</td>
<td>62.0 – 63.0</td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63.5 – 64.0</td>
<td>41</td>
<td>64.5 – 65.5</td>
<td>45</td>
<td>66.0 – 67.0</td>
<td>46</td>
<td>67.5 – 68.5</td>
<td>47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69.0 – 69.5</td>
<td>48</td>
<td>70.0 – 71.0</td>
<td>49</td>
<td>71.5 – 72.5</td>
<td>50</td>
<td>73.0 – 74.0</td>
<td>51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74.5 – 75.5</td>
<td>52</td>
<td>76.0 – 77.0</td>
<td>53</td>
<td>77.5 – 78.5</td>
<td>54</td>
<td>79.0 – 79.5</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80.0 – 81.0</td>
<td>56</td>
<td>81.5 – 82.5</td>
<td>57</td>
<td>83.0 – 84.0</td>
<td>58</td>
<td>84.5 – 85.5</td>
<td>59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>86.0 – 87.0</td>
<td>60</td>
<td>87.5 – 88.5</td>
<td>61</td>
<td>89.0 – 89.5</td>
<td>62</td>
<td>90.0 – 91.0</td>
<td>63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>91.5 – 92.5</td>
<td>64</td>
<td>93.0 – 94.0</td>
<td>65</td>
<td>94.5 – 95.5</td>
<td>66</td>
<td>96.0</td>
<td>67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>96.5 – 97.0</td>
<td>72</td>
<td>97.5 – 98.5</td>
<td>73</td>
<td>99.0 – 99.5</td>
<td>74</td>
<td>100.0 – 101.0</td>
<td>75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Hours required rounded down to the nearest whole credit hour.
Student Insurance Program
New River Community and Technical College provides information about private accident and health insurance plans. For information about these plans, contact the Student Services Office on your campus.

Equal Opportunity Policy
New River Community and Technical College is an Equal Educational Opportunity Institution. As such, it admits students and employs staff without regard to race, creed or national origin. It neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin or disabilities as defined by applicable laws and regulations.

Grievance procedures for students are printed in this handbook. Inquiries about the College's equal opportunity/affirmative action policies or accessibility to programs and facilities for disabled students should be directed to the Affirmative Action Office.

Bomb Threats
It is a serious crime to convey or impart (or cause to be conveyed or imparted) false information concerning the presence of a bomb or any other explosive devices or false information concerning biological or chemical agents on the premise of New River Community and Technical College or its satellite institutions. Any person violating this law is subject to State prosecution, as well as College disciplinary action.

Computer Use and Abuse Policy
With the proliferation of computers on all four of our campuses and the introduction of Internet access for all students it has become necessary to develop a Computer Use and Abuse Policy consistent with the missions and goals of the College.

First and foremost, computers, software, data communications equipment and services were bought and paid for using public funds allocated to the college to support its primary mission, the education of the students. Thus, the use of that equipment and those services for any other purpose should be considered improper. New River Community and Technical College grants accounts to students, faculty and staff on that basis. It may deny and/or revoke any account at any time for any reason at its sole discretion. By using an assigned account, the user agrees to use it exclusively for personal education and/or nonprofit research, administration, community service and/or economic development activities. The user accepts complete responsibility and liability for willful or negligent misuse of his/her account and for complying with New River Community and Technical College policies related to Computer Use and Abuse as well as any policies promulgated by agencies used or contacted through New River Community and Technical College systems or services. Users must read and understand the Computer Use and Abuse Policy contained herein and must regularly review any new policies promulgated, posted or incorporated as part of New River Community and Technical College World Wide Web Servers and/or other online information services.

Secondly, while Internet access, particularly when using a web browser, looks very much like viewing television, it is not a one-way system. It is a two-way service, very much like the telephone system in that the user can, and often does, interact with and send information to other users and/or organizations on the net. The cost associated with computer and Internet use are the initial purchase price and maintenance costs for the local equipment, the annual WVNET network assessment for such things as data communications and support and monthly communication charges. There are direct costs associated with this use, so they may not be used indiscriminately for any purpose.

New River Community and Technical College has established policies regarding the use or abuse of all hardware, data, software and communications networks associated with BSC computer systems. All New River Community and Technical College computer system users are also subject to applicable network (WVNET, BITNET, Internet, etc.) usage guidelines, as well as state and federal laws regarding computer abuse. All New River Community and Technical College computer systems include but are not limited to all minicomputers and their peripheral equipment, all microcomputers and their network and/or peripheral equipment located at any New River Community and Technical College facility including but not limited to the campus in Bluefield, WV, the Greenbrier Valley campus in Lewisburg, WV, the Beckley campus in Beckley, WV, and the Nicholas County campus in Summersville, WV. The "West Virginia Computer Crime and Abuse Act," which defines computer abuse and prosecution possibilities went into effect July, 1989. The Electronic Communications Privacy Act passed by Congress in 1986, cites illegal electronic communications access and interception. Cases of computer abuse must be reported to the BSC Director, Institutional Technology
Services and/or to local, state and federal authorities. Nothing in this policy supersedes or is otherwise meant to contradict any law, regulation or policy promulgated by any higher entity with authority to do so.

I. Common Forms of Computer Abuse:

New River Community and Technical College is responsible for informing users of the rules, regulations and procedures which apply when using any New River Community and Technical College computing resources. Users are responsible for understanding these rules so that they can abide by them. These policies cover NRCTC as well as West Virginia Network for Educational Telecomputing (WVNET) services.

A. Privacy: Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive; reading protected files, by whatever mechanism, is considered the same as "breaking and entering."

B. Violations include:
   1. Attempting to access another user's files without permission.
   2. Furnishing false or misleading information or identification in order to access another user's account.
   3. Attempts to access New River Community and Technical College computers, computer facilities, networks, systems, programs or data without authorization.
   4. Unauthorized manipulation of New River Community and Technical College computer systems, programs or data.

II. Theft: Attempted or detected alteration of software, data or other files as well as disruption or destruction of equipment or resources is considered theft. Violations include:

   A. Using subterfuge to avoid being charged for computer resources.
   B. Deliberate, unauthorized use of another user's account to avoid being billed for computer use.
   C. Abusing specific resources such as BITNET and the Internet.
   D. Removing computer equipment (hardware, software, data, etc.) without authorization.
   E. Copying or attempting to copy data or software without authorization.

III. Vandalism: Violations include:

   A. Sending mail or a program which will replicate itself (such as a computer virus) or do damage to another user's account.
   B. Tampering with or obstructing the operation of New River Community and Technical College computer systems.
   C. Inspecting, modifying or distributing data or software (or attempting to do so) without authorization.
   D. Damaging computer hardware or software.

IV. Harassment: Sending unwanted messages or files to other users may be considered harassment.

Violations include:

   A. Interfering with legitimate work of another user.
   B. Sending abusive or obscene messages via computers.
   C. Using computer resources to engage in abuse of New River Community and Technical College employees or any other users.

V. Copyright Issues:

New River Community and Technical College prohibits the copying, transmitting, or disclosing of proprietary data, software or documentation (or attempting to commit these acts) without proper authorization. (See Software and Intellectual Rights section).

VI. Miscellaneous: Other acts considered unethical and abusive include:

   A. Unauthorized and time-consuming recreational game playing.
B. Using computer accounts for work not authorized for that account.

C. Sending chain letters or unauthorized mass mailings.

D. Using the computer for personal profit or other illegal purposes.

E. Personal advertisements.

F. Display of offensive material and graphics in public areas. For the purpose of this item all NRCTC computer labs are considered to be "public areas."

VII. Software and Intellectual Rights:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publications and distribution.

VIII. Computer Usage Guidelines:

A. You must have a valid, authorized account and you may only use those computer resources for which you are specifically authorized. You are responsible for safeguarding your own account. You should not allow another user to use your account unless authorized by the system administrator for a specific purpose.

B. You may not change, copy, delete, read or otherwise access files or software without the permission of the owner or the system administrator. You may not bypass accounting or security mechanisms to circumvent data protection schemes. You may not attempt to modify New River Community and Technical College software except when it is intended to be customized.

C. You may not prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games or engaging in non-productive or idle computer "chatting."

D. You should assume that any software you did not create is copyrighted. You may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.

E. You must not use the New River Community and Technical College computer systems to violate any rules in the New River Community and Technical College Employee Handbook, College Catalog, Student Handbook or applicable local, state or federal laws.

You should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the New River Community and Technical College Computer Center Director or NRCTC Computer Center personnel) and cooperate with the systems administrators in their investigation of abuse.

The overall "System Administrator" for the BSC computer systems is the Manager, Administrative Computer Services. There are, however, several subsystems, each with its own administrator.

Examples of these are: the Student Information System administered by the Registrar and the Financial Aid System administered by the Director of Financial Aid.

In connection with inquiries into possible abuses, New River Community and Technical College of Bluefield State College reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material without notice. Privacy of any electronic or printed material examined that is not relevant to the investigation is guaranteed. Disclosure of such material will be subject to penalty.

I. Penalties for Computer Abuse:

Abuse or misuse of New River Community Technical College computing facilities and services may not only be a violation of this policy and user responsibility, but it may also violate the criminal code. Therefore, New River Community and Technical College will take appropriate action in response to user abuse or misuse of computing facilities and services. Action may include, but is not necessarily limited to:

A. Suspension or revocation of computing privileges.

Access to all computing facilities and systems can, may, or will be denied.

B. Reimbursement to New River Community and Technical College or the appropriate institution for resources
consumed.

C. Other legal action including action to recover damages.

D. Referral to law enforcement authorities.

E. Referral of offending faculty, staff or students to institutional authorities for disciplinary action.

II. Disk Space Allocation:

New River Community and Technical College has a finite amount of disk space available on its minicomputer systems. It is therefore incumbent on the users to retain only those files and E-Mail that is actually required for their work. Special drives (M: and N:) are provided to some faculty or staff personnel based on specific, documented needs. These drives are accounts on one of the New River Community and Technical College VAX systems which are accessible from both the VAX and microcomputers. All VAX system and M:/N: drive users shall comply with the following:

A. Delete unnecessary files and E-Mail as soon as possible.

B. Keep applications programming (word processors, spreadsheets, etc.) on their hard drives not on M: or N: drives.

C. Keep all data/document files on their hard drives or floppy diskettes except those that must be shared with other users. Shared files shall be removed when the need to share them has ceased.

D. Purge VAX accounts frequently to remove duplicate copies of files. The Institutional Computer Services staff shall create and maintain student, faculty, staff and special accounts on the various New River Community and Technical College and WVNET computer systems and with various drive space allocations based on the identified requirements for the individual holding the account. Increases in space allocation must be justified by the user, approved by his/her superior and is subject to the availability of drive space.

New River Community and Technical College Computer Services personnel shall on a regular basis delete and/or purge files on the New River Community and Technical College computer systems. When possible the Institutional Computer Services staff shall provide prior notification of impending file deletions or purges. This will normally be via ALLUSER E-Mail several days prior to the action. When necessary for the proper operation of any systems, Computer Services personnel may delete or purge files from any and all accounts without prior notification of the account holders. Users are advised to archive (backup) any important file(s) or E-Mail to disk, diskette or tape.

Confidentiality of Records

"Educational institutions shall not release personal information on a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of the parents or of the eligible student." Section 438(b) of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). A complete statement of your rights and the institutional policy on directory information are printed on the inside cover of the schedule each term. The complete Student Records Policies and Procedures for New River Community and Technical College is found in the BSC Policy Manual and students may obtain a free copy from the Registrar's Office.

All educational records are maintained in the office of the Registrar. Any student, upon proper identification, may request to see the material contained in his or her file. Copies will be made on demand of all material, except that which did not originate at New River Community and Technical College, at a cost of $3.00 per document. No other persons, except those listed below, may see or obtain copies of these records without signed written consent of the student involved except representatives of governmental agencies authorized under the FERPA of 1974 and its amendments. All requests for information should be presented to the FERPA Coordinator who is the Provost.

Copies of all correspondence with the Admissions Office or the Registrar's Office, academic substitutions, academic exceptions, transfer agreements, grades and other material generally identifiable as academic in nature are maintained in these files. These files are reviewed, and all material not considered to be essential to represent the academic standing of the student is destroyed periodically.

The Registrar has the responsibility for maintaining all academic records. These records are available to college personnel who have a legitimate educational interest.
**Tobacco Usage Policy**

All locations of New River Community and Technical College are designated as non-tobacco usage (i.e., smoking tobaccos, chewing tobaccos, and snuff) facilities.

Tobacco usage is permitted only in designated areas outside college buildings.

**Alcohol/Drug Policy**

The legal age for the consumption of alcohol and spirits is 21 years in West Virginia. As a nonresidential institution, New River Community and Technical College's approach to policies and educational intervention regarding the use of alcohol and/or drugs is creative in its focus. The complete alcohol and drug policy is available in the offices of the Provost, Campus Directors, and Student Services.

I. Legal Requirements

Students, faculty and staff on any campus of New River Community and Technical College shall abide by all Federal laws, State statutes and city ordinances regarding the sale, purchase and consumption of alcoholic beverages and illicit drugs including but not limited to the laws that regulate the following:

A. Regulation of sales
B. Drinking age laws
C. Possession of alcohol by person under age 21
D. Liability for injury or damage resulting from intoxication
E. Open container laws state and city

II. Standards of Conduct

The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on College property or as part of any other College regulated activity is prohibited.

III. Disciplinary Sanctions

The College will impose disciplinary sanctions on students who violate the established standards of conduct. Students should be cognizant of the fact that for violation of these standards, they will be subject to disciplinary sanctions up to and including suspension or dismissal and referral for prosecution. It is noted that a disciplinary sanction may include the completion of an appropriate rehabilitation program. Whenever there is an infraction(s) of Federal, State, and city law(s) by students, the person(s) will be referred to the respective official(s) for prosecution. In all other cases regarding students, penalties for infractions shall follow the guidelines and proceedings as established and published in the current handbooks for students.

IV. West Virginia State Alcohol Law

The following guidelines are based on West Virginia State Law.

An individual shall not:
A. Appear in a public place in an intoxicated condition.
B. Consume alcoholic beverages in a public place.
C. Consume alcoholic beverages in a motor vehicle, moving or parked.
D. Offer alcoholic beverages to another individual in a public place.
E. Knowingly sell alcoholic beverages to an individual less than 21 years of age.
F. Knowingly buy for, give to, or furnish alcoholic beverages to an individual less than 21 years of age.
G. Knowingly serve alcoholic beverages to an intoxicated individual.
H. Misrepresent his or her age for the purpose of obtaining alcoholic beverages.
I. Possess on campus or at a campus event a common supply or common source of alcoholic beverages such as kegs
or punch bowls, from which alcoholic beverages may be served.

State of West Virginia Laws Regarding the Unlawful Possession, Use, or Distribution of Alcohol

Any person under the age of twenty-one years who purchases, consumes, sells, possesses or serves wine or other alcoholic liquor is guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed five hundred dollars or shall be incarcerated in the county jail for a period not to exceed seventy-two hours or both fined and imprisoned or, in lieu of such fine and incarceration, may, for the first offense, be placed on probation for a period not to exceed one year.

Any person under the age of twenty-one years who, for the purpose of purchasing wine or other alcoholic liquors from a licensee, misrepresents his or her age or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own or who illegally attempts to purchase wine or other alcoholic liquors, is guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed fifty dollars or shall be imprisoned in the county jail for a period not to exceed seventy-two hours or both such fine and imprisonment or, in lieu of such fine and imprisonment, may, for the first offense, be placed on probation for a period not exceeding one year. Any person who shall knowingly buy for, give to or furnish wine or other alcoholic liquors from any source to anyone under the age of twenty-one to whom they are not related by blood or marriage, is guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not to exceed one hundred dollars or shall be imprisoned in the county jail for a period not to exceed ten days or both such fine and imprisonment.

Information regarding West Virginia law provided by the Mercer County Prosecuting Attorney.

**Weapons**

The possession or use of any type of weapon on any campus of New River Community and Technical College is strictly prohibited.

**Policy on Sexual Harassment**

I. It is the policy of New River Community and Technical College that no member of the College community may sexually harass another. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act as amended (section 1604.11 of EEOC's regulation on sexual discrimination of 1980) and Title IX of the Educational Amendments of 1972 and the Higher Education Amendment of 1992 (Public Law 102325).

II. Definition

Sexual harassment is defined as unwelcome sexual advances, such as requests for favors and other verbal or physical conduct of a sexual nature, which adversely affect the working or learning environment, i.e.:

- A. Submission to such conduct as a condition of employment or education.
- B. Submission or rejection of such conduct affects an individual's status in the work or learning environment.
- C. Unwelcome sexual advances which interfere with an employee's or student's performance by creating an intimidating, hostile or offensive environment. Sexual harassment may be overt behavior affecting the work or academic environment; or may be verbal behavior which may consist of demands, attacks or consistent use of sexually offensive language.

This definition does not in any way affect social interaction or relationships entered into freely by individuals.

III. Grievance Procedures

Anyone who believes they have been subjected to sexual harassment is encouraged by New River Community and Technical College to pursue the matter through the institution's informal or formal procedures as further described and/or to contact local law enforcement authorities.

Anyone who wishes to report or seek advice about alleged sexual harassment should contact one of the following: Affirmative Action Officer, the Provost, or a counselor in Student Services.

- A. Informal Procedure

Faculty, staff and students are encouraged to make complaints concerning allegations of sexual harassment. Strict confidentiality will be maintained in all procedures. It is hoped that most situations can be resolved by discussions with
the parties involved at the informal level. The complainant may decide to take the following action.

Attempt to talk with the accused with or without a third party, describe the behavior, express that the behavior is unwanted and ask that the unwanted behavior be stopped. If the conversation is not effective at this point at the informal level, then the injured person may want to proceed to the formal stage.

B. Formal Hearing

If the complainant is not satisfied with or does not wish to pursue resolution at the informal level, the formal grievance procedure will be invoked at the request of the complainant. The filing of a formal grievance of sexual harassment must begin with a written signed complaint filed in accordance with the grievance policy appropriate to the sexually harassed person. The formal grievance procedures at New River Community and Technical College are described below.

1. If the complainant is a student, the grievance procedures will apply as follows:

   The student grievant shall file in writing a statement about the alleged sexual harassment with the Vice-President for Student Affairs.

   If the grievance is a student grievant against another student, the Provost shall forward the formal complaint to the Student Conduct Board for a hearing. The Board shall render the decision within ten working days of the receipt of the grievance to the Provost for expeditious communication to the grievant and the accused. All hearing bodies shall adhere to the procedures as stated in the Student Conduct Code in the Student Handbook.

   If a student complains about a faculty or classified employee, the Provost shall appoint an Ad Hoc Committee consisting of two students, two classified employees, two faculty members and one division chairperson. If appropriate, current members of the Student Conduct Committee will be appointed to the Ad Hoc Committee. The designated Ad Hoc Hearing Committee shall render the decision within ten working days of the receipt of the grievance to the Provost for expeditious communication to the grievant and the accused. All hearing bodies shall adhere to the procedures as stated in the Student Conduct Code of the Student Handbook.

   2. If the complainant is a staff member, the Staff Grievance Policy, outlined in the Classified Employee Handbook, will be followed. Disciplinary action against classified staff as a result of a proven case of sexual harassment will be determined by the policies stated in the Classified Employee Handbook.

   3. If the complainant is a faculty member, the Faculty Grievance Procedure, outlined in the Faculty Handbook, will be followed. Disciplinary action against faculty as a result of a proven case of sexual harassment will be determined by the policies stated in the Faculty Handbook.

C. Other Action

Anyone who has been subjected to sexual harassment may seek action beyond the New River Community and Technical College informal and formal procedures as described, by contacting local law enforcement authorities or the Equal Employment Opportunity Commission.

IV. The sexual harassment policy will be printed in the Faculty, Staff and Student Handbooks and in the Affirmative Action Manual.

Drug-free Schools and Communities Act

The use of drugs (including alcohol) is incompatible with the goals of an academic community. In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Community Act of 1986, New River Community and Technical College has adopted the following policy:

New River Community and Technical College does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on the campus. This is consistent with the West Virginia Higher Education Policy Commission Policy Bulletin No. 42.

The College Policies and Resources for Alcohol and Other Drugs has been distributed to all students, staff, faculty, and administration of New River Community and Technical College.

The policy and procedures inform students and employees about:
– the dangers and risks of alcohol and other drugs
– policies regarding a drug-free campus and workplace
– consequences of violations of the policy
– resources for intervention and treatment

Additional information concerning alcohol and other drug policies may be obtained by contacting the Campus Director or the Student Services Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Disciplinary Proceedings, Student Affairs, Policies and Regulations

The policies, rules, and regulations of New River Community and Technical College are an implementation of the State College System Board of Directors Interpretive Rule Title 131, Series 57, "Student Rights and Responsibilities" (Effective July 1, 1985). "Student Rights and Responsibilities" takes precedent over the College's policies, rules, and regulations if they are in conflict.

It should be understood that attendance at New River Community and Technical College is a privilege granted by the State of West Virginia. The student, by matriculation, pledges to abide by and uphold those philosophies and ideas of scholarship and character by which the College guides and regulates its activities. To preserve the integrity of its stated program and to safeguard the interest of all its members, the College reserves the right to require the withdrawal of any student at any time it is considered necessary to protect its programs and ideas.

New River Community and Technical College assumes that each student is a mature, responsible individual who has entered this institution by voluntary registration for educational advancement. While working toward this goal, the College requires that each student maintain a pattern of social behavior in keeping with good taste and high moral standards.

Any action on the part of a student which fails to show respect for good order, for moral standards, for personal integrity, for rights of others, or for the care of property shall be cause for disciplinary action against the offender. Any employee or student of the College may report misconduct to the Dean of Student Services.

New River Community and Technical College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independence and maturity.

Every student who is privileged to matriculate at New River Community and Technical College is obligated at all times to assume a sense of responsibility for his or her actions, to respect constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect public and private property, and to make the most effective use of time in securing an education. Students are subject to the College rules and regulations and to the "Student Rights and Responsibilities" as enacted by the State College System of West Virginia, whether they are on or off campus as long as they are enrolled at New River Community and Technical College.

New River Community and Technical College distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the community, the State, or the Nation, the College will not request or agree to special consideration for the student because of status as a student. Ordinarily, the College will not impose further sanctions after law enforcement agencies or the courts have disposed of a case, unless the offense was against persons or property of the College.

The College may apply sanctions or take other appropriate action when students' conduct interferes with the College's: (a) primary educational responsibility to ensure the opportunity of all members of the College community to attain their educational objectives, or (b) subsidiary responsibilities of protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as athletic events, lectures, concerts, and social functions.

Due process and procedural fairness are basic to the proper enforcement of all College rules. No disciplinary sanction shall be imposed unless the student has been notified in writing of the charges against him/her and has had an opportunity to: (a) appear alone or with another (student, parent, or College staff member and, in case of dismissal, legal counsel) to advise or assist him/her before an appropriate committee, or official; (b) know the nature and source of the evidence against him/her and to present evidence in his/her own behalf. Appeals from the Conduct Officer or the Conduct Board must be made within five class attendance days after notification (verbal or written) of the decision. Sanctions affecting

New River Community and Technical College
the conduct of students shall be based on general principles of equal treatment.

Copies of Series 57, "Student Rights and Responsibilities" and Series No. 60, "Student Academic Rights" are available in the Office of the Provost or the Campus Director.

**Grievance Procedures for Disabled Students**

The grievance procedure, as described herein, is provided to give students who qualify as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act an avenue for resolving problems regarding access to programs and facilities at New River Community and Technical College. Because of the immediate nature of such problems, efforts have been made to make turn-around times at the various levels as short as possible. These time frames may be extended upon mutual agreement of the individuals involved.

**Level I**

Students desiring to file a grievance regarding accessibility to programs or facilities of BSC may initiate the process by contacting the college's ADA Coordinator. If the grievance involves specific action taken by a college employee, the grievance must be filed within five (5) working days of that action. The grievance shall be referred to the appropriate administrator for review and investigation. A response will be provided to the student within five (5) working days of receipt of the grievance by the administrator.

**Level II**

If the student believes the written answer to the grievance is in error or improper, the student may within five (5) working days of receipt of the administrative response ask the ADA Coordinator to call a meeting of the ADA Committee to consider the grievance. The Committee shall consist of the ADA Coordinator, the Provost, the Classified Senate Chair, the Faculty Senate Chair, an SGA selected appointee, the Director of Admissions, the Vice President of Financial and Administrative Affairs, the ADA representative for students, the Director of Student Support Services and an appointed faculty member. The student filing the grievance must submit the appeal in writing and must include any documents considered at the first level. The student must state why the response of the administrator is not satisfactory and tell what will resolve the issue.

The Committee will review the grievance and make its recommendation to the President or her/his designee within ten (10) working days of receipt of the grievance. The President will consider the recommendation of the Committee and provide a written response to the student within ten (10) working days of receipt of the Committee recommendation.

**STUDENT GRIEVANCE PROCEDURE**

**Purpose**

The purpose of the Student Grievance Procedure shall be to provide equitable and orderly processes to resolve any differences or dispute between a student and a staff or faculty member about College policies or learning activities affecting the student. This may include but is not limited to grading, instructional procedures, class attendance policies, instructional quality, and other situations where the student believes he/she is being treated unfairly or arbitrarily.

**Procedure**

**Step 1**

The student with a grievance must first discuss the grievance with the staff or faculty member involved. Every reasonable effort should be made by both parties to resolve the matter at this level. The initial conference must occur within ten (10) class days of the event, or, if a grade appeal, within ten (10) class days after the start of subsequent school term not including summer sessions.

**Step 2**

If the student continues to be dissatisfied with the results of step one, he/she may, within five (5) class days after the conference with the instructor or staff member, file a written appeal with the immediate supervisor of the individual instructor or staff member involved. The supervisor may attempt a resolution satisfactory to the parties involved, but if no agreement is reached, he/she will set a date for a meeting of all parties with a Student Grievance Committee. The Student Grievance Committee is an Ad Hoc Committee consisting of five (5) members--two students appointed by the SGA Advisor/counselor (in conjunction with the Student Government Association), two faculty members, and a
Chairperson appointed by the Chief Academic Officer or his/her designee. Both student and faculty members of the committee shall have the authority to determine whether an academic or other process was fair, prejudicial and/or capricious, and to recommend to the appropriate Vice President a suitable remedy.

The Student Grievance Committee shall meet under the following guidelines:

4. The chairperson shall vote only in case of a tie.

5. The student shall have the right to be accompanied by a representative of his/her choice from the institution. Such representative may consult with, but may not speak on behalf of, the student or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Chairperson of the Student Grievance Committee. If the representative is to be an attorney, the student must notify the Office of the Chief Academic Officer of this fact within a minimum of five (5) working days in advance of the Student Grievance Committee meeting.

6. Both the student grievant and the faculty or staff member against whom the grievance has been filed may present witnesses or relevant materials during the proceeding.

7. All parties to the grievance must remain present for the entire meeting.

8. The meeting shall be closed to all others.

The committee shall form its recommendations within five (5) working days of its final session. All recommendations for grievances related to grades, faculty, or academic policy shall be forwarded to the Chief Academic Officer. In other matters, the committee may refer its recommendations to the Provost for the area the Committee deems appropriate.

The Provost receiving the committee recommendation shall, within seven (7) working days after the meeting, prepare a statement of decision on the matter with copies to the student, the faculty or staff member against whom the grievance was filed, and the President.

**Step 3**

If the student, faculty, or staff member is not satisfied with the decision of the Provost, he/she may, within a period of ten (10) working days, make a written appeal to the President. The President may at his/her discretion hold a meeting to hear both parties in the grievance or may make a decision based on the record of the Student Grievance Committee hearing and/or the recommendation of the Provost. The President will notify the parties involved in the grievance of his/her decision in writing, within ten (10) working days after receiving the written appeal.
PERSONNEL
BOARD OF GOVERNORS

John Barnes
Chair
Norris Kantor
Vice Chair
Dr. Louis Aikens
Jack E. Caffrey
Anne Crowe
Lyn Guy
Aaron E. Judy

Garry D. Moore, Sr.
Frank Wilkinson
Daniel Frost
Classified Staff Representative
Dr. Frank Ball
Faculty Representative
Michael Hanna
Student Representative

WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION

Mary Clare Eros, Esq.
Elliott Hicks, Esq.
John R. Hoblitzell, Esq.
J. Thomas Jones
Dr. David L. Stewart

Terry R. Sammons, Esq.
Shawn Williams
Kay Goodwin
Richard Ken Hall

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE BOARD OF ADVISORS

William Blake
Kay Carpenter
Martha Davis
Joe Guffy
Edward Knight
Marilyn Leftwich
Dr. Clif Moore
David Nalker

Vickie Nutter
William Sherwood
Robert Webb
Gerald Hough
Mary Igo
Valerie Arrington
ADMINISTRATION

Dr. David Perkins, Provost
BA, West Virginia Wesleyan; MA, Marshall University; EdD, Virginia Polytechnic Institute & State University

Dr. John Mullens, Dean of Instructional Services
RBA Marshall University; MFA Ohio University; PhD, Bowling Green State University

Dr. Willis Nordlund, Director, Beckley Campus
BA, University of Minnesota; MA, East Tennessee State University; PhD, University of Utah

Roger Griffith, Director, Greenbrier Co. Campus/Coordinator of Operational Services
BA, BS, Concord College; MS, Marshall University

Michael Palm, Dean of Student Services
BFA, Eastern Illinois University; MS, ED, Eastern Illinois University

Greg Shrewsberry, Coordinator of Workforce Development
BS, University of South Carolina; MBA, Marshall University

Carolyn Sizemore, Coordinator of Grants and Contracts
BA, Morris Harvey/University of Charleston; MA, WV College of Graduate Studies

Jessica Phares, Coordinator of Business Services
AS, BS, Glenville State College

FULL-TIME FACULTY

Nicholas Bassett, Associate Professor
Nicholas County
BSEd, Concord College; MSPA, College of Graduate Studies

Michael Bennett, Instructor
Nicholas County
BS, BA, Fairmont State College, MS West Virginia University

Lisa Brewer, Instructor
Nicholas County
BA, Berea College; MA, University of Kentucky; ABD, West Virginia University

Dr. Phillip Cottrill, Professor
Nicholas County
AB, BS, Glenville State College; MA, Marshall University; EdD, University of Maryland

Dr. Juliette Delabbio, Associate Professor
Bluefield
BS, University of Guelp; MSc, University of New Brunswick; MA Adult Ed, University of New Brunswick

Joyce Egnor, Instructor
Nicholas County
BSN, West Virginia University; MSN, Bellarmine College

Sharon Evans, Instructor
Bluefield

BS, Concord College; MS, Radford University

Carol Friend, Instructor
Nicholas County

BS, Morris Harvey College/University of Charleston, MS Marshall University

Gerald Hough, Associate Professor
Nicholas County

BS, Clemson University; MBA & JD, West Virginia University

Leila Kennedy, Associate Professor
Greenbrier Valley

BS, Bluefield State College; MS, Marshall University

Dr. Edward O. Omolo, Assistant Professor
Greenbrier Valley

BA, SUNY at New Paltz; MS, Seton Hall University; PhD, University of Nairobi

Dr. Lucie T. Refsland Professor
Greenbrier Valley

BS, West Virginia University; MEd, Duke University; CAGS, EdD, Virginia Polytechnic Institute and State University
Lisabeth L. Rogers, Assistant Professor
Greenbrier Valley
BS, West Virginia Institute of Technology; MA, West Virginia Graduate College; MA, Marshall University

Mollie Riddle, Assistant Professor
Nicholas County
BA, MS, Marshall University; JD, West Virginia University

Linda Riegel, Assistant Professor
Nicholas County
BA, Glenville State College; MS, Marshall University

David Schmauss, Assistant Professor
Greenbrier Valley
BS, MHA, University of Minnesota

Bruce Sneidman, Associate Professor
Bluefield
BS, MEd, Bloomsburg University of Pennsylvania

Judith Stennett, Instructor
Greenbrier Valley
BA, Concord College; MA, Marshall University

Rachael Tallamy, Instructor
Nicholas County
3-year Diploma Registered Nurse, Saint Mary’s School of Nursing

John Mark Walkup, Assistant Professor
Nicholas County
BA, Glenville State College; MA, University of Illinois

Nancy R. Wemm, Associate Professor
Nicholas County
BFA, Kent State University; MA, West Virginia University; MA, University of Akron

Daniel Wright, Assistant Professor
Nicholas County
BA, West Virginia Institute of Technology; MA, Marshall University