It is indeed a pleasure to introduce ourselves and welcome you to Bluefield State College. We are grateful for your interest and look forward to working with you in the months and years to come. The College’s core values—excellence, community, diversity, and growth—are the cornerstones of a commitment to help our students grow on a professional and personal level.

Bluefield State College provides our students with an affordable, accessible, opportunity for quality higher education, emphasizing the development of each student intellectually, personally, ethically, and culturally. As you prepare for the future, we will “go the extra mile” to help your experience here to be memorable and fulfilling.

Thanks very much for the opportunity to serve you.

Albert L. Walker
President
**ACADEMIC CALENDAR 2010-2012**

**FALL SEMESTER 2010**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday-Friday</td>
<td>August 12-13   Distribution of Financial Aid</td>
</tr>
<tr>
<td>Monday</td>
<td>August 16      Faculty Return – Faculty-Staff Institute</td>
</tr>
<tr>
<td>Monday</td>
<td>August 16      Last Day to Pay – Early Registered Students</td>
</tr>
<tr>
<td>Tuesday-</td>
<td>August 17-18   Registration &amp; Payment of Fees for New and Returning</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 18      Students</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 18      New Student Orientation</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 19      Classes Begin</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 25      Last Day for Registration, Adding Classes &amp; Payment of Fees</td>
</tr>
<tr>
<td>Monday</td>
<td>September 6    Labor Day – No Classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>October 4-8    Mid-Semester Examinations</td>
</tr>
<tr>
<td>Monday</td>
<td>October 11     Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>October 14-15  Faculty Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>October 25 – November 5 Pre-Registration for Spring 2011 for Currently Registered Students</td>
</tr>
<tr>
<td>Friday</td>
<td>November 5     Last Day to Withdraw from Course/College with a Grade of “W”</td>
</tr>
<tr>
<td>Friday</td>
<td>November 12    Last Day to Apply for May Graduation</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>November 22-26  Thanksgiving Recess – No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>November 29    Classes Resume 8:00 a.m.</td>
</tr>
<tr>
<td>Monday</td>
<td>December 6     Last Day of Classes</td>
</tr>
<tr>
<td>Tuesday-Friday</td>
<td>December 7-10  Final Examinations – Day and Evening Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>December 13    Final Grades Due</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER 2011**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 3     Staff Offices Re-Open after Semester Break</td>
</tr>
<tr>
<td>Monday-Tuesday</td>
<td>January 10-11  Distribution of Financial Aid</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 12     Last Day to Pay – Early Registered Students</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 12     Faculty Return – Faculty-Staff Institute</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>January 13-14  Registration &amp; Payment of Fees</td>
</tr>
<tr>
<td>Monday</td>
<td>January 17     Martin Luther King, Jr. Day – No Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 18     Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January 24     Last Day for Registration, Adding Classes &amp; Payment of Fees</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 7-11     Mid-Semester Examinations</td>
</tr>
<tr>
<td>Monday</td>
<td>March 14       Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 21-25    Spring Break – No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 28       Classes Resume 8:00 a.m.</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 28 – April 8 Pre-Registration for Summer &amp; Fall 2011 for Currently Registered Students</td>
</tr>
<tr>
<td>Friday</td>
<td>April 1        Last Day to Apply for August/December Graduation</td>
</tr>
<tr>
<td>Friday</td>
<td>April 8        Last Day to Withdraw from Course/College with a Grade of “W”</td>
</tr>
<tr>
<td>Friday</td>
<td>May 6          Last Day of Classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>May 9-13       Final Examinations – Day and Evening Classes</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 14         Commencement</td>
</tr>
<tr>
<td>Monday</td>
<td>May 16         Final Grades Due</td>
</tr>
</tbody>
</table>
SUMMER SESSIONS 2011
First Summer and Ten-Week Terms
Monday May 23 Scheduling/Fee Payment/Classes Begin
Thursday May 26 Last Day for Registration/Payment of Fees
Friday May 27 Applications for August Graduation Due
Monday May 30 Memorial Day – No Classes
Wednesday June 15 Last Day to Drop with a “W” First Summer Term
Friday June 24 First Summer Term Ends/Final Examinations
Monday June 27 First Five-Week Session Grades Due

Second Summer and Ten-Week Terms
Monday June 27 Scheduling/Fee Payment/Classes Begin
Wednesday June 29 Last Day for Registration/Payment of Fees
Monday July 4 Independence Day – No Classes
Thursday July 21 Last Day to Drop with a “W” Ten-Week and Second Summer Terms
Friday July 29 Second Summer and Ten-Week Terms End
Monday August 1 Second Five-Week and Ten-Week Summer Sessions Grades Due

FALL SEMESTER 2011
Monday-Wednesday August 8-10 Distribution of Financial Aid
Wednesday August 10 Faculty Return – Faculty-Staff Institute
Wednesday August 10 Last Day to Pay – Early Registered Students
Thursday-Friday August 11-12 Registration & Payment of Fees for Returning Students
Friday August 12 New Student Orientation
Monday August 15 Classes Begin
Friday August 19 Last Day for Registration, Adding Classes & Payment of Fees
Monday September 5 Labor Day – No Classes
Monday-Friday October 3-7 Mid-Semester Examinations
Monday October 10 Mid-Semester Grades Due
Monday-Friday October 24 – November 4 Pre-Registration for Spring 2012 for Currently Registered Students
Friday November 4 Last Day to Withdraw from Course/College with a Grade of “W”
Friday November 11 Last Day to Apply for May Graduation
Monday-Friday November 21-25 Thanksgiving Recess – No Classes
Monday November 28 Classes Resume 8:00 a.m.
Friday December 2 Last Day of Classes
Monday-Friday December 5-9 Final Examinations – Day and Evening Classes
Monday December 12 Final Grades Due
## SPRING SEMESTER 2012

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>January 3</td>
<td>Staff Offices Re-Open after Semester Break</td>
</tr>
<tr>
<td>Monday-Wednesday</td>
<td>January 9-11</td>
<td>Distribution of Financial Aid</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 11</td>
<td>Last Day to Pay – Early Registered Students</td>
</tr>
<tr>
<td>Wednesday</td>
<td>January 11</td>
<td>Faculty Return – Faculty-Staff Institute</td>
</tr>
<tr>
<td>Thursday-Friday</td>
<td>January 12-13</td>
<td>Scheduling for New and Returning Students</td>
</tr>
<tr>
<td>Monday</td>
<td>January 16</td>
<td>Martin Luther King, Jr. Day – No Classes</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 17</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday</td>
<td>January 23</td>
<td>Last Day for Registration, Adding Classes &amp; Payment of Fees</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 5-9</td>
<td>Mid-Semester Examinations</td>
</tr>
<tr>
<td>Monday</td>
<td>March 12</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 19-23</td>
<td>Spring Break – No Classes</td>
</tr>
<tr>
<td>Monday</td>
<td>March 26</td>
<td>Classes Resume 8:00 a.m.</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>March 26</td>
<td>Pre-Registration for Summer &amp; Fall 2012 for Currently Registered Students</td>
</tr>
<tr>
<td>Friday</td>
<td>March 30</td>
<td>Last Day to Apply for August/December Graduation</td>
</tr>
<tr>
<td>Friday</td>
<td>April 6</td>
<td>Last Day to Withdraw from Course/College with a Grade of “W”</td>
</tr>
<tr>
<td>Friday</td>
<td>May 4</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>May 7-11</td>
<td>Final Examinations – Day and Evening Classes</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 12</td>
<td>Commencement</td>
</tr>
<tr>
<td>Monday</td>
<td>May 14</td>
<td>Final Grades Due</td>
</tr>
</tbody>
</table>

## SUMMER SESSIONS 2012

### First Summer and Ten-Week Terms

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>May 21</td>
<td>Scheduling/Fee Payment/Classes Begin</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 24</td>
<td>Last Day for Registration/Payment of Fees</td>
</tr>
<tr>
<td>Friday</td>
<td>May 25</td>
<td>Applications for August Graduation Due</td>
</tr>
<tr>
<td>Monday</td>
<td>May 28</td>
<td>Memorial Day – No Classes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 13</td>
<td>Last Day to Drop with a “W” First Summer Term</td>
</tr>
<tr>
<td>Friday</td>
<td>June 22</td>
<td>First Summer Term Ends/Final Examinations</td>
</tr>
<tr>
<td>Monday</td>
<td>June 25</td>
<td>First Five-Week Session Grades Due</td>
</tr>
</tbody>
</table>

### Second Summer and Ten-Week Terms

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>June 25</td>
<td>Scheduling/Fee Payment/Classes Begin</td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 27</td>
<td>Last Day for Registration/Payment of Fees</td>
</tr>
<tr>
<td>Wednesday</td>
<td>July 4</td>
<td>Independence Day – No Classes</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 19</td>
<td>Last Day to Drop with a “W” Ten-Week and Second Summer Terms</td>
</tr>
<tr>
<td>Friday</td>
<td>July 27</td>
<td>Second Summer and Ten-Week Terms End</td>
</tr>
<tr>
<td>Monday</td>
<td>July 30</td>
<td>Second Five-Week and Ten-Week Summer Sessions Grades Due</td>
</tr>
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GENERAL COLLEGE INFORMATION

HISTORY

To serve the racially segregated public schools in the coal camps, progressive citizens of both races worked together to establish Bluefield Colored Institute, a “high graded school for Negroes,” in 1895. The institution thereafter evolved into a black teacher’s college, adopting formal teacher training in 1909 and was renamed “Bluefield State Teachers College” in 1931. The name “Bluefield State College” was adopted in 1943, reflecting a growth in the number and diversity of the institution’s academic programs.

Bluefield State College was integrated after 1954. By the 1960s, the College had a comprehensive four year program of teacher education, arts and sciences, and engineering technology. Gradually, a variety of two year technical programs evolved in response to local needs.

Bluefield State College has emerged as a four year state supported college with a primary academic emphasis in professional and technical programs. The liberal arts offerings of the College are designed to enhance its unique mission.

MISSION STATEMENT

The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. An historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. The College demonstrates its commitment to the student’s intellectual, personal, ethical, and cultural development by providing a dedicated faculty and staff, quality educational programs, and strong student support services in a nurturing environment.

VISION STATEMENT

Bluefield State College is committed to being the region's leading institution of higher education. Embracing the diversity that shapes our world, the College strives to assist students from all walks of life to achieve their personal and professional goals. Using the expertise of faculty and staff, along with the commitment of its students and alumni, Bluefield State College will continue to strive for excellence in learning, service to the community, and advancements in research. Proficiency in these areas enables the Institution and its graduates to make important contributions at the community, state, national, and global levels.

Bluefield State College provides a diverse range of curricular and co-curricular interactive opportunities to its students, faculty, staff, alumni, and members of the community. The College builds toward the future with continued emphasis on recruiting and retaining motivated students and highly credentialed faculty and staff; achieving university status; offering Master's level programs; and expanding its programmatic offerings through distance education initiatives.
CORE VALUES STATEMENTS

Excellence - We value and are dedicated to excellence in our faculty, staff, and students, programmatic offerings, support services, research, and service to our world.

Community – We value and are dedicated to the development and enhancement of a sense of community, mutual respect, and collaboration among our faculty, staff, students, and the greater community we serve.

Diversity – We value and are dedicated to the diversity of our faculty, staff, and students, programmatic offerings, and co-curricular opportunities.

Growth – We value and are dedicated to the intellectual, personal, ethical, and cultural growth of our faculty, staff, and students and to providing those opportunities for growth and continuous improvement throughout our community.

ACADEMIC ORGANIZATION

Bluefield State College is organized into five schools: Arts and Sciences; Business; Engineering Technology and Computer Science; Education; and Nursing and Allied Health. Courses and degree programs are offered in Bluefield, Beckley, Lewisburg, and Welch. Many of the courses required in all degree programs are available via the Internet.

CAMPUS LOCATIONS

Bluefield Campus

Bluefield State College’s main campus is located adjacent to U.S. Route 52 in Bluefield, West Virginia. All degree programs are offered at this site with a traditional day schedule and a night schedule for working adults. The administrative service and supervisory units of the College are headquartered there, as are the computer center, instructional technology center and television production center.

Greenbrier Center

The Greenbrier Center is located on the Greenbrier Campus of New River Community and Technical College, enabling the two Institutions to meet the growing education needs of people in the Greenbrier Valley.

Courses offered by Bluefield State at the Greenbrier Center are applicable to requirements of many of the College’s degree programs, and are available, primarily, via the Internet and/or the interactive television network (IVN), in conjunction with the Bluefield Campus programs. Courses for other baccalaureate degree programs, such as Criminal Justice Administration, Early/Middle Education, and the Regents Bachelor of Arts (RBA), may be taken at the Center.

Beckley Center

Bluefield State College offers associate degrees and courses toward baccalaureate degrees in the Beckley area at the new Erma Byrd Higher Education Center. The Associate of Science Degree is offered in Nursing and Radiologic Technology. Courses applicable to the Bachelor of Science are offered in Criminal Justice Administration, Business Administration, Teacher Education, and in the Regents Bachelor of Arts (RBA) Degrees. For information regarding the competitive admission process to the Nursing and Radiologic Technology Programs, contact the Admissions Office on the Bluefield Campus.
**Welch Site**

Bluefield State College offers various courses in McDowell County, with most offerings at Mount View High School. An office is maintained at Mount View for the convenience of students. Additional courses are available at other sites in southeast West Virginia. For information regarding these off-campus courses, contact the Welch site or the Admissions Office on the Bluefield Campus.

**Wyoming County - Saulsville**

Bluefield State College has entered into an agreement with Southern West Virginia Community and Technical College to offer upper division courses leading to a Bachelor of Science degree in Criminal Justice Administration. The addition of other degree programs is currently being explored.

**ADMINISTRATIVE AUTHORITY STRUCTURE**

As of July 1, 2001, the West Virginia Higher Education Policy Commission became responsible for developing, establishing, and overseeing the implementation of a public policy agenda for higher education. It is charged with the oversight of the public higher education institutions to ensure they are accomplishing their missions and implementing legislative mandates.

Effective July 1, 2001, an Institutional Board of Governors oversees the operation of Bluefield State College. The Board consists of one full-time faculty member, one student, one full-time classified staff employee, and nine lay members appointed by the Governor.

This Board’s duties include: a) determining, controlling and supervising all financial affairs of the institution; b) developing a master plan for the Institutional Compact; c) submitting a budget request to the Higher Education Policy Commission; d) review of all academic programs at the institution every five years; e) exercising exclusive authority to approve teacher education programs at the institutional level; f) administering personnel pursuant to uniform rule; g) administering grievances; h) appointment and dismissal of the President; i) evaluating the President every four years; j) submitting an annual report to the Higher Education Policy Commission regarding the College’s Institutional Compact; k) entering into consortium agreements; l) delegating power to the President; m) abiding by existing rules regarding acceptance of advanced placement credit; n) acquiring legal services; o) setting tuition and fees, and; p) rescinding delegation of power to the President when necessary.

Participation in governance of Bluefield State College is open to students, faculty, and staff through numerous committees, councils and senates. The College Council allows for participation by representatives of the faculty, classified staff, and students in conjunction with administrative personnel in general areas governance. Representatives are comprised of elected officers from the three constituent groups (faculty, classified staff, and students). The College Council’s recommendations are subject to review and approval by the President and the Institutional Board of Governors.

The College Faculty Assembly and the Faculty Senate include the Faculty Chairperson as the presiding officer, and full time faculty. The Classified Staff Council represents classified staff and certain other College personnel. The President and the administrative officers for academic, student, and financial affairs regularly meet with these groups.
TITLE III BRACE

Project BRACE (Blue Roots and Career Emphases) is part of a federally funded Title III Higher Education Program for Historically Black Colleges and Universities. BRACE has substantially strengthened many areas of the College academic and support structure. Its valuable contributions benefit students, faculty, staff, community, and administration in countless ways.

ACCREDITATION AND AFFILIATION

Bluefield State College is accredited by Higher Learning Commission of the North Central Association of Colleges and Schools; the Association may be contacted at www.ncacihe.org.

The following engineering technology programs are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone (410) 347-7700: (A.S.), Architectural Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, Mechanical Engineering Technology; (B.S.), Architectural Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, and Mechanical Engineering Technology. Bluefield State College is a member of the American Society for Engineering Education.

The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York City, NY, 10006, telephone (800) 669-1656, ext. 153. The Baccalaureate Degree Nursing Program is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone (202) 887-6791. The Associate Degree Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, telephone (312) 704-5300.

Programs in Teacher Education are accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue NW, Suite 500, Washington, D.C., 20036, telephone (202) 466-7496, and are approved by the West Virginia Department of Education. Bluefield State College is a member of the American Association of Colleges for Teacher Education.

The Business Administration and Accountancy programs are accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, Kansas 66211, telephone (913) 339-9356.

BLUEFIELD STATE COLLEGE ALUMNI ASSOCIATION

Membership in the Bluefield State College Alumni Association is open to graduates of the College and former students who attended for at least one term and left in good standing.

The Association supports programs and services for students, the community and alumni. Chapters schedule active scholarship incentive fund raising projects, student recruitment, and high school outreach events.

Requests for information should be sent to Bluefield State College Alumni Association, Bluefield State College, Bluefield, West Virginia 24701.
INCLEMENT WEATHER LATE SCHEDULE

M/W/F Classes

<table>
<thead>
<tr>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>10:00 a.m. to 10:40 a.m.</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>10:45 a.m. to 11:25 a.m.</td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>11:30 a.m. to 12:10 p.m.</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>12:15 p.m. to 12:55 p.m.</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>1:00 p.m. to 1:40 p.m.</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>1:45 p.m. to 2:25 p.m.</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>2:30 p.m. to 3:10 p.m.</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>3:15 p.m. to 3:55 p.m.</td>
</tr>
</tbody>
</table>

T/TH Classes

<table>
<thead>
<tr>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 or 8:00 a.m.</td>
<td>10:00 a.m. for 55 minutes</td>
</tr>
<tr>
<td>9:30 or 10:00 a.m.</td>
<td>11:00 a.m. for 55 minutes</td>
</tr>
<tr>
<td>11:00 a.m. or 11:30 a.m.</td>
<td>12:00 noon for 55 minutes</td>
</tr>
<tr>
<td>12:00 noon or 12:30 p.m.</td>
<td>1:00 p.m. for 55 minutes</td>
</tr>
<tr>
<td>1:00 p.m. or 1:30 p.m.</td>
<td>2:00 p.m. for 55 minutes</td>
</tr>
<tr>
<td>2:00 p.m. or 2:30 p.m.</td>
<td>3:00 p.m. for 55 minutes</td>
</tr>
</tbody>
</table>

Evening classes (4:00 p.m. or later) will meet at their regular time. If your class does not meet at one of the above times, your instructor should provide you with the schedule meeting time.

INCLEMENT WEATHER LATE SCHEDULE
During Final Examinations

<table>
<thead>
<tr>
<th>Regular</th>
<th>Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 9:50 a.m.</td>
<td>10:00 a.m. – 11:50 a.m.</td>
</tr>
<tr>
<td>10:00 a.m. – 11:50 a.m.</td>
<td>1:00 p.m. – 2:50 p.m.</td>
</tr>
<tr>
<td>1:00 p.m. – 2:50 p.m.</td>
<td>3:00 p.m. – 4:50 p.m.</td>
</tr>
</tbody>
</table>

BSC ALERT TEXT MESSAGE SYSTEM

BSC Alert Text Message System-- BSC ALERT provides a quick, timely notification during campus emergencies. Subscribers have the additional options of receiving weather-related schedule changes, activities, and campus information through mobile phone and/or emails, PDA, text pager, and more.

This service is offered free of charge by BSC. Check with your service provider to determine if they charge for incoming text messages.

To receive the messages through your cell phone and/or email you must complete a form accessible through the BSC home page (www.bluefieldstate.edu) and validate your account by following directions posted online.

As a reminder, access BSC's most current weather related class schedule changes for the Bluefield Campus and McDowell County locations by calling (304) 327-4350.
HIGHER EDUCATION POLICY COMMISSION MEMBERS
(as of April 1, 2010)
1018 Kanawha Boulevard, East
Charleston, West Virginia 25301

David K. Hendrickson, Esq. (Chair) ......................................................... Charleston
Dr. Bruce Berry (Vice Chair) ................................................................. Morgantown
Kathy Eddy, CPA (Secretary) ............................................................... Parkersburg
Dr. Brian Noland (Chancellor) ............................................................. Charleston
Bob Brown (Ex-Officio) ................................................................. Charleston
John Estep .................................................................................. Richwood
Kay Huffman Goodwin (Ex-Officio) .............................................. Charleston
Cindy Largent-Hill ........................................................................ Berkley Springs
Dr. John Leon ................................................................................. Fairmont
Dr. Steven L. Paine (Ex-Officio) .......................................................... Charleston
David R. Tyson, Esq. ........................................................................ Huntington

PRESIDENT’S ADMINISTRATIVE STAFF
(as of July 1, 2010)

Albert L. Walker, Ed.D .................................................. President
Vacant .................................................................................. Provost/Vice President for Academic Affairs
John Cardwell, Ed.S ...... Vice President for Student Affairs and Enrollment Management
Shelia Johnson, B.S. ............... Vice President for Financial and Administrative Affairs
James A. Nelson, Jr., B.S. Director, Institutional and Media Relations and Assistant to the President
Thomas E. Blevins, Ed.D Dean of the Virtual College and Technology and Dean of the School of Education
Christina K. Brogdon, M.B.A. Director, Human Resources
Sapphire C. Cureg, Ed.D Director, Multicultural Affairs
Tracey Anderson, Ed.D Director, Institutional Research and Effectiveness
Karen Harvey, M.S. Director, Institutional Advancement & Planning

BLUEFIELD STATE COLLEGE BOARD OF GOVERNORS
(as of April 1, 2010)

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Mr. Larry Ratliff, Vice Chair ................................................................ Cedar Bluff
Mr. Richard Bezjak ........................................................................... Bluefield
Mr. Larry Morhous, Esq. ................................................................ Bluefield
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Ms. Angela Lambert ........................................................................... Bluefield
Ms. Lisa Neel ....................................................................................... Bluefield
Mr. Craig Cardwell ............................................................................ Bluefield
ADMINISTRATIVE PERSONNEL
(as of July 1, 2010)

Accounts Receivable Supervisor ..................................................... Eleanor Barnett, R.B.A.
Academic Computing Manager ....................................................... Robert Shanklin, M.S.
Admissions Counselor .................................................................. Jennifer Johnson, M.S.
Admissions Director ...................................................................... Kenneth A. Mandeville, M.A.
Advising and Counseling Director .................................................... Cravor Jones, Ph.D.
Alumni Affairs Director .................................................................. Deirdre Guyton, Ed.S.
Associate Director of Admissions ..................................................... Dawn Surbaugh, M.S.
Athletic Director ............................................................................ Terry W. Brown, B.S.
Athletic Trainer ............................................................................. Kerri Francis, M.S.
Bookstore Manager ....................................................................... Jane Richardson, R.B.A.
Building Services Supervisor ............................................................ Dean Watkins
Career Services Director ................................................................. Thomas M. Harrison, M.S.
CART Computer Trainer ................................................................. Cody Chambers, B.S.
Computer Services Network Manager ............................................. Lydia Milam, B.S.
Computer Services Administrative Computing & Director ............. Thomas G. Cook, M.S.
Counselor ....................................................................................... Daniel Frost, M.S.
Counselor ..................................................................................... Lisa Bennett, M.A.
Educational Network Director .......................................................... Bill Bennett, M.S.I.S.
Educational Outreach Counselor ..................................................... Lena L. Belcher, M.S.
Educational Outreach Counselor ...................................................... Michael E. Goins, B.S.
Educational Outreach Counselor ...................................................... H. Scott Pitt, B.A.
Educational Outreach Counselor .................................................... Suzanne Soucier, B.S.
Educational Outreach Counselor ..................................................... Jessica Gentry, B.S.
Financial Aid Director .................................................................... Thomas G. Ilse, M.Ed.
Financial Systems Director .............................................................. Scott Stephenson, B.S.
Head Men’s Basketball Coach .......................................................... Vacant
Head Women’s Basketball Coach .................................................... Vacant
Health Services Director ................................................................. Bernadette M. Dragich, Ph.D.
Information Systems Manager ......................................................... Christopher L. Shrader, B.S
Instructional Designer/ Web CT Developer ....................................... Audrey Biggs, M.S.
Instructional Technology Center & Center for
   Extended Learning Director ......................................................... Thomas E. Blevins, Ed.D.
   International Initiatives Director ................................................... Sudhaker Jamkhandi, Ph.D.
   Library Services Director .............................................................. Joanna Thompson, M.L.S.
   Outreach Program Director ......................................................... Sarita A. Rhonemus, Ed.S.
   Physical Plant Director ................................................................. Vacant
   Program Manager ....................................................................... Terry Thompson, M.S.
   Public Safety Director ................................................................ Rick Akers, B.S.
   Purchasing Director ................................................................... Paul D. Rutherford, B.S.
   Records Officer III ..................................................................... Marviene Johnson, B.S.
   Reference Librarian .................................................................... Nancy Adam-Turner, M.L.S.
   Registrar ........................................................................................ Ray Mull, M.A.
   Registrar Associate ..................................................................... Megan Mohn, B.A.
   Staff Librarian/Archives Director ................................................... James Leedy, M.L.S.
   Student Activities Director (Interim) ............................................. Joan Buchanan, M.S.
   Student Recruiter ....................................................................... Michelle Cofer, B.A.
Student Support Services Director (Interim)................................. Carolyn Kirby, M.S.
Technician/Graphic Artist .............................................................. Jerry Conner, A.S.
Title III Director/ RBA Program Director ................................. Felica Wooten-Williams, Ph.D.

**ADMINISTRATORS OF INSTRUCTIONAL UNITS**
(as of July 1, 2010)

Dean, School of Arts and Sciences ........................................... Tamara L. Ferguson, Ed.D.
   Social Sciences
   Humanities
   Science and Mathematics
   Criminal Justice Administration Director ............................... Michael H. Lilly, J.D.
   Associate Dean, Social Sciences ........................................... Charles Shamro, M.A.
   Associate Dean, Humanities ................................................ Michael Smith, Ph.D.
   Associate Dean for Adjunct Faculty Development ................... Howard Wade, D.A.

Dean, School of Business .......................................................... Steve Bourne, Ph.D.
   Accountancy
   Business Information Systems (Pending Approval of HEPC)
   Business Administration
      Accounting
      Computer Science
      Management
      Marketing

Dean, School of Education ....................................................... Thomas E. Blevins, Ed.D.
   Teacher Education Director ................................................ Elisabeth Steenken, Ph.D.

Dean, School of Engineering Technology
   and Computer Science ......................................................... E. Franklin Hart, PE, LS, M.S.C.E.
   Architectural Engineering Technology
   Civil Engineering Technology
   Center for Applied Research and Technology Director .......... Bruce Mutter, MS, C.A.G.S
   Computer Science
   Electrical Engineering Technology
   Mechanical Engineering Technology
   Mining Engineering Technology

Dean, School of Nursing and Allied Health................................. Betty R. Rader, Ed.D.
   B.S.N. Director ................................................................. Beth Pritchett, M.S.N.
   A.D.N. Director ................................................................. Sandra M. Wynn, M.S.N.
   Radiologic Technology (A.S.)/Rad. Science (B.S.) Director ....... Melissa Haye, M.S.
   Health Services Management (Interim) ................................. Kirk Story, M.H.A.
ADVISORY BOARDS

ADN and BSN

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Brian Checchio
Maggie Choate
Gale Davidson
Joetta Dotson
Mary Jane Dye
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Carol Evans
Deborah Franco
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Wayne Griffith
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Michelle Laird
Michelle Lawrence
Vicki Mahood
Kay Marks
Alice Masters
Megan Meador
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Pam Mullens
Sonya Mull
Katie Nolley
Kay Papa
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Rick Puckett
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Melissa Sabo
Kim Williams
Kristen Williams
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Pat Wray

Criminal Justice Advisory Board

Corrections
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Dwight Fordren
Vickie Greene
Doug Workman
Law Enforcement
Steve Antolini
Butch Blizzard
Casey Martin
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Ms. Peggy Carter
Ms. Lori Comer
Ms. Sabrina Cooper
Ms. Cathy Daniels
Dr. Martha Eborall
Dr. Michele M. Farley
Dr. Tamara Ferguson
Dr. Jackie Gerstein
Mr. Robert Hagerman
Dr. David Haus
Ms. Donna Jackson
Dr. Norm Mirsky
Mr. Brian Perkins
Mrs. Sandra Puckett
Dr. Sharon Reed
Dr. Lucie Refsland
Dr. Don Smith
Dr. Elisabeth Steenken
Dr. Howard Wade
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Billy Cooper
Josh Hamilton
Ron Mallory
Jason Patrick
James Pennington
Phillip Stafford

**Civil Engineering Technology**
Les Arrington
Brad Ayers
Jennifer Belcher
Joe Pack
Timothy Pitzer
Jim Spencer
John Tuggle

**Computer Science**
Becky Dean
Greg Dominquez
Noah Gates
Gregory Moorefield
Bill Parish
Neil Rothrock
Kevin Tilley

**Electrical Engineering Technology**
Rush Horton
Michael Handy
Joe Kowaleski
Randy Lester
Nelson Linkous
John Rinehart
Paige Watson
Charlie Whitteker

**Mechanical Engineering Technology**
Randolph Evans
Maurice LeBeque
Roger O’Quinn
Thomas O’Quinn
John Pelts
Bob Richardson

**Mining Engineering Technology**
Todd Dunn
Tony Henderson
Jerry Hickman
Buck Perry
Rick Taylor

Radiologic Technology Advisory Board

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<th>Dr. Afzal Ahmed</th>
<th>Vanessa Godfrey</th>
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<td>Christy Alexander</td>
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EXPENSES AND FINANCIAL AID

TUITION, FEES AND EXPENSES

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 Bluefield State College for the exact amount of the obligation. The following credit cards can be used to pay tuition and fees: MasterCard, Visa, and Discover.

The maximum fee for students registered for on-campus and off-campus courses during the same term will be the full-time on-campus fee. Students pay fees according to their residency at the time of admission to Bluefield State College. There are three schedules of fees: In-state, Border County, and Out-of-state. Border County fees apply to those students whose place of residence is in a county which borders on and touches West Virginia. These counties include: Virginia—Frederick, Shenandoah, Rockingham, Augusta, Highland, Bath, Alleghany, Craig, Giles, Bland, Tazewell, and Buchanan; Maryland—Garrett, Allegany, and Washington; Ohio—Columbiana, Jefferson, Belmont, Monroe, Washington, Athens, Meigs, Gallia, and Lawrence; Pennsylvania—Beaver, Washington, Greene, and Fayette; and Kentucky—Boyd, Lawrence, Martin, and Pike.

Tuition, fees and expense schedules are published annually and are available in the Business Office and from the Office for Academic Affairs.

FEES ARE SUBJECT TO CHANGE AT ANY TIME BY THE WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION AND/OR BLUEFIELD STATE COLLEGE BOARD OF GOVERNORS.

EXPLANATION OF FEES

COURSE AUDIT FEE

The fee for auditing a course is the same as that charged for a part-time load for credit (see “part-time fees”). Auditors may attend classes, participate in class discussion and sit in on examination but they will receive no credit for the course or courses. However, auditors are required to register for courses the same as regular students, indicating “Auditor” on their cards. 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.

If an applicant for graduation can document, by producing a cancelled check or a BSC Business Office receipt, that she or he has paid to the College, within the prior 12 month period, a fee for application for graduation, that fee amount shall not be re-assessed of the student. If the fee has increased in amount since the student’s previous payment, the student shall be required to pay the difference between the documented previous amount paid and the current amount of the fee. In any case, it shall not be the responsibility of employees of the College’s Business Office, Registrar’s Office, or other units, to verify or document the student’s prior payment.
PARKING FEES
All motor vehicles parking on the campus of Bluefield State College must be registered with the Office of Public Safety and display a valid hang tag. Failure to display a valid hang tag may result in the issuance of a citation. Hang tags will be issued to students who provide registration information to the Office of Public Safety located in the basement of Conley Hall. Hang tags will be issued to staff and faculty of the institution at a nominal fee. Hang tags issued for faculty and staff will be valid for one year and any associated cost will be pro-rated. Any change in vehicle registration should be reported to the Office of Public Safety. Vehicle owners are responsible for the safe and legal operation of their vehicle. Parking rules are strictly enforced and a civil penalty applies to violators. A processing fee is added to any unpaid or uncontested citation in a designated time frame. Any unpaid citation will result in actions set forth in West Virginia Code and College policy. These actions may include academic holds, parking privilege revocation, towing or disabling of the vehicle, or the issuing of a traffic summons before a local judicial officer. The Director of Public Safety is responsible for the enforcement of all parking and traffic laws and any complaints, comments, or concerns should be directed to the Office of Public Safety.

ACBSP FEE FOR BUSINESS STUDENTS
The ACBSP fee is $60/semester for students majoring in Business Administration, Business Information Systems or Accountancy. This covers the cost of the Major Field Test, ACBSP membership fees, and other expenses associated with accreditation.

HEALTH SCIENCE PROGRAM FEES
A.S. Nursing ................................................................. $400.00/semester
LPN to RN Nursing……………………………………………… $500.00/summer session
A.S. Radiologic Technology...................................................$175.00 per semester/summer
A course fee for B.S. Nursing, $15 per credit hour, is assessed for certain courses.

LABORATORY FEES FOR ENGINEERING TECHNOLOGY, COMPUTER SCIENCE, AND SCIENCE
A laboratory fee of $15 per credit hour for laboratory-based courses is scheduled for selected courses and is used to offset the costs of consumable supplies for prefixes of ARET, CIET, COSC, ELET, ENGR, GNET, MIET, MEET, BIOL, CHEM, PHYS, NASC and PHSC courses.

LABORATORY FEES FOR BUSINESS
The Business Lab fee is $15 per credit hour for selected courses utilizing computer labs.

WEB-MODALITY COURSE FEE
A fee per credit hour is assessed to offset the costs of web-based instruction. All Web-based distance learning courses have fees up to $20 per credit hour fee.
A complete schedule of all college fees is available from the Bluefield State College Business Office.

TECHNOLOGY FEE
There is a $15.00 per semester technology fee for all degree seeking students.

LATE REGISTRATION FEE
Any student who has not completed registration and paid registration fees by the end of the day designated as Last Day for Registration and Payment of Fees will be considered a
late registrant and will be charged a late registration fee of $30.00. Any exception occasioned by an irregular registration must be approved by the Registrar.

**PAYMENT OF TUITION AND FEES**

An explanation of tuition and fee costs is available in the Bluefield State College Business Office.

The use of credit cards for payment of student fees is authorized at HEPC member institutions under the statewide contract initiated by the State Board of Investments.

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, and official reports.

**REFUND OF FEES**

It is the responsibility of a student desiring to withdraw totally from the College to appear at the Counseling Center and announce his/her 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. Special fees are not refundable except when a class is cancelled by the College.

The refund policy will only apply to students who withdraw totally 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 has 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 Bluefield State College (freshmen or transfers) will be refunded according to the pro-rata schedule required by the 2006 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.

**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

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 College form is received in the Business Office. Refunds to institutional federal financial aid accounts will be deposited within the 45 day federal limit. Bluefield State refund amounts will be computed according to the above schedule. Refunds to federal aid programs will be computed according to federal requirements. Samples of federal refund calculations may be obtained in the Financial Aid Office.

**TRANSCRIPTS**

Each student at Bluefield State College is entitled to one official transcript of his/her record free of charge. A fee of five dollars is charged for each additional transcript. Ordinarily, transcripts are prepared at the time the request is received. Full payment should accompany each request.

No transcript will be issued for a student who is not in good financial standing with the College.

An application for a transcript of credit should give the date of the last attendance at Bluefield State College and the student’s i.d. number. Married women should give their maiden names and their married names.

Requests for transcripts should be addressed to the Registrar.

A fax request will be accepted, when it includes the required information and is signed. Individuals requesting transcripts by fax will be billed. NO REQUESTS WILL BE ACCEPTED BY E-MAIL.

**BOOKSTORE RETURN POLICY**

Books can be returned if the following conditions are met:
1) Students MUST present a sales receipt. NO EXCEPTIONS.
2) Purchases made with a credit card require a credit receipt and a credit card to receive a refund. Credit card sales will only be refunded by issuing credit to students’ accounts.
3) New books cannot be written in and must be in **NEW** condition.
4) Books sold in shrink wrapped (plastic) packages cannot be returned if the wrapping has been removed.
5) With a receipt, a full refund will be given during the first and second week of classes for the fall and spring semesters. Textbooks purchased for a summer term will be accepted for a full refund only during the first week of classes for that session. Classes originating outside of the regular schedule will be subject to a 5 (five) business day return period, beginning the first day of class. 
**BOOKS PURCHASED AT OTHER TIMES ARE NOT RETURNABLE.**
No returns on supply and gift items.
The Bookstore staff is the sole judge in determining whether a returned book is in new or used condition and if the shrink wrap condition is acceptable.

**CHECKS NOT COVERED BY SUFFICIENT FUNDS**
A service charge of $25.00 is assessed 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 PROGRAMS**

Student financial aid is available from federal, state and institutional sources. Application forms for federal programs may be obtained from the College Financial Aid Office or from high school guidance counselors.

Applicants for federal assistance should complete the Free Application for Federal Student Aid. Students should complete all sections of the form and should list Bluefield State College (with code 003809) in the appropriate block. Continuing aid applicants receive a renewal application from the federal processor. Certain types of aid are limited, and students are encouraged to apply by February 15 of each year for consideration for the following Fall semester.

After submitting the application, the student will receive a Student Aid Report (SAR) from the processor. SARs do not have to be submitted to the Financial Aid Office unless corrections are necessary. Corrections should be noted by the student on Part 2 which must be signed by the student and one parent in the case of a dependent student. Most corrections can be made electronically by Financial Aid Office personnel. A revised SAR will be sent to the student. Financial aid files are reviewed when all supporting documents have been received. Students are notified of award amounts by mail.

Tuition, fees and other college expenses, such as parking fines, etc., are collected from the first available source(s) of aid. Students must begin attendance in all classes equaling the number of semester hours upon which the aid award is based. Students reported for non-attendance may have to repay a portion or all of their awards. If students officially withdraw from the College, institutional refunds will be applied to financial aid accounts first in accordance with federal and institutional policy. Students may be required to repay a portion of the balance of a grant depending on the date of withdrawal.

**FEDERAL PROGRAMS**
The amount of federal assistance for which a student is eligible is determined on the basis of the reported financial resources of the student and/or of the student’s family. The
amount of federal assistance a student is awarded through the institution is dependent upon the quantity of funds the institution has been allocated for distribution by the Department of Education. Criteria used to determine individual award amounts are available in the Financial Aid Office.

**Federal Pell Grants**—Pell Grants are available to students pursuing an undergraduate degree and do not have to be repaid. To receive full benefit of all federal aids and the West Virginia Higher Education Grant Program, a student must apply for the Pell Grant.

**Federal Supplemental Educational Opportunity Grant (SEOG)**—These grants are available to students who demonstrate exceptional financial need via the federal application form and, like the Pell Grant, do not usually have to be repaid.

**Federal Work-Study Program**—Students qualifying for federal College Work-Study funds may apply within the College or at approved community service locations.

**Federal Direct Stafford/Ford Loan Program**—Need based and non-need based loans are made to students through the Financial Aid Office. Need analysis is required. Interest rate is variable. Fees are assessed for insurance and origination. Payments may be deferred while student is in school. Various repayment options and consolidation with prior Stafford Loans are available. Eligible students may borrow the federal annual loan maximum once during the College’s scheduled academic year which includes the fall, spring, and following summer terms.

**Federal Perkins Loan Program**—Loan requires need analysis. The interest rate is 5%. Payments may be deferred while the student is in school, and for nine months thereafter. Minimum $40 per month repayment required, with a maximum 10 year repayment period. Some cancellation benefits are available.

**Federal Direct Ford Parent Loans for Undergraduate Students**—Loan requires need analysis and is made by the Financial Aid Office. Interest rate is variable. Fees are assessed for insurance and origination. Standard repayment period is 10 years.

**STATE OF WEST VIRGINIA PROGRAMS**

**Health Sciences and Technology Academy (HSTA) Program**—Students graduating from the Health Sciences and Technology Academy Program of the State of West Virginia who are certified as eligible by the West Virginia HSTA program and who are enrolled in a science or health related field of study will receive a waiver of tuition for up to eight semesters so long as a satisfactory grade point average is maintained.

**Promise Scholarship Program**—This scholarship is based on high school academic performance and satisfactory progress toward completion of a degree. The scholarship amount covers all mandatory fees required as a condition of enrollment by all students. For additional information visit the Promise Scholarship website at www.promisescholarships.org.

**West Virginia Higher Education Adult Part-Time Student Grant Program (HEAPS)**—These grants are available on a limited basis to students enrolled at least half-time but less than full-time. Eligible students must demonstrate financial need and be defined as independent by the federal needs analysis formula and as meeting academic progress. In addition, students must be out of high school for at least two years.

**West Virginia Higher Education Grant Program**—This scholarship is based on financial need of the applicant and satisfactory progress toward completion of a degree. It is granted for a substantial portion of tuition and fees of West Virginia residents only. The student’s application for federal funds must be filed by March 1 for consideration for the following year.
SPECIAL SCHOLARSHIP FUNDS

Bartlett-Welker Scholarship—Provides scholarship to a female student who is at least 25 years of age and is a West Virginia resident.

Big Blue Athletic Scholarships—Awarded to promising student-athletes.

Bluefield State College Employees’ Dependents Scholarship—Scholarships for dependents of employees with at least two years’ full-time employment at BSC who are registered full time and earning a minimum GPA of 2.75.

Bluefield State College Foundation Scholarships—Scholarships are granted annually on the basis of academic achievement. Within the Foundation scholarship program certain scholarships are designated and/or named for persons or organizations who have made substantial contributions to the College.

Bluefield State College Undergraduate Board of Governor’s (BOG) Tuition waivers are awarded to entering freshmen and continuing students based on academic excellence, exceptional talents or skills, or financial need. This award waives all or part of a student’s tuition for up to eight semesters as long as a satisfactory grade point average is maintained.

BSC Auxiliary Scholarships—Scholarships are awarded to incoming new students who demonstrate academic promise through their test scores and high school or college g.p.a. Awards are made for one year and students who are successful at BSC may apply for other scholarships in subsequent years.

Carl P. and Selba Meadows Boyd Scholarship—Scholarship for students from Tazewell County (VA) or McDowell County (WV) with a minimal GPA of 2.5.

Broady Family Scholarship—Scholarship awarded to BSC students in Teacher Education with a demonstration of need and 2.5 GPA.

BSC Alumni Association Scholarship—Students who demonstrate scholastic achievement and who show evidentiary need for financial assistance will be awarded scholarships to address their unmet tuition obligations. An Alumni Association application must be filed by April 1 of each year. Alumni application forms can be accessed at the Alumni Affairs website. Students will be able to access them online starting January 1. Award made exclusively by Alumni Association.

Cole Harley-Davidson Scholarship in Business Administration—Scholarship awarded to a Business major who is a resident of WV and whose individual or family income is 125 percent or less of the federal poverty level.

Consolidation Coal Company Scholarship—The Southern Appalachian Region of Consolidation Coal Company provides scholarships for students interested in engineering technology programs. Requirements are a 2.5 GPA and demonstrated interest in mining careers.

Craddock Scholarship Award—Award is based on financial need and academic achievement. Preference is given to students from Appalachia pursuing a B.S. degree in Architectural, Civil, Electrical and Mechanical Engineering; Computer Science; Nursing; Biology; Chemistry; Mathematics or other Physical Science of Pre-Medical program.

Credit Bureau of the Virginias—Eligible students reside within a nine county area surrounding the College. Focuses on financially needy students with minimum GPA of 2.0.

Douglas F. Crickmer Memorial Scholarship—This scholarship is awarded annually by the Women’s Auxiliary to the American Institute of Mining, Metallurgy, and Petroleum Engineers, Inc. to students with a GPA of 2.5 or better in Mining Engineering Technology or other Engineering Technology program supportive of the needs of the mining industry.

Brian A. Delp Service Award—Presented to a graduating senior who exemplifies the dedication to community service and academics exhibited by the late Brian A. Delp.
Brian A. Delp Humanitarian Athletic Award—Scholarship to a rising junior student athlete with a minimum GPA of 2.5 who is NCAA certified and 2-year letterman at BSC.

Tom and Janie Farmer Annual Scholarship—Awarded to high school graduates of a Mercer County high school whose family income is 125 percent or less of the federal poverty level.

James H. Foote Memorial Scholarship—Awarded to a student with demonstrated leadership skills and career aspirations in Business Administration and public service.

Phillip Horton Scholarship—Awarded to African-American students with academic promise.

Joy Mining Machinery Scholarships—Awarded to engineering student planning to enter the underground mining field.

Tom Joyner Scholarship—Scholarship to students of African American descent with minimum GPA of 2.5 with a declared major in education, science, technology, engineering or mathematics.

Sieglinde Lawson Scholarship—This scholarship is awarded to students from Southwest Virginia (Bland or Wythe counties) who have financial need and show academic ability to succeed.

John and Elisabeth MacClarence Scholarship in Education—Scholarship for resident of WV or a bordering county with a minimum GPA of 3.2 who has declared a major in the School of Education.

A. T. Massey Foundation Scholarship—This Foundation provides unrestricted scholarships to students in southern West Virginia, southwestern Virginia, or eastern Kentucky. It requires a B average or better and demonstrated interest in coal mining careers or working in coal mining areas.

McConnell Family Scholarship—Awarded to a resident of WV with a demonstrated ability to succeed in college whose individual or family income is 125 percent or less of the federal poverty level.

Billy G. Moore Scholarship in Education—Scholarship for a student majoring in Teacher Education who has an overall GPA of 3.0 or higher and demonstrated financial need, and who is a resident of Appalachia for at least five years or of African American descent.

Dr. Pat Mulvey Humanities Scholarship—Awarded to member of Pi Gamma Mu Honor Society majoring in Humanities and planning to attend graduate school.

June Oblinger Shott Scholarship—A scholarship program for a full time student enrolled in a degree program at the institution who demonstrates academic promise, a need for financial assistance, and meets the guidelines of the Bluefield State College scholarship policy.

Martha and Mark Oblinger Scholarship—Awarded to students from Tazewell County Virginia with minimum GPA of 3.0 who are active in their local Christian church.

Neighborhood Investment Program Scholarships—Awarded to students based on financial need through a program sponsored by the West Virginia Development Office.

Norfolk Southern Scholarship – Awarded to students majoring in Business or Engineering.

Pocahontas Electrical and Mechanical Institute—This professional organization makes scholarships available to students majoring in mining, civil, electrical, or mechanical engineering technology at Bluefield State College, based upon academic achievement.

Roy E. Pruett, Jr. Scholarship in Electrical Engineering—Scholarship for students in Electrical Engineering major who are student athletes, WV residents and with an income 125 percent or less of the federal poverty limit.
Joe Reynolds Scholarship—Scholarship to a graduate of the Mercer County Technical Education Center majoring in engineering who demonstrates good character through community and school service and helping others.

John J. and Sheila Belcher Rinehart Scholarship in Electrical Engineering—Scholarship for students in Electrical Engineering major who are WV residents with an income 125 percent or less of the federal poverty limit.

Akhtar Safder Scholarships—Scholarships granted to mechanical engineering technology junior and senior students. Award based on financial need, performance in class, and community service.

Greg Shrewsberry Memorial Scholarship—Awarded to a graduate of Bluefield High School who demonstrates good character through participation in school and community activities.

Wellington Swindall—Book scholarship for minority students who show great academic promise.

Teacher Testing Scholarship—Awarded to Teacher Education majors to cover the costs of SAT or ACT exams and national teacher exams required for certification (Praxis I and II). Qualified students are graduates from a high school in Mercer or contiguous county with a minimum GPA of 3.0, demonstrated financial need and passing score on each test.

Laurence E. Tierney Educational Foundation—The allocations of this fund are set aside for students of Bluefield State College who have demonstrated evidence of academic or creative promise with a minimum GPA of 3.0.

West Virginia Center for Nursing Scholarship—Scholarships awarded to second year AD nursing and senior BSN students in Nursing.

West Virginia Society of the District of Columbia Book Scholarship—Awarded to a freshman legal resident of West Virginia demonstrating financial need and academic promise.
The Vice President for Student Affairs and Enrollment Management oversees this Division of the College which is responsible for those aspects of college life that are non-academic in nature. This includes recruitment, admissions, counseling, financial aid, registration and records, health and wellness, student life, housing, and recreation. To meet these needs, the Division is organized into two broad categories: Student Affairs and Enrollment Management.

STUDENT AFFAIRS

Student Affairs
Identification Card
Mutual Responsibility Agreement
Student Support Services
Health Services
Alcohol/Drug Policy Statement
Student Life
Harris-Jefferson Student Center
Event Calendar & Facility Scheduling
Student Government Association
Intramural Activities
Housing Assistance
Student Publications
Student Organizations
Service and Social Organizations/Honor Societies
Sports Clubs
Greek Organizations
Intercollegiate Athletics
Office of Public Safety
STUDENT AFFAIRS

The student body of Bluefield State College is a microcosm of the region it serves. No “typical” Bluefield State student exists. The College provides many services to all students, with the objectives of assisting each to adjust to the college environment, to enrich student life not only in the classroom, but also through co-curricular activities, and to foster cultural and social activities and relationships that result in positive growth. The mission of the Office of Student Affairs and Enrollment Management is to support BSC’s purpose of making education possible for all by contributing to the enrichment of the minds and lives of students. The Student Affairs and Enrollment Management Office promotes and supports the intellectual, cultural, personal, and social development of students while enhancing their physical and mental well-being. The Office accomplishes this mission by:

1. Preparing students to be informed and active citizens within our society.
2. Providing programs and services that support students as they clarify their personal values, develop personal identities, build sound interpersonal relationships, explore career directions, and pursue academic goals.
3. Providing assistance and services to promote diversity, cultural richness, and full participation of all students within the college community.
4. Assisting students who have particular needs related to factors such as minority status, disability, health, financial resources, or nontraditional status.
5. Supporting a college environment that is safe and promotes students’ intellectual inquiry and responsible decision-making.
6. Promoting leadership by training and supervising students who conduct activities on behalf of Student Affairs and Enrollment Management.
7. Promoting a safe, secure, pleasant, and cost-effective student housing environment, and the all-around effectiveness of life on campus.

The Student Affairs and Enrollment Management Office coordinates and assumes responsibility for all activities and services directly affecting the welfare of each student. Such responsibilities include: health services, counseling, the student activities program, student insurance, social organizations, fraternities and sororities, campus publications, student government, intramurals and recreation, and wellness programs. In this section, students will find the necessary information to become involved in the student services programs of the College. Students are encouraged to use these services. The staff welcomes inquiries from prospective students, as well as from parents, guardians, alumni, and the public.

In addition to the information included in the College Catalog, more detailed information is published in the Student Handbook, in the Student Athlete’s Handbook, and the Student Organizations Handbook.

IDENTIFICATION CARD

Each student entering Bluefield State College will be issued an identification card. This identification card should be validated annually and is used for student identification purposes, for admission to Bluefield State athletic events, cultural and social activities, and is necessary for the use of library materials. The card is non-transferable. A valid photo identification card is necessary for an incoming student to receive a student identification card. Lost cards may be replaced at a cost of $5.00.
MUTUAL RESPONSIBILITY AGREEMENT

The acceptance of a student for admittance and enrollment at Bluefield State College constitutes an agreement of mutual responsibility. The student’s part of the agreement is to accept established College rules and policies, to respect the rules of governmental units, and to act in a responsible manner appropriate to these laws, rules, and policies. Copies of The Student Handbook, containing a statement of Student Rights and Responsibilities, are available in the offices of Student Affairs and Student Life.

STUDENT SUPPORT SERVICES

Student Support Services (SSS), a federally funded TRIO program, provides educational assistance, professional counseling, and cultural enrichment activities to identified and selected students at all levels. To become a participant in Student Support Services, a student must meet at least one of the following three federal criteria:
1) be a first generation college student;
2) have a physical or learning disability, or;
3) meet specified income guidelines.

Student Support Services is funded to serve BSC students. The goals of the program are to improve academic performance and to increase retention and graduation rates of project participants.

SSS provides the following services to Program participants:
• Peer and professional tutoring
• Peer mentoring for freshmen and transfer students
• Personal, academic, financial, graduate, and career counseling
• Academic advising
• Computer assistance and access to a computer laboratory funded and maintained by SSS
• Seminars and workshops for personal and academic development
• Referrals to appropriate agencies for outreach services
• Cultural enrichment activities
• Loan of calculators, micro-cassette recorders, and laptop computers for limited usage

To determine if a student is eligible for assistance from Student Support Services, he/she can complete an application in the counselor’s office in Basic Science room G-05 from 8:00 a.m. to 4:00 p.m. daily.

HEALTH SERVICES

The Bluefield State College Student Health Center is an innovative academic nurse-managed health care service located on the Bluefield campus in room 210 of the Ned E. Shott Physical Education building. The Center offers health care to students as well as staff and faculty members who choose to utilize the Center for health care.

The focus of care includes health education, health promotion, care for common health problems, health referral, and first aid for minor injuries. The Center offers physical exams and women’s health care services.
Health care is provided by nursing faculty members who are nationally certified nurse practitioners and nurses nationally certified in specialty areas as clinical nurse specialists. These nurses hold the Master of Science in Nursing degree and are recognized by the West Virginia State Board of Nursing as Advanced Practice Nurses. The College has a collaborative agreement with a local physician who serves as a consultant to the nurses in the Student Health Center.

The Student Health Center is not authorized to issue class absence excuses for illnesses that have not been treated at the clinic.

An optional group insurance plan is available to all interested students. Applications may be secured from the Health Center or the office of the Vice President for Student Affairs and Enrollment Management.

Refer to the Bluefield State College Catalog under each degree for health requirements such as examinations and immunizations.

**ALCOHOL/DRUG POLICY STATEMENT**

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, Bluefield State College has adopted the following policy:

Bluefield State 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 Bluefield State College. Other means of communication include notices accompanying payroll, the intracampus television monitors, The Bulletin, The Bluefieldian, the Student Handbook, the Classified Staff Handbook, and the Faculty Handbook. The policies 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 Vice President for Student Affairs and Enrollment Management, the Counseling Center, or the Human Resources Office.

**STUDENT LIFE**

The presence of the Student Life Office is evidence of the commitment of Bluefield State College to the belief that education extends beyond the classroom. In addition to academic enrichment, BSC is committed to the social, cultural, and physical development of students. Student Life staff members, working closely with other offices within Student Affairs and across the campus community, are dedicated to assisting students to gain as much as possible from a “total” college experience. This mission is accomplished through the provision of outlets for student interest, leadership opportunities, cultural and educational activities, entertainment and intramural activities, and numerous other events.
HARRIS-JEFFERSON STUDENT CENTER

Under the management of the Student Life Office, the Harris-Jefferson Student Center houses the Offices of Student Activities, Publications, Off-Campus Housing, Intramurals and Recreation, the College cafeteria, Student Government Office, gameroom, Campus Corner Bookstore, Greek Lounge, the Hebert Art Gallery, and the Private Dining Room. Hours vary according to the season of the year and are posted at all times and publicized through The Bulletin.

EVENT CALENDAR & FACILITY SCHEDULING

The College calendar of events is maintained in the Student Life Office. Dates for activities are available in the Office of Student Life.

The following facilities are scheduled through the Student Life Office:
- Basic Science Auditorium, Lobby and Terrace
- Hebert Art Gallery
- Harris-Jefferson Student Center Gameroom
- Pool/Fitness Center
- Private Dining Room
- Cafeteria
- Lounges

The remaining facilities are scheduled through the following offices:
- Conley Hall Conference Room - President’s Office
- Classrooms (campus-wide) – Academic Deans
- Gymnasium - Athletic Director
- Athletic Field – Athletic Director
- Tennis Courts – Athletic Director

STUDENT GOVERNMENT ASSOCIATION

The purposes of the Student Government Association are as follow: represent the students in the decision-making process directly affecting students and BSC; serve as a channel for the expression of student opinion; encourage the personal and academic development of students through their participation in student activities; promote a feeling of unity among the entire academic community of the College; enhance the relationship between the academic community and its service area; maintain an active relationship with the BSC Alumni Association, and; promote student responsibility and leadership. The SGA is composed of 30 student representatives elected by the student body at large.

Student Government Association members serve as representatives to numerous College-wide committees. Students are able to participate in the decision-making process of the College and contribute to the formulation of campus policies and procedures. Students have voting rights in many of these groups and serve as advocates for general student needs.

Student Government members dedicate considerable time to their responsibilities by attending bimonthly meetings, committee meetings, working on projects, and assisting in student concerns. All those who are involved gain personal satisfaction and leadership skills which serve them in other areas of their lives. SGA represents the student voice to the administration of Bluefield State College.

INTRAMURAL ACTIVITIES

The primary purpose of the Intramural, Recreation and Sports Activities Program at Bluefield State College is to provide a diversified mixture of leisure time activities. The program is designed to aid the student in the development and acquisition of skills which can be utilized throughout his/her life, afford an opportunity for successful participation in
an activity, and serve as an outlet for relieving the stress produced from academic pursuits.

The Intramural Program includes team sports as well as individual sports for men, women and co-rec teams. The team sports include flag football, volleyball, basketball and softball. The individual-dual sports include basketball, billiards, tennis, table tennis, chess, golf, racquetball, backgammon, darts, spades, foosball, foul shooting, 3-point shooting, bowling, Play Station games, inner-tube water polo, and frisbee golf. The swimming pool and fitness center are open daily for unstructured recreation. Upcoming events are publicized campus-wide. Students may obtain entry forms and rules from the Intramurals and Recreation Office, located in the Harris-Jefferson Student Center.

HOUSING ASSISTANCE

The offices of Student Life, located in the Harris-Jefferson Student Center, assist students to locate off-campus housing in the region by maintaining a referral list of landlords who have provided the necessary information and assurances to the College. The referral list may be accessed via the Bluefield State College website, or by visiting or calling the Student Life Offices. The Student Residential Housing Office is located within Room 203, top floor of the Student Center.

STUDENT PUBLICATIONS

Published “for and by the students of Bluefield State College,” The Bluefieldian provides bi-monthly editions of news, sports and other features in and around the campus community.

The Bluefieldian does accept articles for publication from non-staff members, including individual students, faculty, college staff and student organizations.

The Bluefieldian considers for inclusion any information deemed of general interest to the college community. The staff and advisor of The Bluefieldian reserve the right not to publish submitted materials that could be considered offensive or inappropriate to the campus community.

The Blueprint, the College yearbook, is published annually and distributed to students on campus during the Fall semester. The Blueprint works with each student organization to provide an opportunity for inclusion in the publication. Each organization is responsible for submitting the materials to be considered for inclusion and for complying with all publication deadlines.

Both paid and volunteer positions are available on the staff of either publication, and students may also earn academic credit through journalism classes. The office is housed in Room 203 of the Student Center.

A BSC literary magazine, “From These Terraced Hills,” is published by the Publications staff. Submissions are taken in the fall for publication distribution in the Spring. Submissions include poetry, short stories, art and photography. Submissions are accepted from students, staff and faculty at BSC and are reviewed for inclusion by a literary magazine committee. Submissions are required on disk and also in hard copy and may be submitted to the Publications Office located in Room 203 of the Student Center.

STUDENT ORGANIZATIONS

Organized student groups are an integral part of the total educational program at Bluefield State College. They contribute to students’ educational progress in many different ways: recreational; broadened horizons; experience in living-learning activities closely related to classroom work; involvement in professional-type organizations; exercise of democratic citizenship; travel; development of strong and lasting friendships; leadership development and service learning opportunities; and involvement in activities
of the College. To these ends, the College encourages student organizations and activities.

All recognized student organizations, their officers, and advisors must abide by the rules and regulations outlined in the *Student Organization Handbook*. Recognized student organizations include:

**SERVICE AND SOCIAL ORGANIZATIONS/ HONOR SOCIETIES**

- Accounting Club
- American Society of Civil Engineers Student Club (ASCE)
- Asclepius’s Caduceus Pre-Med Society
- Black Student Association
- Blue Chicory Players
- Blue Devil Press
- BSC Blue Sharks
- BSC Model UN
- BSC Paranormal Investigations
- BSC People First
- BSC Rock Pile
- BSC Tobacco Coalition
- Circle K International
- College Republicans
- Criminal Justice Club
- Delta Mu Delta
- Epsilon Delta Society
- Gamma Beta Phi
- GO WILD
- Healing Hands
- International Student Organization
- Kappa Delta Pi (Education Honor Society)
- Lambda Nu (Radiologic Technology)
- Lanarchy
- Musician Guild
- Omega Society
- Phi Beta Lambda
- Phi Eta Sigma
- Pi Gamma Mu
- Psi Delta Beta Psychology Club
- Riot Line
- Sigma Delta Tau-Mu Sigma
- Stronghold Bible Study
- Student Association of Radiographers
- WVEA Student Education Association
- Student Government Association
- Student Nurses Association
- Tau Delta Chapter of Sigma Theta Tau International
- Thurgood Marshall Club
- USS Yeager – Starfleet

**SPORTS CLUBS**

- Student Athletic Advisory Committee (SAAC)
GREEK ORGANIZATIONS

Greek Council

Fraternities
Kappa Alpha Psi
Lambda Chi Omega
Phi Kappa Gamma
Phi Sigma Phi

Sororities
Alpha Kappa Alpha
Delta Chi Omega
Eta Omicron Tau
Phi Alpha Chi
Phi Sigma Zeta
INTERCOLLEGIATE ATHLETICS

The Bluefield State College athletic program is a member of the West Virginia Intercollegiate Athletic Conference (WVIAC) and the National Collegiate Athletic Association (NCAA) Division II. The program offers ten competitive sports — men’s and women’s basketball, cross country and tennis; men’s baseball and golf; and women’s softball and volleyball. The sports seasons are varied, allowing the qualified student-athlete the opportunity to compete in more than one sport. While coaches actively recruit student-athletes from high schools and junior colleges, “walk-ons” are encouraged and are managed by the coaches of respective sports and the Athletic Director.

The Athletic Department strives to offer those students who have an intense desire for competition beyond the intramural level an opportunity for self-fulfillment. All sport schedules include competition from both conference affiliated and out-of-conference schools. The importance of scholarship and sportsmanship is emphasized as well as quality competition whenever teams play.

Athletic facilities (with posted hours where applicable) include a gymnasium, tennis courts, athletic field, swimming pool and a Nautilus-equipped fitness center for student use.

To comply with federal regulations, a report of athletic activity for the preceding academic year is submitted annually. The report is available in the office of the Athletic Director.

THE OFFICE OF PUBLIC SAFETY

The Office of Public Safety has responsibility for enforcement of all federal, state and local laws, College rules and regulations, and parking, and is responsible for the safety and security of the campus. In order to meet this responsibility, the Bluefield State College Police Officers are empowered with all the authority of a regularly appointed county deputy sheriff (West Virginia Code 18-26-8a). The Office of Public Safety can be reached by campus extension 4180 or 4181. The Office of Public Safety consists of the Director of Public Safety who may be contacted at 304-887-4002.

The Office of Public Safety utilizes the services of regular student workers to assist the campus community and to provide a working education to those student workers. The Office of Public Safety enforces all laws and rules without prejudice, and the use of racial profiling is prohibited. The campus is under 24-hour video surveillance and the Office of Public Safety takes care in protecting individual privacy rights. The use of community watch programs for student and staff input are an asset to the Office of Public Safety and is encouraged by the Director as prevention strategies in planning and enforcement techniques.

The campus of Bluefield State College is a drug-free, alcohol-free zone. The possession of illegal drugs and/or alcohol is prohibited. The possession of firearms is prohibited.

To comply with the Federal Crime Awareness and Campus Security Act, an annual report of crime statistics is produced by the Office of Public Safety and is published in the student handbook, web-site, or in the Office of Public Safety, located in room G-01 in Conley Hall.
ENROLLMENT MANAGEMENT

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ENROLLMENT MANAGEMENT

The mission of Enrollment Management is to integrate the college’s student-related functions that are academic in nature into a centralized process of assistance. This synthesis of operations has been designed to attract, serve, and retain students who will be assisted and challenged to benefit as fully as possible from their experiences at BSC and who will successfully graduate in a timely manner.

ENROLLMENT SERVICES

Regardless of age or background, college students are continually changing. Change is often perceived as either helpful or harmful. The pursuit of a college degree will cause many adjustments in one’s life. During matriculation in college, the student will have the opportunity to take advantage of many intellectual, social, and personal learning experiences.

Naturally, new challenges and experiences can lead to confusion and conflict. It is not unusual at some time during a student’s college years to experience uncertainty regarding a career choice, academic performance, or a personal issue.

The Enrollment Services Center presents a caring and supportive environment for students who need assistance in resolving these concerns. Counselors and advisors are available for consultation during regular office hours or by appointment. Services are free and confidential.

By embracing the “one-stop-shop” philosophy, prospective students can complete all aspects of the enrollment process in one location. A friendly, caring staff will provide a pleasant and comfortable environment to serve your educational needs and address your goals.

COUNSELING PERSONNEL

The Counseling Center offers a caring and confidential environment for career options, for developing good study skills, and for helping students with their personal problems. The services and programs of the Center are designed to enable students to acquire the skills to learn new ways of solving their problems.

College students, regardless of age or background, are changing individuals engaged in a series of intellectual, social, and personal learning experiences. Changing and learning, then, are the substance of the student’s environment.

Such an environment can quite naturally and quite inevitably lead to occasional confusion and conflict. Counselors are available from 8 a.m. until 4 p.m. or by appointment for students needing assistance and are located in Conley Hall. Appointments can be made by calling Enrollment Services. All services are free and confidential.

CAREER COUNSELING

Selecting a career is a process of learning how a student will relate to the world of work. The Career Counseling Center offers a process for self-understanding (interests, aptitudes, abilities, values, etc.), for information gathering (BSC programs of study, career availability, educational and job requirements, occupational forecasting, etc.), and for decision making.
THE CAREER RESOURCE CENTER

The Career Resource Center is an important part of the career and educational services of the Enrollment Services. Numerous materials for the exploration of career and educational options are located in the Center.

Students are encouraged to begin a career search early in their college years. Career preferences often occur to students as college experiences unfold. Career counselors invite students to utilize all available services.

The Center is organized so that students can easily locate much of the information they are seeking. Counselors can assist those who may not be familiar with the Center.

The resources of the Center include:
- Encyclopedia of Careers and Vocational Guidance
- Graduate school catalogs
- Catalogs, guides, and indexes to other educational programs
- Guides and pamphlets to specific career fields
- Information on BSC academic programs
- Occupational Outlook Handbook
- Regional employment and salary outlooks
- Special career materials addressing the need of minorities and women
- System of Interactive Guidance and Information (SIGI Plus)
- Career Resources for differently-abled individuals
- Career Planning Resources
- Registration information for the following tests:
  * ACT Packets
  * CLEP Exam
  * COMPASS Testing
  * DANTES
  * HESI Testing
  * NLN Registration
  * GMAT, GRE, LSAT, MCAT, and PPST

The Career Resource Center offers free proctoring to Bluefield State College students who must take correspondence, licensure and certification examinations.

ACADEMIC ADVISING

The Enrollment Services counselors serve as academic advisors to all developmental students and students with undeclared majors. Individual advising is provided to help students assess educational skills, priorities, program choices, options, and alternatives necessary to facilitate human growth and development as well as to enhance the overall educational process. Students with declared majors are assigned faculty advisors with expertise in their degree major.

DEGREEWORKS ACADEMIC AUDIT

BSC provides an on-line degree audit program for the use of students and faculty advisors. Through the use of this program students are enabled to track their academic progress toward their degree objective and may use the “What-if” function to assess their progress should they wish to change degree or major. The program is accessible 24/7 through the Web Self Service module from the Bluefield State College Webpage. Questions concerning the use of this program should be directed to the Counseling Center.
PERSONAL COUNSELING

Confusion and conflict can occasionally be encountered during college life—and in life after college. “Building Successful College Students” classes are offered to provide effective problem-solving skills. Topics covered include stress and coping, anxiety, depression, fears, shyness, crisis resolution, family and marital communication, and other issues that may be requested.

The objectives of personal counseling cover three areas: (1) to help students understand themselves and learn new ways of solving their problems; (2) to offer support to new or returning students, and; (3) to help reduce anxiety and to show students ways of coping with a crisis.

STUDENT SUCCESS CENTER

Student Success Center, located on the third floor of Conley Hall, is designed to improve student retention through one-on-one advising of new students prior to enrollment and continued contact through student, faculty, and staff mentors.

STUDY SKILLS AND TUTORING

Study skills and tutoring are an important part of the Student Success Center program. Good study skills are necessary for good academic performance. Students can request assistance in study skills from the Enrollment Services staff. Some of the resources in the Study Skills Laboratory include:

- Handouts on specific areas of concern in study habits
- Videotapes on test taking strategies
- Tutoring

SMARTTHINKING ONLINE TUTORING SERVICE

The Counseling Center is offering SMARTTHINKING, a 24 hour per day online tutoring service as a pilot project. SMARTTHINKING provides people, technology and training to help Bluefield State offer outstanding online academic support and tutoring for students. Online tutors are available for, but not limited to, accounting, biology, chemistry, economics, English, finance, math, physics, and Spanish. Bluefield State students who wish to access the system can login to www.bluefieldstate.edu. Contact the campus coordinator at 304-327-4424 if there are any questions regarding SMARTTHINKING.

TESTING SERVICES

Bluefield State College is an approved testing center for the American College Testing Program (ACT), the College Level Examination Program (CLEP), COMPASS, Defense Activity for Non-Traditional Education Support (DANTES), National League for Nursing (NLN), Health Education Systems, Inc. (HESI), and Test of English as a Foreign Language (TOEFL). Information concerning registration and administration of these examinations can be obtained from the Enrollment Services Center. Test results will not be given over the telephone.

Registration information for the Graduate Management Admission Test (GMAT), the Graduate Record Examination (GRE), the Law School Admission Test (LSAT), the Medical College Admission Test (MCAT), and the Pre-Professional Skills Test (PPST) are also available.

A proctoring service for correspondence exams is available through the Counseling Center. Call 304-327-4444 for information.
REFERRAL SERVICES

Counseling services are available to ALL students. The Enrollment Services Center will make referrals to the appropriate community or private counseling agency when counselors deem it necessary.

CONFIDENTIALITY NOTICE

All information provided by the students to the counseling staff is confidential, within the limits of ethical practices as outlined by the American Counseling Association, the American Psychological Association, and the West Virginia Board of Examiners in Counseling. Information will not be released to anyone without the written approval of the student.

FINANCIAL AID PROGRAMS

Bluefield State College’s financial aid program provides assistance to those students who otherwise would be unable to attend college because of budget constraints. Primary consideration is given to the student’s financial need, enrollment status, and satisfactory academic progress. The State of West Virginia appropriates funds toward educational costs for West Virginia residents attending Bluefield State College. The low cost of BSC’s tuition and fees, coupled with the various financial aid programs, makes a college education accessible and a possibility for students from families of all income levels. See the Financial Aid Office for additional information.

THE CAREER SERVICES OFFICE

The Career Services Office provides students and graduates with employment information, on-campus interviews with employers, and full-time, summer, and part-time job referrals. Assistance is available to help all clients with interview skills and with cover letter and resume preparation. Additional services include job vacancy announcements, identification of potential employers, and market supply and demand information.

Prospective graduates are urged to make arrangements in the office for employment interviews one semester prior to graduation. Campus interviewing will be denied to registrants who fail to keep appointments without proper notice.

Career Services maintains employment contacts with industries, school systems, and local, state, and federal agencies. Our professional practices conform to both the letter and the spirit of federal and state laws and regulations regarding non-discrimination in the campus recruiting program and in all services provided by the office.

Alumni who seek job referral assistance are only required to update their registration by submitting a current resume and signing an authorization for the release of that information.

EDUCATIONAL OPPORTUNITY CENTER

The Educational Opportunity Center (EOC), a federally-funded TRIO program of Bluefield State College, is a community outreach program designed to motivate adults to plan for career success. The EOC targets first generation, low income adults and assists them in entering college, vocational school, or basic skills courses by providing essential academic and financial aid information. The goal of EOC is to help participants overcome the barriers to education by linking individuals to services and resources such as: financial
aid, admissions, tutors, mentors, child care services, transportation, etc. Services provided by the Educational Opportunity Center include, but are not limited to: assistance in completing admissions and financial aid applications; career and academic counseling; interest inventory testing; field trips to higher education institutions; scholarship searches; financial aid workshops and counseling, and loan default resolution.

Each participant develops an Educational Service Plan under the guidance of an Educational Outreach Counselor. The plan considers the participant’s interests, abilities, background, and barriers to education and employment. This client-centered program assists participants in setting goals and identifying a course of study consistent with individual needs. All services are free and confidential.

The Educational Opportunity Center has offices located at the BSC main campus and the Lewisburg campus, as well as the Princeton, Lewisburg, and Beckley WORKFORCEWV Career Centers. Scheduled appointments are recommended; however, “walk-ins” are welcomed on a first come, first served basis. An Educational Outreach Counselor or EOC staff member will be available to provide immediate assistance.

VETERANS SERVICES

Students eligible for Veterans Administration Education Benefits should contact the Registrar’s Office for assistance in processing applications for benefits.

STUDENT ORIENTATION

The objective of student orientation at Bluefield State College is to disseminate information on academic policies and student rights and responsibilities. New and transfer students are required to participate in the orientation program. Full-time students and as many part-time students as possible should plan to attend the summer orientation events scheduled prior to registration in the fall.

ADMISSIONS OFFICE

The Admissions Office is responsible for the recruitment and admission of all students, including those for restricted admissions programs. Additional functions include orientation programs, awarding new and transfer scholarships, advising provisional and transient students, and distributing the College Catalog and other marketing publications to current and prospective students.

REGISTRAR’S OFFICE

The Registrar’s Office serves students, faculty, staff, alumni and, employees by maintaining the official academic records of past and current students (although, some records were lost in a fire years ago). The Office coordinates registration, receiving, recording, and distributing grades, sending transcripts and verifying enrollment and degrees awarded for various purposes, including veteran certifications, loan deferments, and insurance.

Certification of students for graduation and the awarding of degrees are performed in keeping with the published requirements of the College Catalog.
WEB SELF SERVICE “myBSC”

Bluefield State College offers a Web Self Service module which is accessed from the Bluefield State College homepage at www.bluefieldstate.edu. Through this module prospective students can request information about the College, get financial aid information, and link to the Federal FAFSA website to complete an application for financial aid. Also the most current catalog listing of courses and current class schedule can be accessed.

Through the Self-Service module, individuals can apply for admission, and check the status of either an admissions or financial aid application. Enrolled students can view grades, schedules, register for classes, and change addresses and phones.

Questions concerning the use of the Web Self-Service should be directed to the Registrar’s Office.
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ACADEMIC INFORMATION

ADMISSIONS

In recognition of the diverse educational programs offered by Bluefield State 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.

BASIC ADMISSIONS STANDARDS

SPECIAL OR NONMATRICULATED STUDENTS

Bluefield State College will admit students on a non-matriculating 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 Bluefield State 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. Students must have a 3.0 grade point average (“B”), or higher, on the cumulative high school transcript.

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

BACCALAUREATE DEGREES

Regular Admissions. Applicants must meet general education development (GED) requirements or have a high school diploma, and have an overall grade point average of at least 2.0, and a composite score of at least 18 on the ACT, or at least 850 on the SAT I. Students submitting a high school point average of 3.0 or better do not have to meet the composite score requirement. Applicants must have also successfully completed the following minimum high school curricular unit requirements: 4 units of English, 3 units of Social Studies, 4 units of Mathematics (Algebra I and higher), 3 units of Laboratory Science, 1 unit of Arts, and 2 units of Foreign Language (both of the same foreign language). Students meeting these minimum requirements may be admitted on a regular admission basis to Bluefield State College. Applicants who have been out of high school for more than five (5) years or meet GED requirements are exempt from the specified high school curricular unit and ACT requirements.
CONDITIONAL ADMISSION

Conditional admission may be granted in instances where GPA or ACT standards are not met and institutional officials have evidence that the student has the potential to successfully complete college-level work. Students who do not meet GPA or ACT standards, but who demonstrate the potential to complete an undergraduate program may be admitted provisionally with the following stipulations:

- If freshmen placement standards require, developmental work must be completed prior to enrolling in the corresponding college-level courses.
- Students must complete the provisions of their conditional admission no later than the academic term in which sixty semester hours are accumulated.
- When all admission standards have been met, conditional status will be removed and the student will become a regular admission student.

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

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

You must submit the following information before becoming regularly admitted to a baccalaureate degree program:

- A completed application for admission form.
- You must meet General Education Development (GED) requirements or have a high school diploma and an overall grade point average of at least 2.0 or a composite score of at least 18 on the ACT. Show on the high school transcript 4 units of English, 3 units of Social Studies, 4 units of Mathematics (Algebra I and higher), 1 unit of Arts, 2 units of Foreign Language (both in the same foreign language) and 3 units of Laboratory Science. Students out of high school for 5 years or more are exempt from unit or ACT requirements.
- Copy of ACT or SAT test scores.
- Record of measles/rubella immunization.

OR. . . you are attending another college and wish to transfer to BSC . . .

You must submit the following information before being admitted to a baccalaureate degree program:

- A completed application for admission form.
- High school transcript (if transferring fewer than 26 hrs).
- Official transcripts from all colleges attended.
- Copy of ACT, SAT or COMPASS test scores.
- Record of measles/rubella immunization.
- Be eligible to return to your last institution.
OR... you are currently enrolled at another college and wish to enroll at BSC as a transient student...

You must submit the following information before being admitted:

- A completed application for admission form.
- Letter of approval from parent institution must be on file in the Office of Admissions at Bluefield State College.

OR... you already have an Associate Degree or Baccalaureate Degree and wish to pursue another degree or teacher certification...

You must submit the following information before being admitted to a baccalaureate program:

- 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. Direct inquiries to the Admissions Office.

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 attained junior status.
- Written recommendation from high school principal, including a 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 BSC 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 Bluefield State 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.
COMPLIANCE WITH MILITARY SELECTIVE SERVICE ACT

State law provides that a male 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 student 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.

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 the permanent home in this state.

Application for change of status should be made to the Vice President for Student Affairs and Enrollment Management. 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 Vice President for Student Affairs and Enrollment Management to the Committee on Residency Appeals. The committee decision may be appealed to the President of the College. The decision of the President shall be considered final.

COMMON MARKET PROGRAMS

Bluefield State College participates in the Southern Regional Education Board Common Market program, which allows residents of states participating in the SREB to enroll in specific baccalaureate degree programs at Bluefield State College and pay in-state tuition. Those degrees currently approved for the Common Market are:

- Architectural Engineering Technology Maryland and Virginia Residents
- Civil Engineering Technology Virginia Residents
- Mining Engineering Technology Virginia Residents

To be awarded Common Market status, students must be approved by the Common Market coordinator of their state of residence. For application forms and specific information, students should contact the Director of Admissions at Bluefield State College.

HONORS PROGRAM

The mission of the Honors Program is to enhance students’ awareness of themselves and their responsibilities as participants in the intellectual community of the institution and as citizens of the world. Academically motivated students will be challenged to achieve their greatest potential while preparing for their responsibilities to their communities. It is expected that students will demonstrate capabilities that are essential lifelong skills,
including the ability to think and read critically, express themselves effectively in speech and writing, and reason ethically. Honors Program students will participate in a diverse curriculum and experiential learning opportunities as well as in intellectual dialogue with faculty, guest speakers and other students on a variety of topics. In addition, it is intended that honors students will collaborate with other groups on and/or off-campus in volunteer and/or service oriented activities where they will develop leadership and team building skills.

Currently, Bluefield State College students who have completed a minimum of 64 undergraduate credit hours and maintained a grade point average (GPA) of 3.75 since admission to the College will be extended an invitation to apply to the Honors Program. Continuation in the Honors Program requires maintenance of a 3.75 GPA. Students who fall below this GPA for more than one semester will not be able to continue participation in the Honors Program. Eligible students will be identified during the fall semester, and invited for participation during the spring term.

**RESTRICTED ENROLLMENT PROGRAMS**

In order to comply with accreditation standards, it is necessary to restrict enrollment in the programs of Nursing and Radiologic Technology. As a result of these required limitations in enrollment, preference is given to students currently enrolled at Bluefield State College when admitting applicants to these programs.

Students are admitted to these programs only once each year, for the first summer term in Radiologic Technology and for the fall semester in Nursing. In addition to regular admission requirements, these programs require that certain medical forms be submitted to the College prior to registration. Admission to the programs is based on compliance with stated criteria as judged by program admission committees composed of faculty and administrators.

Applicants for admission to these programs, teacher education, and certain other professional or occupational programs are admitted under the procedures for admission to the College, but must also meet additional requirements for admission to the respective program.

**REGISTRATION**

All continuing students are expected to early-register by consulting their advisor during the period designated for this procedure. Early-registration greatly facilitates the registration procedure, and priority in registration will be given to those students who have early-registered. All students not early-registered are expected to register on the designated days of general registration at the beginning of each semester and each summer session. Late registration is permitted within prescribed limits and a late registration fee of $30 is assessed. Late registration must be approved by the Vice President for Academic Affairs.

**STUDENT ACADEMIC ADVISORS**

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

The advisee is expected to consult with the advisor during posted office hours at least two times per semester. The advisor is expected to give the advisee careful guidance in the
pursuance of his/her studies at the College.

The method for changing an advisor is to consult with the Dean of the discipline the student wants to pursue, or with Enrollment Services.

All undeclared majors and developmental education students are advised in Enrollment Services. Special attention is given to provide career exploration for these undecided students.

**NUMBERING OF COURSES**

Courses numbered 090-099, developmental studies level, do not apply toward graduation. Courses are numbered at the 100 level (freshmen), 200 level (sophomores), 300 level (juniors), and 400 level (seniors). All general education requirements are numbered at the 100 and 200 level and should be completed during the first two years of study. Most courses numbered at the 300 level and 400 level make up the fields of specialization and should be completed during the last two years of study.

**PREREQUISITE AND COREQUISITE COURSES**

The Catalog lists, in each course description, the course or courses that 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, or the Dean of the school in which the course is to be taken. Failure to comply, without approved exceptions, with pre- and corequisite requirements reflected in the edition of the Catalog to which the student is subject may result in the assignment of a grade of “W” for the course.

**COURSES AT ANOTHER INSTITUTION**

A student must apply for transient permission prior to taking courses at another institution if he/she expects to transfer such credit to Bluefield State College. Applications for taking such courses may be secured through the Registrar’s Office and must be approved by the student’s advisor and Dean.

**CROSS-REGISTRATION BETWEEN BLUEFIELD STATE COLLEGE AND CONCORD UNIVERSITY**

A student enrolled for 12 semester hours or more at the home institution may cross-register to attend classes for credit at either institution without paying additional tuition. This is done by obtaining prior permission from the Registrar at the home institution. Registration and payment of tuition and fees at the home institution must precede registration at the other institution. A paid receipt from the home institution showing 12 hours or more must be presented to implement cross-registration without additional tuition cost. The total number of hours for which the student registers during the semester is governed by the home institution’s credit-hour load policy.
CATALOG ELIGIBILITY POLICY

A student who enrolls at Bluefield State 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 semester, or who fails to meet the graduation requirements within a five-year period (baccalaureate degree) or three-year period (associate degree) 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 current catalog. Permission to remain under the original catalog may be granted by the Dean of a student’s School in exceptional circumstances.

This policy does not imply that the College will necessarily continue to offer the courses needed to complete the programs that students have in mind. Students seeking admission to professional 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.

ACADEMIC CREDIT LOAD
AND DEFINITION OF CREDIT UNIT

The basic unit of college credit at Bluefield State 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 15-18 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.

During the summer term the maximum permissible load is 7 semester hours for a five-week term and 14 semester hours for a ten-week term.

Students who have a 3.0 or better average overall may request permission from the Vice President for Academic Affairs to carry one or two additional hours. Although student credit-hour loads may exceed 18 in regular semesters, when justified and approved, students are advised to refrain from registering for credit loads in excess of 21.

CLASSIFICATION OF STUDENTS

Regular students are classified as follows:

**Freshmen** — those who have completed fewer than 32 semester hours credit.

**Sophomores** — those who have completed a minimum of 32, but fewer than 64 semester hours credit.

**Juniors** — those who have completed a minimum of 64, but fewer than 96 semester hours credit.

**Seniors** — those who have completed a minimum of 96 semester hours of credit.
RESIDENCE REQUIREMENTS

To be eligible for a baccalaureate degree the following criteria must be met:
A. Completion of a minimum of 32 semester hours at Bluefield State College.
B. Completion of at least 16 hours of the last 32 semester hours at Bluefield State College.
C. Completion of at least one-fourth of the required semester hours within major(s) and/or specialization(s) at Bluefield State College. The School of Business requirement specifies that at least one-half of all 300 and 400 business core courses and one half of all courses in the specializations for the business administration major and accountancy major be taken at Bluefield State College.

To be eligible for an associate degree the following criteria must be met:
A. Completion of a minimum of 16 semester hours at Bluefield State College.
B. Completion of at least 8 hours of the last 16 semester hours at Bluefield State College.

ACADEMIC DEGREES

The degrees granted by the College are Bachelor of Arts, Bachelor of Science, Bachelor of Science in Engineering Technology, Bachelor of Science in Education, Bachelor of Science in Nursing, Regents Bachelor of Arts, and Associate of Science. All bachelor’s degrees require a minimum of 128 semester hours and all associate degrees a minimum of 64 semester hours. A 2.0 grade point average (GPA) overall and for all work completed at Bluefield State College is the minimum required for most degrees, although selected programs of study require a higher GPA (reflected in Program descriptions within this publication). Some engineering technology, computer science, and education specializations require a few hours beyond 128 for graduation. Most credits, up to a maximum of 72 semester hours, earned by a student in fulfilling requirements for an associate degree from a regionally accredited two-year institution, may be transferred to meet credit hour requirements within baccalaureate degrees. (See Transfer Credit section of this catalog.) The grade point average earned in completing the associate degree will be carried forward and included in the student’s permanent grade point average at BSC.

The baccalaureate degrees in Nursing and Radiologic Science are based upon successful completion of an appropriate associate degree. In many cases a student may utilize the completed associate degree requirements to satisfy a second specialization for a baccalaureate degree. For further details, students should refer to curricula in the applicable Bachelor’s Degree Program.

STUDENT RIGHT-TO-KNOW DISCLOSURE

Graduation and persistence rate information can be found on the Bluefield State College web page at www.bluefieldstate.edu on the Records and Registration page. Copies may also be obtained from the Registrar’s Office.

PRIVACY OF ACADEMIC RECORDS

Bluefield State 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.

ACADEMIC STUDIES

All students who on the American College Test (ACT) score below 18 on the English portion, or below 19 on the mathematics portion, or have a reading score of below 17 must enroll in specified preparatory level courses. Students having a mathematics ACT score below 19 are required to take the specified preparatory academic studies (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 or less (English 097 required); 76-100 (English 097 not required); Math 0-30 (Math 098 and 099 required); 31-58 (Math 099 only required); 59-100 or a score of 36 or higher on the Algebra test (no preparatory math required); Engineering Math 0-58 (GNET 098 required) 59-100 or a score of 36 or higher on the Algebra test (no preparatory math required). A student currently enrolled in a preparatory academic studies class cannot use the COMPASS to test out of the class during the semester unless the student has the permission of the instructor. Academic Studies classes MAY NOT BE DROPPED at any time without the approval of the Vice President for Academic Affairs.

SCHEDULE CHANGES

After registering 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 his/her 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 has ended, students must also obtain the signature of the course instructor (or appropriate Dean, if instructor unavailable), and of the Vice-President for Academic Affairs, for adding or dropping courses. Students are reminded that courses are not automatically added to or dropped from their course load merely by their attending or ceasing to attend the course; the appropriate form must be completed and submitted to the Office of the Registrar by the student.

WITHDRAWING FROM COURSES

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 offices of the Registrar, the Vice President for Academic Affairs, the Dean and the advisor. The signatures required on a change in schedule form are the advisor and course instructor; in addition to the advisor and course instructor(s), approval of the Vice President for Academic Affairs is required for schedule changes occurring after the end of the registration/add/drop period. After obtaining the required signatures, the student must submit, prior to the deadline date, the change in schedule form to the Office of the Registrar. STUDENTS SHOULD TAKE SPECIAL NOTE OF THE FOLLOWING: Schedule changes (course adds or drops or withdrawal from college) are effective only if processed properly by the student. It is the responsibility of the student to see that proper
documentation is completed and processed for such actions, rather than relying on verbal notification to instructors or to others within the College.

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 may be approved only through action by the Vice President for Academic Affairs. The Registrar will accept and process change in schedule forms during the period only as authorized by the Vice President for Academic Affairs.

**ADDING 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 offices of the Registrar, the Vice President for Academic Affairs, the Dean, and the advisor. After obtaining the advisor’s signature (and course instructor and Dean if the class is full), the student must submit the add form to the Office of the Registrar prior to the deadline date.

**WITHDRAWAL FROM COLLEGE**

Students considering withdrawal from the College are encouraged to discuss their situation with their academic advisor and their instructors, the Enrollment Services Center, or another representative 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 Enrollment Services Center 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 obtain a Permit to Withdraw form from the Enrollment Services Center (Conley Hall). The withdrawing student must consult, in turn, the Enrollment Services Center staff, the Registrar, the Library Director, the Financial Aid Office, and the Business Office.

The official date of a Permit to Withdraw is the date it is received by the Registrar. The Registrar will then notify all class instructors concerning withdrawals.

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.

**ACADEMIC INTEGRITY**

All electronic communications equipment is to be turned to the “off” position and placed in a purse, backpack, or other storage compartment, prior to entering laboratory or classroom settings, unless individual exceptions are made by the instructor. Students should be aware that the handling of such equipment in a laboratory or classroom could make them vulnerable to charges of violation of standards of academic honesty.
Students should make note of the fact that any form of “tampering” (marking or altering in any way other than instructed) with materials distributed in connection with classroom or laboratory tests of evaluations shall be considered a form of academic dishonesty. Students committing such actions are subject to penalties ranging from assignment of a failing grade to dismissal from the course.

Other statements regarding standards of academic integrity are contained in the Student Handbook/Planner, in instructors’ course syllabi, and under the “Academic Dishonesty” section below.

**STUDENT HONOR CODE**

Each student is expected to read and sign the Honor Code Statement, shown below, as instructed, for each course in which he or she is enrolled:

I affirm that I have read and understand the Bluefield State College General Catalog statements on academic integrity and academic dishonesty, and the Student Handbook/Planner statements on plagiarism and records. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity statement by reporting any instances of academic dishonesty to the appropriate faculty member or administrator.

Any student not signing the Honor Code Statement will be asked to meet with the course instructor to discuss the reason(s) why the student refuses to sign. It is the student’s responsibility to read the BSC General Catalog and the Student Handbook/Planner.

**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 10 school days of the beginning of the next semester the complaint with the Dean of the School within which the grade was received. The Dean will attempt an informal reconciliation and may schedule a meeting of the school or a committee of the school to consider the complaint and present its recommendation in writing to the instructor and the student within 5 school days. If the student is not satisfied with, or if the instructor fails to act on the school recommendation, the student may appeal in writing to the Vice President for Academic Affairs. If it is not reconciled at this level, it may be appealed to the Academics Committee within 5 school days from the written response of the appeal by the Vice President for Academic Affairs. 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 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 departmental and/or school level by the Dean, faculty member, and student involved with a maximum penalty of a grade 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 Dean feels the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the Vice President for Academic Affairs. The case may be resolved at this level, or if considered by the Vice President for Academic Affairs 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 school 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 school 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, and; (3) what appeal procedures are available if the student is recommended for dismissal from a program.

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

The Academics Committee may recommend dismissal or retention. A recommendation for dismissal from an undergraduate academic program by the Academics Committee must be reviewed by the Vice President for Academic Affairs 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 BSC Student Handbook. The committee will make its recommendation to the Vice President for Academic Affairs.

**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/her case for exception in writing and submit it to the Dean of the school. The requested exception must be approved by the Dean. If the exception involves a course in another school, the requested exception must be approved by both school Deans involved. In cases where either the advisor or the Dean 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 Vice President for Academic Affairs.

**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 the School and include them in course syllabi.

If the student wishes to appeal the drop from a course decision, he/she must first contact the Dean of the School in which the course is taught within 3 days of the notification of the drop notice. Students will be permitted to attend class during the time required for this appeal. The school faculty under the leadership of the Dean will investigate, review, and hear any evidence presented within 5 days. The school faculty will then present their recommendation to the instructor. If the student is not satisfied or the instructor fails to act on the school’s recommendation, the student may appeal the case to the Academics Committee.

To convene a meeting of the Academics Committee, the student must complete a request form available in the office of the Vice President for Academic Affairs within 7 calendar days of the School faculty decision. Students will be permitted to attend class until after the Academics Committee reaches a decision. The committee shall make its recommendation to the Vice President for Academic Affairs 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.

**CREDIT TRANSFER AND EVALUATION**

**ADVANCED PLACEMENT**

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, a score of 9 or above on the ACT English usage/mechanics, and a score of 17 on the Reading main portion of the ACT, or a 500 on the SAT Verbal section and satisfy the English grammar prerequisite are eligible to take the English CLEP test and receive three (3) hours credit for English 101 plus 3 hours of English elective hours 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 English CLEP test (with essay), score 50 or higher on the exam, and receive credit for English 101 before enrolling in English 102. 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 the Registrar.

**ADVANCED PLACEMENT CREDITS AWARDED**

<table>
<thead>
<tr>
<th>Examination</th>
<th>Min Score</th>
<th>Credit Hours</th>
<th>Bluefield State College Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (Studio)</td>
<td></td>
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<tr>
<td>Drawing Portfolio</td>
<td>3</td>
<td>3</td>
<td>ARTS 220 Drawing</td>
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<tr>
<td>General Portfolio</td>
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<td>3</td>
<td>ARTS 205 Elective</td>
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<td>Art History</td>
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<td>3</td>
<td>BIOL 101-103 General Biology &amp; Lab</td>
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<tr>
<td>Biology</td>
<td>3</td>
<td>8</td>
<td>BIOL 102-104 General Biology &amp; Lab</td>
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<td>Chemistry</td>
<td>3</td>
<td>8</td>
<td>CHEM 101-103 General Chemistry &amp; Lab</td>
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<tr>
<td>Classics</td>
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<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>
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<tr>
<td>Computer Science A</td>
<td>3</td>
<td>3</td>
<td>COSC 111 Intro to Computers</td>
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<tr>
<td>Computer Science AB</td>
<td>3</td>
<td>6</td>
<td>COSC 111, Elective</td>
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<td></td>
<td>(6 units maximum)</td>
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<td>Course</td>
<td>Credits</td>
<td>Credits</td>
<td>Course Code</td>
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<tr>
<td>Economics</td>
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<tr>
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<tr>
<td>English</td>
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<tr>
<td>English Composition and Literature</td>
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<td>ENGL 101</td>
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<tr>
<td>English Language and Composition</td>
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<td>3</td>
<td>ENGL 102</td>
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<td>Environmental Science</td>
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<td>Foreign Language</td>
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<tr>
<td>French Language</td>
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<td>6</td>
<td>FREN 101-102</td>
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<tr>
<td>French Literature</td>
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<td>6</td>
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<td>German Language</td>
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<td>SPAN 101-102</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>3</td>
<td>6</td>
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<tr>
<td>Geography</td>
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<td>GEOG 301</td>
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<tr>
<td>Government &amp; Politics</td>
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<tr>
<td>United States</td>
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<td>3</td>
<td>POSC 200</td>
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<tr>
<td>Comparative</td>
<td>3</td>
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<td></td>
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<tr>
<td>History</td>
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<tr>
<td>United States</td>
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<td>6</td>
<td>HIST 105-106</td>
</tr>
<tr>
<td>European</td>
<td>3</td>
<td>6</td>
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<tr>
<td>World</td>
<td>3</td>
<td>6</td>
<td>HIST 101-102</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Calculus AB</td>
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<td>4</td>
<td>MATH 220</td>
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<td>Calculus: BC</td>
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<td>MATH 220-230</td>
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<tr>
<td>Statistics</td>
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<td>3</td>
<td>Math 210</td>
</tr>
<tr>
<td>Music</td>
<td></td>
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<tr>
<td>Theory</td>
<td>3</td>
<td>3</td>
<td>MUSC 109</td>
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<tr>
<td>Physics</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Physics B</td>
<td>3</td>
<td>8</td>
<td>PHYS 201</td>
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<td>PHYS 202</td>
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<tr>
<td>Physics C Mechanics</td>
<td>3</td>
<td>4</td>
<td>PHYS 211</td>
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<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Physics C Electricity and Magnetism</td>
<td>3</td>
<td>4</td>
<td>PHYS 212</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Psychology</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Introductory Psychology</td>
<td>3</td>
<td>3</td>
<td>PSYC 103</td>
</tr>
</tbody>
</table>

**TRANSFER CREDIT**

Transfer students must have official transcripts for all college-level work attempted submitted directly to the Bluefield State College Admissions Office; these should be mailed to the College by the issuing institution. An evaluation of transfer credit will be completed by the Registrar after a student’s file is complete to determine which courses will apply toward the student’s degree program and which can be counted only as elective credit. A minimum of 56 semester credits, of the 128 required for a baccalaureate degree, must have been earned from a baccalaureate degree-granting institution (the minimum number will be higher if more than 128 credits are required for graduation). Although all credits earned from regionally accredited community and junior colleges are accepted for
transfer, a maximum of 72 semester hours of such credit, or 108 quarter hours, may be applied to graduation from baccalaureate degree curricula. Students may petition to have work transferred from non-profit institutions approved by a state, but not accredited by a regional accrediting association, considered for acceptance to meet specific degree requirements up to a maximum of 64 semester hours, after earning at least 12 hours of degree credit at Bluefield State College with an institutional grade point average (GPA) of at least 2.0.

Once admitted to a degree program at Bluefield State College, transfer credit will be accepted only for courses for which prior permission is obtained from the student’s advisor, the applicable Dean(s), and the Registrar.

EXTENDED LEARNING

Bluefield State College offers time-bound and place-bound students extended learning opportunities through the Center for Extended Learning. These opportunities support the Regents Bachelor of Arts (RBA) degree and other degree program areas.

Courses are available through a variety of modalities including interactive video, instructional television, and asynchronous distance learning. Interactive video courses are available over BSC’s Interactive Video Network (IVN) and utilize two-way audio and video between Bluefield, Beckley, Lewisburg, and Welch. Instructional television courses consist of video segments offered on local public television stations (like WSWP-TV) in combination with limited on-campus classes. Asynchronous distance learning classes are delivered to the students’ homes by course management systems via the Internet.

Extended learning is administered through the Instructional Technology Center & Center for Extended Learning located in the Ned E. Shott Physical Education Building. Listings of extended learning courses are provided on the BSC Web Page and the BSC schedule.

Web-based courses are delivered through two course management systems (CMS) administered by two different entities. Web-CT courses are administered by the Instructional Technology Center & Center for Extended Learning located in the Ned E. Shott Physical Education Building. CART courses are administered by the Center for Applied Research and Technology located in Dickason Hall.

INTERNET/ONLINE COURSE GUIDELINES AND POLICIES

Computer Requirements

Bluefield State College suggests that all students own (or have access to) a personal computer. A working knowledge of its operations and up-to-date programs also augments the learning experience and instructional curves throughout the educational programs. This means that students should possess a functional knowledge of how to operate a personal computer. It is in the best interests of all students, staff and faculty members to become familiar with their personal computer before classes begin. Students have indicated that individual ownership of a personal computer or laptop is preferable.
Personal Computer Specifications
The chart below reflects minimum, and preferred, specifications for computers that students will use in completion of internet (online) courses requirements:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 GHz-quad core Processor</td>
<td>Intel CORE i7 Processor</td>
</tr>
<tr>
<td>Windows XP</td>
<td>Windows XP</td>
</tr>
<tr>
<td>1GB RAM</td>
<td>3GB RAM</td>
</tr>
<tr>
<td>150 GB Hard Drive</td>
<td>250 GB Hard Drive (or higher)</td>
</tr>
<tr>
<td>Broadband</td>
<td>Broadband</td>
</tr>
<tr>
<td>Network card</td>
<td>Network card</td>
</tr>
<tr>
<td>Color monitor</td>
<td>Color monitor</td>
</tr>
<tr>
<td>Mouse</td>
<td>Mouse</td>
</tr>
<tr>
<td>Sound card and Speakers</td>
<td>Sound Card, Speakers, and Video Card</td>
</tr>
<tr>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
</tr>
</tbody>
</table>

Optional (highly recommended): High-speed Storage Media USB (thumb or flash drive) or other equivalent portable storage media.

Please note: the minimum requirements are suggested for individuals who already possess a personal computer. The “Preferred” configurations are meant for guidance in obtaining new equipment compatible with school technology standards.

Many college instructional buildings and computer labs have been configured for a WiFi or Wireless Internet connection. To access the WiFi infrastructure, it is necessary to obtain a Wireless Ethernet Card with a new purchase, which may come pre-packaged in newer laptops. Otherwise, these cards can be obtained at local electronics stores.

Computer Laboratories (Labs) on Campus
The BSC Computer Center is located on the first floor of Dickason Hall. There are three computer labs on the first floor.

The BSC Instructional Technology Center is located on the fourth (main) floor of the Ned Shott P.E. Building. The labs there house numerous computers for student-use Monday through Friday from 8 a.m. – 4 p.m. Computers are also available in 311 Mahood Hall, M-R 8 a.m. – 9 p.m., F 8 a.m. – 4 p.m., the Hardway Library, and the Basic Science Building.

There are also WiFi capabilities throughout the campus for use with personal laptop computers that contain wireless network cards.

Technical Support
Students may protect their computers from viruses by downloading Symantec Antivirus. A software source that gives discounted prices to students, staff, and faculty is www.JourneyEd.com, or all 1-800-874-9001. Thousands of software titles are available from vendors such as: Adobe, Macromedia, etc.

Bluefield State College has arranged a purchasing program with DELL computers in order to help students save money on hardware purchases. Visit WWW.DELL.COM/BLUEFIELDSTATE for more details.

INTERNET COURSE (WebCT/CARTlink) Requirements
Prior to enrolling in online courses, students should determine that they have the following:

- Regular access to a computer
- Internet Connection through an Internet Service Provider (ISP)
- A compatible Internet browser such as Internet Explorer (4.0 or higher), Netscape Navigator (4.0 or higher) or Mozilla Firefox (1.0 or higher)
- A word-processor program such as Corel WordPerfect or Microsoft Word or WordPad
Most online courses utilize the following free software:

- Adobe Acrobat Reader (hyperlink)
- Shockwave Flash Player (hyperlink)
- Java Virtual Machine (hyperlink)

**STUDENT RESPONSIVENESS**

Students must respond to online assignments in a timely manner. Adherence to the due dates established for each assignment is a cornerstone of fundamental fairness in the student’s learning experience. When the number of weeks since any student’s submission of the latest assignment exceeds the number of semester hours of credit for the course, the instructor may notify the Registrar that the student has not responded and should be withdrawn from the course. Instructors may make exceptions to the responsiveness regulations, but only under extreme circumstances warranting such exceptions. In no case shall the instructor’s responsiveness regulations exceed those stated above, conflict with the Bluefield State College Attendance Policy or penalize responsive students by exception.

**CORRESPONDENCE COURSES**

Bluefield State College will accept up to 32 semester hours of non-laboratory correspondence course work from accredited institutions listed in “Transfer Credit Practices of Designated Educational Institutions” copyrighted by the American Association of Collegiate Registrars and Admissions Officers.

Requests to take correspondence courses should include copies of course descriptions, and should be filed with the Registrar, prior to enrollment in such courses, to ensure that credit will be accepted. All tests, proctored work, and final examination must be taken under supervision of the Enrollment Services Center. Students can locate correspondence courses through the Enrollment Services Center.

Correspondence work will be included in the student’s semester load at Bluefield State College and will not be accepted if the total resident hours plus correspondence hours exceed the normal course load unless permission is granted by the Vice President for Academic Affairs.

**COURSE AUDIT**

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

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

**ASSESSMENT**

Institutions under the West Virginia Higher Education Policy Commission are committed to excellence in instruction and to programming that requires student mastery of essential academic skills. To help assure attainment of these necessary skills, an assessment program is utilized to determine the effectiveness of the undergraduate curriculum in preparing students in essential skill areas. Students are required to participate in periodic institutional and programmatic assessment activities as directed by
the College. Students not participating in required assessment activities may be denied participation in certain college events such as commencement exercises. Assessment data is used to examine academic programs for quality regarding curriculum, instruction, and student competencies.

TESTING

Bluefield State College is an approved testing center for the American College Testing Program (ACT), the College Level Examination Program (CLEP), the COMPASS Exam, the Defense Activity for Non-Traditional Education Support (DANTES), National League for Nursing (NLN), Nutrition and Microbiology Challenge Tests, Health Education Systems Inc. Admissions Test (HESI) and the Test of English as a Foreign Language Internet-Based Test (TOEFL iBT). To earn credit by CLEP examination, a student must meet the following criteria:

1. A student must be regularly enrolled in 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 Bluefield State College campuses to be eligible for CLEP credit from Bluefield State College.
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 in less than six months will be canceled by Bluefield State College.
8. Requests for official transcript copies of the CLEP score report(s) should be directed to the Office of the Registrar or the Enrollment Services Center.

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. A minimum of 60 days must have elapsed before retesting is allowed with COMPASS. The COMPASS test can be taken in lieu of the ACT or SAT. A composite score cannot be obtained by taking the COMPASS test. Students who need a composite score for Nursing, Radiologic Technology and/or NCAA purposes MUST take the National ACT or SAT.

DANTES: Defense Activity for Non-Traditional Education Support is provided to personnel who are enlisted in or discharged from a division of the United States’ armed forces. However, any student may test via DANTES. Please contact the Enrollment Services Center regarding the DANTES tests for which Bluefield State awards credit.

NLN Challenge Tests: Bluefield State College offers the NLN Challenge Tests. The Challenge Tests are restricted to those students admitted to the Bachelors degree program in nursing. Contact the Enrollment Services Center regarding additional testing restrictions and registration information.

HESI Admissions: Bluefield State College offers the HESI Admissions test. The HESI is restricted to those students who have applied for admission into the
Associate Degree Nursing and/or Radiologic Technology programs.

**TOEFL:** The TOEFL iBT exam, delivered by the internet, measures the English proficiency of nonnative speakers of English. The test assesses reading, listening, speaking, and writing skills. Registration information for the TOEFL is available in the Counseling Center or online at www.ets.org/toefl

Information concerning registration and administration of the above examinations can be obtained from the Enrollment Services Center. Registration information for Graduate Record Examination (GRE), the Law School Admission Test (LSAT), Pre-Professional Skills Test (PPST), and other tests are also available. For further information concerning career testing, contact the Enrollment Services Center.

**PROBATION, SUSPENSION, DISMISSAL AND ACADEMIC GOOD STANDING**

I. **PROBATION** — A descriptive term for the student who is permitted to remain in school after having failed to meet the minimum standards for satisfactory scholarship as provided by the faculty.
   1. Deficiency invoking probation:
      a. The student whose cumulative scholastic record shows a deficit of 12 quality points but no more than 17 quality points shall automatically acquire probationary status.
      b. The transfer student whose total record shows a deficit of 12 quality points, if admitted, shall be assigned a probationary status as though the deficit had been accumulated in residence.
   2. Restrictions associated with probationary status:
      a. The student who is on probation shall have his/her schedule restricted as long as the probation continues and in accordance with the scale which follows:
         16 week term...14 semester hours  5 week term...5 semester hours
      b. Termination of probation — the student who is placed on probation as a result of a grade point deficit shall remain on probation until his/her quality point deficiency is reduced to 11 or fewer.

II. **SUSPENSION** — Temporary withdrawal of the privilege to enrollment and admittance.
   1. The student with a cumulative deficit of 18 quality points or more shall be suspended for a period of one semester. This rule shall not apply to first semester freshmen or to students who have not been on academic probation for one semester.*
   2. The application of a student suspended from any college shall not be considered for admission until his/her period of suspension has expired. Bluefield State College honors the suspension of any other college and such a suspension is treated as a prior suspension from Bluefield State College.
   3. The student suspended for poor scholarship and subsequently readmitted shall be required to adhere to the restrictions of:
      a. Register for a maximum of 14 semester hours.
      b. Maintain no less than a 2.0 average each semester following readmission.
      c. Reduce the deficit by no less than 6 quality points each of 2 semesters. Failure to comply will result in dismissal. Gains made as a result of repeating to remove previous grades are excluded. Gain must be a result of maintaining above 2.0 average.**
III. DISMISSAL — Permanent withdrawal of the privilege of enrollment and attendance. A second suspension shall be regarded as permanent. A student may, however, request special consideration for readmission after one calendar year. It shall be the responsibility of the student to request a meeting with the Academics Committee and present in writing any reasons or evidence supporting why he/she should be given special consideration for readmission. To convene a meeting of the Academics Committee the student must complete the request form available in the office of the Vice President for Academic Affairs.

IV. ACADEMIC GOOD STANDING — Any student eligible to enroll or re-enroll in the institution is considered to be in Good Academic Standing. Social or financial standing may differ.

* Note: Summer school shall not be interpreted as being a semester as far as suspension is concerned.

** All exceptions to the above must be approved by the Office of the Vice President for Academic Affairs.

GRADING SYSTEM

The grading system at Bluefield State 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 quality 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.”
S — Satisfactory completion of courses (for developmental courses only)
U — Unsatisfactory completion of courses; student must re-enroll in class (for developmental courses only)
W — Withdraw
X — Audit
NI — Non-instructional 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.

The grading scale for preparatory academic studies (developmental) courses (i.e., courses below the 100 level) is S for Satisfactory and U for not completing the course requirements. Grades and credits for these courses will not be calculated in academic standing or GPA but courses count in the student load for billing and financial aid purposes. Students must complete all academic studies requirements no later than the academic term in which sixty semester hours are accumulated. A grade of “W” cannot be assigned to academic studies courses unless the student withdraws from the College or receives approval of the Vice President for Academic Affairs.
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:

(a) The student has informed the instructor prior to the final examination and the instructor considers the reason valid.
(b) The instructor files with the Registrar along with the grade report:
   1. An Incomplete Grade Status Report in duplicate stating under “Reasons for ‘I’ Grade” exactly the same reason given by the student.
   2. 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 Vice President for Academic Affairs.

PASS—FAIL

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.

GRADE POINT AVERAGE

The quality of a student’s work is indicated by quality points. Candidates for graduation must have a grade point average of 2.0 on all work recorded on the transcript and on all work completed at Bluefield State College. All work attempted at other colleges is included in the grade point average. Quality points are earned as follows:

- A — 4 quality points per semester hour
- B — 3 quality points per semester hour
- C — 2 quality points per semester hour
- D — 1 quality point per semester hour
- F — no quality points are received, but semester hours will be included when computing average

The grade point average is computed on all work for which the student has registered with the following exceptions:

(a) Courses with grades of “W” and
(b) Course(s) with grade(s) to which the FORGIVENESS GRADE POLICY has been applied.

Grade-point average can be computed by dividing the number of quality points earned by the number of attempted semester hours recorded on the permanent record card. Other than as noted under exception (b) above, no course for which credit has been awarded may be repeated for credit. Such courses will be marked with an * and credit will be excluded from hours earned.
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 60th semester hour, and if the student repeats this course prior to the receipt of a baccalaureate degree, 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 60 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.

GRADE REPORTS

Students must access their final grades through the Internet for Student secure access. The site is linked to the Bluefield State College home page at www.bluefieldstate.edu. Grades are generally available within one week after a grading period is complete.

PRESIDENT’S LIST

To be eligible for the President’s List, a student must be degree-seeking, carry a minimum of 12 semester hours (excluding developmental level courses), earn a grade point average for the semester of 3.8 or better, and receive no “D” or “F” grades.

DEAN’S LIST

To be eligible for the Dean’s List (now Vice President – Academic Affairs), a student must carry a minimum of 12 semester hours (excluding developmental level courses) at Bluefield State College, earn a grade point average for the semester of 3.25 or better, and fail no courses.

MILITARY SERVICE CREDIT

Bluefield State College may grant a maximum of 2 semester hours of physical education activity credit and 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 (MOSs) and other training in accordance with ACE guidelines. A transcript from the Community College of the Air Force or copies of appropriate certificates should be sent to the Admissions Office. Credit for Reserve MOSs will be awarded only when the College receives documentation of a minimum of two annual Enlisted Evaluation Reports (EERs) in the same MOS.
**BLOCK TRANSFER OF VOCATIONAL — TECHNICAL CREDIT**

Block transfer of vocational-technical credit from an accredited or State approved post-secondary vocational-technical school or center may be awarded as determined by the appropriate academic department and approved by the Vice President for Academic Affairs. No grades shall be assigned and such transfer applied only toward completion of the specific program for which the transfer was approved. The transferability of such credit will depend entirely upon the institution to which a student transfers.

**EVALUATION FOR DEGREE REQUIREMENTS**

A student who has completed 90 semester hours of credit toward a baccalaureate degree (teaching or non-teaching) or a student who has completed 45 semester hours of credit towards an associate degree must request from his/her advisor an evaluation of the student’s credits. The evaluation should indicate all of the courses the student has completed and those which must be completed for the degree and/or certification sought. The advisor’s evaluation will be submitted to the Dean for approval. The evaluation must be approved by the Registrar, who will then send an official copy of the evaluation to the student. A new academic advisement software program, Degree Works, may substitute for the 45 and 90 hour evaluations. Students should consult with their assigned academic advisor regarding use of this program.

Students who need an evaluation to determine what courses to take during the summer sessions should request such evaluation several weeks before it is needed. It is difficult to prepare evaluations during the last portion of April. After an evaluation has been made, the student should keep a copy and have it available on registration days.

It is the student’s responsibility to check on all requirements and to make inquiry if there is doubt of the student’s satisfying any of them. A frequent check on requirements as listed in the College Catalog and frequent conferences with advisors are advisable to ensure that the student is making regular progress. It is advisable to complete required courses as soon as possible to prevent conflict of prescribed subjects during the senior year.

**GRADUATION WITH HONORS**

To be eligible for honors, a student must meet the minimum residency requirements as stated in the catalog for the year of graduation and comply with one of the following criteria:

- **CUM LAUDE** for those candidates who have maintained an average of 3.25 to 3.49.
- **MAGNA CUM LAUDE** for those candidates who have maintained an average of 3.5 to 3.79.
- **SUMMA CUM LAUDE** for those candidates who have maintained an average of 3.8 to 4.0.

To be eligible for these honors, a student must have completed 32 semester hours at Bluefield State College; of the last 32 hours, 16 must be completed at Bluefield State College.

Any student who completed the requirements for an Associate degree with a minimum 3.25 overall grade point average will receive recognition as an “HONOR GRADUATE.”

To be eligible for these honors a student must have completed 16 semester hours at...
Bluefield State College; of the last 16 hours, eight must be completed at Bluefield State College.

Tentative standing for honors will be calculated on work completed prior to the graduation ceremony; however, actual honors awarded and engraved on the diploma will include all work completed up to graduation.

**GRADUATION AND COMMENCEMENT REGULATIONS**

Bluefield State 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. The same requirements will pertain to those who expect to receive an Associate degree:

- Bluefield State College has one 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.
- Seniors who graduate at the end of the fall or spring semester are required to attend and participate in the commencement ceremony. Graduates at the end of the fall semester will be given appropriate credentials with the stipulation that attendance and participation in the Spring commencement exercises is required.
- 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.
- 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 walk in the May commencement.
- Application in writing for permission to receive a degree in absentia must be filed with the Vice President for Academic Affairs well in advance of the commencement program. Annual reports of completion rates of students and student athletes are made available in the Registrar’s Office to comply with federal Student Right-to-Know regulations.
PROGRAMS OF STUDY AND DEGREES
AWARDED

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Degree Programs, Concentrations, Minors, and Pre-Professional Programs

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<tbody>
<tr>
<td>AS</td>
<td>Radiologic Technology</td>
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<tr>
<td></td>
<td>Nursing</td>
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<td></td>
<td>Architectural Engineering Technology</td>
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<td>Civil Engineering Technology</td>
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<td>Electrical Engineering Technology</td>
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<td>Mechanical Engineering Technology</td>
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<tr>
<td>BA</td>
<td>Humanities</td>
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<td></td>
<td>Social Science</td>
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<td></td>
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<td>Accountancy</td>
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<td></td>
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<td></td>
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<td>Business Information Systems (pending HEPC approval)</td>
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<td>Criminal Justice Administration</td>
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<td>Law Enforcement</td>
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<td></td>
<td>Computer Science</td>
<td>Programming</td>
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<td>Information Technology</td>
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Minors are available in selected areas. Refer to pages 90-94, 105, and 124.
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<thead>
<tr>
<th>DEGREE</th>
<th>PROGRAM</th>
<th>CONCENTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>Elementary Education (K-6) or Early/Middle Education (K-6) and One Required Specialization: (5-9) General Science English/Language Arts Mathematics through Algebra I Social Studies Radiologic Science Health Services Management</td>
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<tr>
<td>BSN</td>
<td>Professional Nursing</td>
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<tr>
<td>BSET</td>
<td>Architectural Engineering Technology Civil Engineering Technology Electrical Engineering Technology Mechanical Engineering Technology Mining Engineering Technology</td>
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<tr>
<td>RBA</td>
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<td></td>
<td><strong>Pre-Professional Programs</strong></td>
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<tr>
<td>BS</td>
<td>Applied Science</td>
<td>Pre-Medicine</td>
</tr>
<tr>
<td>BA</td>
<td>Humanities</td>
<td>Pre-Law</td>
</tr>
</tbody>
</table>

Minors are available in selected areas. Refer to pages 90-94, 105, and 124.
MULTIPLE DEGREES

BACCALAUREATE DEGREES

A student may be awarded more than one Baccalaureate Degree by completing all the requirements for the desired subsequent degrees. A minimum of 24 additional semester hours of approved work* will be required beyond the requirements of the previous Baccalaureate Degree.**

ASSOCIATE DEGREES

A student may be awarded more than one Associate Degree by completing all the requirements for the desired subsequent degrees. A minimum of 15 additional semester hours of approved work* will be required beyond the requirements of the previous Baccalaureate or Associate Degrees.**

* Prior approval of the Dean of the School in which the additional degree is to be pursued is required for all additional work.
**A student can receive no more than two degrees at a given commencement.

DEGREE REQUIREMENTS

Most baccalaureate degrees granted by Bluefield State College have the same minimum requirements with regard to semester credit hours and grade point average. Exceptions will be stated in the Program description sections of applicable curricula. The minimum requirement for most is 128 semester credit hours with a grade point average of 2.0 on all work entered on the student’s permanent record, 2.0 on all work completed at Bluefield State College, 2.0 on all courses in the major, and 2.0 on all courses in the specialization or concentration. Among the exceptions is Teacher Education, which requires a 2.5 or better overall GPA, Accountancy, which requires a 2.75 in all accounting courses, and Business Administration, which requires an overall 2.0 in courses required for the degree. (Business core and concentrations)

Most associate degrees granted have the same minimum requirements with regard to semester credit hours and grade point average. The minimum requirement is 64 semester credit hours with a grade point average of 2.0 on all work entered on the student’s permanent record and a 2.0 on all work completed at Bluefield State College. Associate and Baccalaureate Nursing, Associate in Radiologic Technology and Baccalaureate in Radiologic Sciences require a “C” or better in all courses in the major and some selected support courses. Students should refer to the respective program description in this catalog.

All Bluefield State College first-time students are to take BSCS 100, a 3 credit seminar which helps the student to transition into college. It enhances the development of skills necessary to succeed in college, motivates the student to continue/persist with identified college career choice, and helps the student achieve educational and personal goals. During this course, students develop personal, academic, and career goals, as well as personal health and wellness plans.
REQUIREMENTS FOR BACHELOR OF ARTS (B.A.) AND BACHELOR OF SCIENCE (B.S.) DEGREES

The courses of study for the Bachelor of Arts and Bachelor of Science Degrees are divided into four areas — general studies, the core, the specialization or concentration, and electives. General studies include those courses required of all candidates for the B.A. or B.S. Degrees. Electives are those courses not included in general studies, core, and specialization or concentration areas used to fulfill graduation requirements.

REQUIREMENTS FOR BACHELOR OF SCIENCE IN EDUCATION DEGREE (B.S. IN ED.)

The Bachelor of Science in Elementary Education is awarded to students completing the Elementary Education K-6 specialization. The Bachelor of Science in Early/Middle Education is awarded to majors in Elementary and Early/Middle Education. Subject area specializations in Early/Middle Education include Elementary Education (K-6) combined with a Middle School (5-9) specialization in one or more of the following disciplines: General Science, English/Language Arts, Mathematics and Social Studies. Students must complete a minimum of 128 credit hours, successfully complete student teaching and the professional semester, and take the required Praxis II examinations. The grade point average for program admission is 2.75.

REQUIREMENTS FOR BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY (B.S.E.T.)

The Bachelor of Science in Engineering Technology program at Bluefield State College is designed to give students an opportunity to earn a baccalaureate degree in one of the following majors: Architectural Engineering Technology, Civil Engineering Technology, Electrical Engineering Technology, Mechanical Engineering Technology, and Mining Engineering Technology. A candidate for this degree must complete the general studies requirements for the College and the requirements specified in the particular curriculum.

REQUIREMENTS FOR REGENTS BACHELOR OF ARTS DEGREE (RBA)

The Regents Bachelor of Arts Degree is awarded to those students who complete the requirements for this non-specified major degree program which is designed and intended for the adult student.
GENERAL STUDIES REQUIREMENTS

All graduating students are required to complete the general studies program specific to their degree level. This program is composed of a basic skills component and a core skills component in addition to the stipulated course requirements for specific programs as listed in this catalog. The purpose of the general studies program is to ensure basic skills competency and encourage the acquisition of a body of knowledge basic to that of an educated person.

The College has identified and adopted the following institutional learning outcomes which should be demonstrated by all graduates upon completion of any academic program.

1. Students will read, write, and speak effectively.
2. Students will demonstrate information literacy through the use of technology.
3. Students will demonstrate basic mathematical problem solving skills.
4. Students will understand diverse societal practices and patterns.
5. Students will identify, explain, and apply scientific concepts and methods.
6. Students will describe artistic, literary, and human creativity products.
7. Students will interpret, analyze, and construct arguments.

Baccalaureate Degrees

All candidates for a baccalaureate degree are required to successfully complete the following.

Students must conform to pre-requisite/co-requisite requirements before enrolling in any listed courses:

**Basic Skills Component**
Composition (English 101, 102) 6 hours
Mathematics (MATH 101, 109, 110, 220, GNET 115, GNET 116) 3 hours
Computer Literacy (COSC 102, 111 201, BUSN 130) 3 hours
Speech (SPCH 208) 3 hours
15 hours

**Core Skills Component**
Literature (ENGL 201, 205) 3 hours
Fine Arts/Humanities 3 hours
   Art (ARTS 101, 205, 208)
   Music (MUSC 150, 200)
   Humanities (HUMN 150, 222)
   Foreign Language (FREN 102, SPAN 102, LANG 102)
   Theater (THEA 200)
Social Sciences (Selected from a minimum of three disciplines) 12 hours
   Architecture (ARET 205)
   Economics (ECON 211, 212)
   Geography (GEOG 150)
   History (HIST 101, 102, 105, 106)
   Political Science (POSC 200, 218)
   Psychology (PSYC 103)
   Sociology (SOCI 206, 210)
Physical and Biological Sciences (Must include laboratory courses) 8 hours
   Biology (BIOL 101/103, 102/104, 201/203, 202/204)
   Chemistry (CHEM 101/103, 102/104)
   Environmental Science (ENSC 201/203L, 202/204L)
   Physical Science (PHSC 101/103, 102/104)
   Physics (PHYS 201, 202, 211, 212)
   General Engineering Technology (GNET 101, 102)

Total 41 hours
Associate Degrees

All candidates for an associate of science degree are required to successfully complete a minimum of 30 semester hours in general studies. **Students must conform to prerequisite/co-requisite requirements before enrolling in any listed courses:**

### Basic Skills Component
- Composition (ENG 101, 102) 6 hours
- Mathematics (MATH 101, 109, 110, 220, GNET 115, GNET 116) 3 hours
- Computer Literacy (COSC 102, 111, 201, BUSN 130) 3 hours

### Core Skills Component
- **Social Sciences**
  - Architecture (ARET 205)
  - Economics (ECON 211, 212)
  - Geography (GEOG 150)
  - History (HIST 101, 102, 105, 106)
  - Political Science (POSC 200, 218)
  - Psychology (PSYC 103)
  - Sociology (SOCI 206, 210) 3 hours

### Physical and Biological Sciences (Must include laboratory courses)
- Biology (BIOL 101/103, 102/104, 201/203, 202/204)
- Chemistry (CHEM 101/103, 102/104)
- Physical Science (PHSC 101/103, 102/104)
- Physics (PHYS 201, 202, 211, 212)
- General Engineering Technology (GNET 101, 102) 8 hours

**Total** 23 hours
ACADEMICS

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SCHOOL OF ARTS AND SCIENCES

The School of Arts and Sciences offers courses in art, biology, chemistry, criminal justice, English, French, geography, geology, history, humanities, journalism, mathematics, music, natural science, physical science, physics, political science, psychology, social science, sociology, Spanish, and speech. The Bachelor of Arts degree is granted in humanities and social science. The Bachelor of Science degree is granted in applied science. Subject area specializations in teacher education are offered in general science, language arts, mathematics, and social studies. The Regents Bachelor of Arts Degree is offered with areas of emphasis in American Justice Studies, Business, Geography, History, International Studies, Natural Science, Political Science, Psychology, and Sociology.

The degree programs offered by the School provide preparation for further professional education as well as immediate employment. The B.S. in applied science prepares students for entry into schools of dentistry, medicine, or pharmacy as well as for entry into graduate science programs. A degree in humanities or social science provides excellent preparation for law and other professional schools and provides the requisite cognitive and communication skills for careers in business, government service, or journalism.

REQUIREMENTS FOR BACHELOR OF ARTS DEGREE

HUMANITIES

The B.A. degree in humanities primarily is a pre-professional program for students planning post-baccalaureate study in communications, English, journalism, law, or the ministry. Beyond the general studies requirements, students in the humanities program must complete the humanities core courses, an English or pre-law specialization, and additional restricted electives. The capstone course, Projects in the Humanities, is part of the humanities core and is taken during the senior year.

The humanities major must earn a 2.0 quality point average on all work applied to the general studies requirements, the humanities core, including the capstone course, and the area of specialization.

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<td>HUMN 303</td>
<td>Comparative Religions</td>
</tr>
<tr>
<td>HUMN 499</td>
<td>Projects in Humanities</td>
</tr>
<tr>
<td></td>
<td>French 101/102 or Spanish 101/102</td>
</tr>
</tbody>
</table>
Specialization (choose either English or Pre-Law)

**English Specialization:**
- ENGL 208  Technical Communication
- ENGL 300  Major American Authors
- ENGL 301  English Grammar
- ENGL 302  Major British Authors
- ENGL 304  Approaches to Literature
- ENGL 305  Prose Fiction or 307 Regional and Ethnic Literature
- ENGL 308  Linguistics
- ENGL 390 or 490  Topics in Literature or Advanced Topics in Literature

**Restricted Electives:** Any ENGL, JOUR, SPCH or THEA that are not used to fulfill the Humanities core requirements or the specialization. 12 hrs.

**Pre-Law Specialization:** Any history courses at the 105 level and higher; and any selections from among BUSN 482, CRMJ 163, and POSC 300, 325, 401, 405.

Restricted Electives: Any courses from the following approved list that are not used to fulfill the Humanities Core requirements or the specialization. (Substitutions require approval of advisor and the School Dean.)

- ARET 205; any ARTS; BUSN 482; CRMJ 163; any COMM; any ENGL at the 102 level and higher; FREN 101, 102; any HIST at the 105 level and higher; HUMN 150, 222.
- 332, 490; JOUR 325, 424; any MUSC; POSC 300, 325, 401, 405; PSYC 329; SOCI 326; and SPAN 101, 102.

**Total Hours Required for Humanities Major**
(72)
(Must include a minimum of 21 hours at the 300-400 level.)

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td><strong>Second Year</strong></td>
</tr>
<tr>
<td>ENGL 101  Composition I  3</td>
<td>ENGL 201  Humanistic Tradition  3</td>
</tr>
<tr>
<td>MATH 101  General Math  3</td>
<td>ARTS  Intro to Visual Arts or Art History  3</td>
</tr>
<tr>
<td>HIST 101  World Civilization I  3</td>
<td>MUSC 150 or HUMN 222 or Intro to Music or Philosophy or Social Science  3</td>
</tr>
<tr>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td><strong>Third Year</strong></td>
</tr>
<tr>
<td>ENGL 201  Modern Tradition  3</td>
<td>ENGL 309  Advanced Research  3</td>
</tr>
<tr>
<td>Social Science  3</td>
<td>English or Pre-Law Specializations  6</td>
</tr>
<tr>
<td>ARTS  Intro to Fine Arts or Art History  3</td>
<td>Restricted Electives  6</td>
</tr>
<tr>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td><strong>Third Year</strong></td>
<td><strong>Fourth Year</strong></td>
</tr>
<tr>
<td>ENGL 309  Comparative Religion  3</td>
<td>ENGL 309  English or Pre-Law Specializations  6</td>
</tr>
<tr>
<td>English or Pre-Law Specializations  6</td>
<td>General Electives  12</td>
</tr>
<tr>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td><strong>Fourth Year</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>ENGL 309  General Electives  9</td>
<td><strong>Total</strong> 72</td>
</tr>
</tbody>
</table>
SOCIAL SCIENCE

The baccalaureate degree program in social science is interdisciplinary and draws from all of the social science disciplines. The program prepares students for a variety of career opportunities, including post-graduate education, law schools and employment in government and social service agencies. Students must complete the general studies requirement, the social sciences core, and at least one social science concentration.

### Social Science Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 212</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 150</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Civilization</td>
<td>3</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Elementary Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 301</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>POSC 200</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 210</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 300</td>
<td>Social Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 497</td>
<td>Research Methods in History</td>
<td>3</td>
</tr>
<tr>
<td>or PSYC 480: Research Design &amp; Proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOSC 490</td>
<td>Seminar in Social Science</td>
<td>3</td>
</tr>
<tr>
<td>or French 101/102 or Spanish 101/102</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Restricted electives (an additional 9 hours from each of two of the following disciplines, excluding the selected area of concentration: geography, history, political science, psychology, and sociology) 18

**Total**

<table>
<thead>
<tr>
<th>Concentration: Choose one of the following. Students must successfully complete an additional 24 hours from one concentration.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Geography</strong></td>
</tr>
<tr>
<td>GEOG 150</td>
</tr>
<tr>
<td>GEOG 301</td>
</tr>
<tr>
<td>GEOG 304</td>
</tr>
<tr>
<td>Restricted Electives (chosen from GEOG 290, 302, 402, 490, HIST 302, 400, POSC 312, 405, SOCI 206)</td>
</tr>
<tr>
<td><strong>History</strong></td>
</tr>
<tr>
<td>HIST 101</td>
</tr>
<tr>
<td>HIST 102</td>
</tr>
<tr>
<td>HIST 105</td>
</tr>
<tr>
<td>HIST 106</td>
</tr>
<tr>
<td>Restricted Electives (chosen from 300 and 400 level History courses)</td>
</tr>
<tr>
<td><strong>Political Science</strong></td>
</tr>
<tr>
<td>POSC 200</td>
</tr>
<tr>
<td>POSC 218</td>
</tr>
<tr>
<td>POSC 300</td>
</tr>
<tr>
<td>Restricted Electives (chosen from 300 and 400 level Political Science courses)</td>
</tr>
<tr>
<td><strong>Psychology</strong></td>
</tr>
<tr>
<td>PSYC 103</td>
</tr>
<tr>
<td>PSYC 210</td>
</tr>
<tr>
<td>PSYC 328</td>
</tr>
<tr>
<td>PSYC 329</td>
</tr>
<tr>
<td>Restricted Electives (chosen from 300 and 400 level Psychology courses, CRMJ 292, MGMT 330, and SOCI 310 or 323)</td>
</tr>
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</table>
### SOCIAL SCIENCE ACADEMIC PLAN OF STUDY:

#### FALL SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>General Math</td>
<td>3</td>
</tr>
<tr>
<td>HIST 101</td>
<td>World Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 103</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 210</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### SPRING SEMESTER
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 208</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 150</td>
<td>Introduction to Geography</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 206</td>
<td>Marriage and Family Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives (chosen from among SOCI 206 and 400 level Sociology courses): 12

### First Year

#### Second Year

ECON 211 Principles of Economics I 3

Concentration:
- HIST ___
- PSYC ___
- SOCI ___

Choose 1:
- If Geography, choose 1 elective

MATH 210 or 301

Science/Lab Requirement:
- BIOL ___/___
- CHEM ___/___
- ENSC ___/___
- PHYS ___/___

Choose 1:
- BIOL ___/___
- CHEM ___/___
- ENSC ___/___
- PHYS ___/___

### Third Year

GENERAL ELECTIVE 3

Restricted Social Science Electives 6

Research Methods or Restricted Concentration Elective 3

Concentration Core or Restricted Concentration Elective 3

Elective 3

General Elective 3

Restricted Social Science Electives 6

Research Methods or Restricted Concentration Elective 3

Concentration Core or Restricted Concentration Elective 3

Elective 3

### Second Year

ECON 212 Principles of Economics II 3

Concentration:
- HIST ___
- PSYC ___
- SOCI ___

Choose 1:
- If Geography, choose 1 elective

MATH 210 or 301

Science/Lab Requirement:
- BIOL ___/___
- CHEM ___/___
- ENSC ___/___
- PHYS ___/___

Choose 1:
- BIOL ___/___
- CHEM ___/___
- ENSC ___/___
- PHYS ___/___

### Third Year

GENERAL ELECTIVE 3

Restricted Social Science Electives 6

Research Methods or Restricted Concentration Elective 3

Concentration Core or Restricted Concentration Elective 3

Elective 3

General Elective 3

Restricted Social Science Electives 6

Research Methods or Restricted Concentration Elective 3

Concentration Core or Restricted Concentration Elective 3

Elective 3

### Third Year

GENERAL ELECTIVE 3

Restricted Social Science Electives 6

Research Methods or Restricted Concentration Elective 3

Concentration Core or Restricted Concentration Elective 3

Elective 3
Fourth Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Elective</td>
<td>3</td>
</tr>
<tr>
<td>Restricted Social Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>Research Methods or Restricted Concentration Elective</td>
<td>3*</td>
</tr>
<tr>
<td>Concentration Core or Concentration Elective</td>
<td>3</td>
</tr>
<tr>
<td>Seminar Social Science or General Elective</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 490 Seminar Social Science or General Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** Courses offered every 2 years or as needed. If needed, schedule these courses when offered or check with the instructor. GEOG Core Courses, PSYC 360, PSYC 385, PSYC 403
*Must* choose only one Research Methods course: SOC 1300 – Fall semesters only, HIST 497 – Spring Semesters only, PSYC 485 – Fall semester every 2 years only but can be followed with PSYC 495 in following Spring for Field Research
**If concentration requirements are met, general electives or concentration electives can be interchanged.

**REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE**

**APPLIED SCIENCE**

The Applied Science degree is a pre-professional program in which the student chooses one of two specializations. The first option is an interdisciplinary specialization in which the student designs an individualized program of study to meet career goals within the following parameters:

**Interdisciplinary Specialization**

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Spring Semester</td>
<td>Fall Semester</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>BIOL 101/103L General Bio. I &amp; Lab</td>
<td>BIOL 102/104L General Bio. II &amp; Lab</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101 Composition I</td>
<td>ENGL 102 Composition II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>MATH 109 Algebra*</td>
<td>MATH 110 Trigonometry *</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101/103L General Chem. I &amp; Lab</td>
<td>CHEM 102/104L General Chem. II &amp; Lab</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 103 General Psychology</td>
<td>SOCI 210 Principles of Sociology</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Approved Computer Course</td>
<td>Approved Applied Science Elective</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Elective</td>
<td>Approved Applied Science Elective</td>
<td>2-3</td>
<td>8</td>
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<tr>
<td>Approved Applied Science Elec.</td>
<td>Approved Applied Science Elective</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Science General Studies Course</td>
<td>NASC 498 Research/Planning</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Electives</td>
<td>NASC 499 Research/Projects**</td>
<td>14-15</td>
<td>16</td>
</tr>
<tr>
<td>Approved Upper-Level Applied Science Elec.</td>
<td>Approved Upper-Level Applied Science Elec.</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>NASC 499 Research/Projects**</td>
<td>NASC 499 Research/Projects**</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total = 128 - 129 Hours**

* With ACT score of 26 or higher, MATH 220 and MATH 230 may be substituted.
** NASC 499 Research/Projects may be conducted at an approved college or university site with School of Arts & Sciences’ approval.
*** See the list of approved Applied Science electives.

Other options are pre-medicine, pre-dentistry, pre-physical therapy or pre-pharmacy specializations for
students who plan to apply for admission to medical, dental, veterinary, pharmacy, physical therapy or other professional schools:

### Pre-Medicine, Pre-Pharmacy, Pre-Dentistry, Pre-Physical Therapy Specializations

<table>
<thead>
<tr>
<th>1st Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101/103L General Bio. I &amp; Lab</td>
<td>4</td>
<td>BIOL 102/104L General Bio. II &amp; Lab</td>
</tr>
<tr>
<td>ENGL 101 Composition I</td>
<td>3</td>
<td>ENGL 102 Composition II</td>
</tr>
<tr>
<td>MATH 109 Algebra*</td>
<td>3</td>
<td>MATH 110 Trigonometry</td>
</tr>
<tr>
<td>CHEM 101/103L General Chem. I &amp; Lab</td>
<td>4</td>
<td>CHEM 102/104L General Chem. II &amp; Lab</td>
</tr>
<tr>
<td>PSYC 103 General Psychology</td>
<td>3</td>
<td>SOCI 210 Principles of Sociology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>17</td>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>2nd Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201/205 Humanistic/Modern Tradition</td>
<td>3</td>
<td>Fine Arts/Humanities Gen. Studies Course</td>
</tr>
<tr>
<td>ECON 211 Principles of Economics I</td>
<td>3</td>
<td>BIOL 202/204L Microbiology &amp; Lab</td>
</tr>
<tr>
<td>BIOL 210/211L Human Anat. &amp; Phys &amp; Lab</td>
<td>4</td>
<td>BIOL 212/213L Human Anat. &amp; Phys &amp; Lab</td>
</tr>
<tr>
<td>PHYS 201 General Physics I &amp; Lab</td>
<td>4</td>
<td>PHYS 202 Gen. Physics II &amp; Lab</td>
</tr>
<tr>
<td>Approved Computer Course</td>
<td>3</td>
<td>MATH 301 Probability &amp; Statistics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>3rd Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 301 Introduction to Genetics</td>
<td>3</td>
<td>BIOL 410 Cell Biology</td>
</tr>
<tr>
<td>SPCH 208 Fundamentals of Speech</td>
<td>3</td>
<td>Approved Science Elective</td>
</tr>
<tr>
<td>MATH 220 Calculus I</td>
<td>4</td>
<td>CHEM 302 Organic Chemistry II</td>
</tr>
<tr>
<td>CHEM 301 Organic Chemistry I</td>
<td>4</td>
<td>NASC 498 Research/Planning</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Elective</td>
</tr>
<tr>
<td>Electives</td>
<td>6-8</td>
<td>SOCI 410 Medical Sociology</td>
</tr>
<tr>
<td>NASC 499 Research/Projects**</td>
<td>1</td>
<td>NASC 499 Research/Projects* *</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>16-18</td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Total = 128 - 131 Hours

* With ACT score of 26 or higher, MATH 220 and MATH 230 may be substituted.

** NASC 499 Research/Projects may be conducted at an approved college or university site with School of Arts and Sciences approval.

### Approved Applied Science Electives:

- BIOL 210 Human Anatomy & Physiology I – 3
- BIOL 212 Human Anatomy & Physiology II 3
- BIOL 211 Human Anatomy & Physiology Lab I-1
- BIOL 213 Human A & P Lab II 1
- BIOL 290 Topics in Biology – 1-4
- BIOL 300 Ecology – 3
- BIOL 301 Introduction to Genetics – 3
- BIOL 303 Animal Kingdom – 4
- BIOL 306 Botany – 4
- BIOL 310 Nutrition – 3
- BIOL 400 Pharmacology – 3
- BIOL 401 Pathogenic Microbiology – 4
- BIOL 402 Immunology – 4
- BIOL 410 Cell Biology – 3
- BIOL 490 Topics in Biology 1-4
- CHEM 201 Analytical Chemistry I – 4
- CHEM 202 Analytical Chemistry II – 4
- CHEM 290 Topics in Chemistry – 3
- CHEM 301 Organic Chemistry I – 4
- CHEM 302 Organic Chemistry II – 4
- CHEM 401 Physical Chemistry I – 4
- CHEM 402 Physical Chemistry II – 4
- CHEM 410 Instrumental Analysis – 3
- CHEM 420 Inorganic Chemistry – 3
- CHEM 430 Biochemistry – 3
- CHEM 490 Topics in Chemistry – 1-4
- COSC 201 PC Software Applications – 3
- COSC 216 Application Programming – 3
- COSC 230 Object Oriented Programming
- COSC 240 Web Client Scripting
- COSC 320 Web Programming – 3
- COSC 324 Web Client Scripting – 3
- COSC 403 Windows Application Programming – 3
- COSC 474 Cyberinfrastructure – 3
- ENSE 201 Environmental Science I – 3
- ENSE 202 Environmental Science II – 3
- ENSE 203 Environmental Science II Lab – 1
- ENSE 204 Environmental Science II Lab - 1
- MATH 220 Calculus I – 4
- MATH 230 Calculus II – 4
- MATH 240 Calculus III – 4
- MATH 250 Discrete Mathematics – 3
- MATH 290 Topics in Mathematics – 1-4
- MATH 310 Differential Equations – 3
- MATH 311 Linear Algebra – 3
- MATH 320 Modern Geometry – 3
- MATH 350 Modern Algebra – 3
- MATH 400 Introduction to Topology – 3
- MATH 415 Multivariable Calculus – 3
- MATH 490 Topics in Mathematics – 1-4
- NASC 301 Integrated Science I – 3
- NASC 302 Integrated Science II – 3
- NASC 474 Cyberinfrastructure – 3
- SOCI 410 Medical Sociology – 3
- PHSC 314 Physical Geology and Laboratory – 4
- PHYS 205 Recitation I (algebra based) – 1
Students majoring in Applied Science must complete 128 semester credit hours with a 2.0 grade point average for all work entered on the student’s permanent record and a 2.0 grade point average for all work accepted toward the major. Students must complete the General Studies requirement, the Applied Science Core, and the approved specialization courses. Applied Science majors transferring or entering the program with an A.S. degree in certain appropriate fields are granted junior year status, but will be expected to make up the difference in general studies and special course requirements.

**Applied Science Core**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MATH 109</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>*MATH 110</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 301</td>
<td>Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>COSC</td>
<td>Approved Programming Course</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 101-104</td>
<td>General Chemistry &amp; Lab</td>
<td>8</td>
</tr>
<tr>
<td>SPCH 208</td>
<td>Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>ECON 211</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>*OR MATH 220 Calculus I 4 hrs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specialization Courses**  

These courses, in addition to Applied Science Core, must include a minimum of 21 hours at the 300-400 level, of which at least 3 hrs. must be NASC 499 Research/Projects.

Total requirements for major 83 hours

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**CRIMINAL JUSTICE ADMINISTRATION**

The Bachelor of Science degree in Criminal Justice Administration prepares students for a variety of careers in the field of Criminal Justice. Graduates of the program may find employment as police officers, correctional officers, probation or parole officers, or counselors at the local, state, and federal level. The Criminal Justice Administration curriculum offers a choice of majors in either law enforcement or corrections.

The program of study follows a recommended eight semester format. Students should be aware that certain factors may require deviation from the recommended schedule, and that completion of the degree could require longer than eight semesters. Entering students, who have already completed an associate degree in criminal justice or the equivalent from an accredited institution may transfer in and be admitted at junior status in the particular specialization chosen. They can then earn the baccalaureate degree by completing the general studies program and those courses specified for the third and fourth year of the major. Up to 72 hours of credit from all regionally accredited community colleges may be applied toward the degree; all hours transferred in will be entered on the transcript and will be calculated in the students’ GPA at Bluefield State College.

Up to 13 credit hours will be awarded to individuals within this discipline who present to the registrar a photocopy of graduation certificate from an accredited police academy or an accredited state or federal correctional academy. Additional credits may be awarded in accordance with articulation agreements made by Bluefield State College and various institutions. The minimum credit awards are:
## COURSE REQUIREMENTS

### CRIMINAL JUSTICE CORE
- CRMJ 151 Intro to Criminal Justice
- CRMJ 163 Criminal Law
- CRMJ 164 Criminal Procedure and Evidence
- CRMJ 132 CJ Writing
- CRMJ 208 Criminology
- CRMJ 292 Juvenile Delinquency
- CRMJ 252 Substance Abuse
- CRMJ 221 American Correctional Systems
- CRMJ 301 Probation, Parole, and Community Based Corrections
- CRMJ 312 Legal Research
- CRMJ 325 Judicial Process (POSC 325)
- CRMJ 331 Ethics in Criminal Justice
- CRMJ 341 Seminar in Criminal Justice
- CRMJ 421 American Constitutional Law (POSC 401)
- CRMJ 400 CJ Restricted Electives (6)
- BUSN 301 Business Law and the Legal Environment
- POSC 350 Public Administration
- POSC 200 American National Government
- POSC 218 State and Local Government
- SOCI 310 Criminal Behavior
- CRMJ 490 Seminar in Criminal Justice

### CORRECTIONS MAJOR
The Corrections Major is designed to prepare Bluefield State students for careers in corrections and related fields. Graduates of this program may find employment as corrections officers, parole or probation officers, or counselors at the federal, state, or local level. The following courses must be taken in addition to the Criminal Justice Core:

- CRMJ 221 American Correctional Systems
- CRMJ 210 Correctional Management
- CRMJ 320 Correctional Counseling
- CRMJ 400 Correctional Institutions
- CRMJ 495 Special Topics in Criminal Justice
- CRMJ Restricted Electives (2 of 6 choices)

### LAW ENFORCEMENT MAJOR
The Law Enforcement Major is designed to prepare Bluefield State College students for careers in federal and state law enforcement. It is particularly useful for those students seeking administrative positions in these fields. Graduates of this program may find employment in any of the many different law enforcement agencies in the United States or in the area of Homeland Security. The following courses must be taken in addition to the Criminal Justice Core.

- CRMJ 151 Intro to CJ
- CRMJ 163 Criminal Law
- CRMJ 215 Criminal Invest
- HLTH 201 Safety & First Aid
- PHED

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<th>Credits</th>
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<td>CRMJ 151 Intro to CJ</td>
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<tr>
<td>CRMJ 163 Criminal Law</td>
<td>3</td>
<td>CRMJ 221 Amer Corr Systems</td>
<td>3</td>
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<tr>
<td>CRMJ 215 Criminal Invest</td>
<td>3</td>
<td>CRMJ 132 CJ Writing</td>
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<td>HLTH 201 Safety &amp; First Aid</td>
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<td>PHED</td>
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</table>

| Total Credits | 13     | Total Credits | 13     |

Bluefield State College / 87
GENERAL STUDIES REQUIREMENTS

When meeting the Baccalaureate General Studies Requirements, the following courses must be taken:

- ENGL 101 Composition I
- ENGL 102 Composition II
- ENGL 201/205 Humanistic/Modern Tradition
- SPCH 208 Fundamentals of Speech
- ARTS 101 Introduction to Visual Arts
  or
- MUSC 150 Introduction to Music
- PSYC 103 General Psychology
- SOCI 210 Principles of Sociology
- POSC 200 American National Government
- POSC 218 State and Local Government
- SCIENCE Students choice of lab-based science offerings (8 hrs.)
- PHED 261 and choice of 104/106/108

RESTRICTED CRIMINAL JUSTICE ELECTIVES:

- CRMJ 498 Internship
- CRMJ 495 Special Topics in Criminal Justice
- PSYC 402 Abnormal Psychology
- GEOG 402 Urban Geography
- PSYC 328 Social Psychology
- SPAN 101 Elementary Spanish

RESTRICTED SOCIAL SCIENCE ELECTIVES:

- PSYC 210 Life Span Human Development
- PSYC 312 Psychology of Gender and Communication
- SOCI 323 Social Deviance
- SOCI 324 Marriage and Family Relations

RECOMMENDED EIGHT-SEMESTER SCHEDULE OF CLASSES

The following eight-semester recommended schedules are based on current course offerings in the Criminal Justice programs. Please note that those Criminal Justice courses listed in the first, third, fifth, and seventh semesters are normally offered only during fall semesters. Those courses listed in the second, fourth, sixth, and eighth semesters are normally taught only during spring semesters. Students are advised to carefully check semester class schedule listings for availability of individual courses.
## CORRECTIONS MAJOR

### First Semester
- CRMJ 151 Intro to Criminal Justice 3
- CRMJ 163 Criminal Law 3
- ENGL 101 Composition I 3
- PHED either 104/106/108 2
- SOCI 210 Principles of Sociology 3
- COSC 102 3
- or BUSN 130 3

Total: 17 hours

### Second Semester
- CRMJ 164 Criminal Proc. & Evid. 3
- CRMJ 252 Substance Abuse 3
- ENGL 102 Composition II 3
- MATH 101 Gen. Math or higher 3
- PSYC 103 General Psychology 3

Total: 15 hours

### Third Semester
- CRMJ 221 American Corrections 3
- HLTH 201 Safety and First Aid 2
- PHED 261 Strength Training 2
- SOSCI Restricted Elective 3
- CRMJ 208 Criminology 3
- HIST Elective 3

Total: 16 hours

### Fourth Semester
- CRMJ 210 Correctional Manag. 3
- CRMJ 292 Juvenile Delinquency 3
- POSC 310 Sociology of Crim. Behav. 3
- Approved BIOL/PHSC with laboratory 4

Total: 18 hours

### Fifth Semester
- CRMJ 325 Judicial Process 3
- CRMJ 331 Ethics in CJ 3
- CRMJ 301 Par., Prob., & Com. Cor. 3
- Approved BIOL/PHSC with laboratory 4
- ENGL 201/205 Hum/Mod. Tradition 3

Total: 16 hours

### Sixth Semester
- CRMJ 421 American Const. Law 3
- CRMJ 490 Seminar in CJ 3
- CRMJ 320 Correctional Counseling 3
- Approved BIOL/PHSC with laboratory 4
- SOCI 310 Sociology of Crim. Behav. 3

Total: 18 hours

### Seventh Semester
- CRMJ 341 Contemp. Issues in CJ 3
- CRMJ 492 Terrorism 3
- POSC 350 Public Administration 3
- SPCH 208 Fundamentals of Speech 3
- CRMJ Restricted Elective 3

Total: 15 hours

### Eighth Semester
- CRMJ 431 Private Security 3
- CRMJ 320 Correctional Institutions 3
- CRMJ 250 Police Operations 3
- CRMJ Restricted Elective 3
- CRMJ 252 Substance Abuse 3
- Approved BIOL/PHSC with laboratory 4

Total: 18 hours

## LAW ENFORCEMENT MAJOR

### First Semester
- CRMJ 151 Intro to Criminal Justice 3
- CRMJ 163 Criminal Law 3
- ENGL 101 Composition I 3
- PHED either 104/106/108 2
- SOCI 210 Principles of Sociology 3
- COSC 102/BUSN 130 3

Total: 17 hours

### Second Semester
- CRMJ 164 Criminal Proc. & Evid. 3
- CRMJ 170 Police & Comm. Relations 3
- ENGL 102 Composition II 3
- MATH 101 Gen. Math or higher 3
- PSYC 103 General Psychology 3

Total: 15 hours

### Third Semester
- CRMJ 215 Criminal Investigation 3
- HLTH 201 Safety & First Aid 2
- PHED 261 Strength Training 2
- SOSCI Restricted Electives 3
- CRMJ 208 Criminology 3
- POSC 200 American National Government 3

Total: 16 hours

### Fourth Semester
- CRMJ 280 Police Orgz. & Admin. 3
- CRMJ 292 Juvenile Delinquency 3
- POSC 310 Sociology of Crim. Behav. 3
- Approved BIOL/PHSC with laboratory 4

Total: 18 hours

### Fifth Semester
- CRMJ 325 Judicial Process 3
- CRMJ 331 Ethics in CJ 3
- CRMJ 221 American Cor. Systems 3
- Approved BIOL/PHSC with laboratory 4
- ENGL 201/205 Hum/Mod. Tradition 3

Total: 16 hours
### Requirements for Degree Minors

The School of Arts & Sciences offers the following minors for students who wish to develop expertise in a specific area. The requirements for minors are as follows:

**African American Studies Minor**

<table>
<thead>
<tr>
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<th>Hours</th>
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<tbody>
<tr>
<td>HIST 300</td>
<td>African American History I</td>
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<td>HIST 301</td>
<td>African American History II</td>
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<tr>
<td>HIST 405</td>
<td>African History and Culture I</td>
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<td>HIST 406</td>
<td>African History and Culture II</td>
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<tr>
<td>ENGL 390*</td>
<td>Topics In Literature</td>
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<tr>
<td>ENGL 490*</td>
<td>Advanced Topics in Literature</td>
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*Topics must pertain to African American Literature

Total hours: 18

**Biology Minor**

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<thead>
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<tr>
<td>BIOL 210</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
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<tr>
<td>BIOL 211L</td>
<td>Human Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BIOL 202</td>
<td>Microbiology</td>
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<td>BIOL 204L</td>
<td>Microbiology Lab</td>
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300-400 level Biology Electives: 10

Total hours: 18

**Chemistry Minor**

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<td>CHEM 301</td>
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<tr>
<td>CHEM 302</td>
<td>Organic Chemistry II</td>
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<td>CHEM 410</td>
<td>Instrumental Analysis</td>
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<td>CHEM 430</td>
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<tr>
<td>CHEM 490</td>
<td>Topics in Chemistry</td>
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Total hours: 18

**Communication Arts Minor**

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<tr>
<td>THEA 200</td>
<td>Introduction to Theatre</td>
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<td>SPCH 205</td>
<td>Interpersonal Communication</td>
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<td>SPCH 325</td>
<td>Advanced Public Speaking</td>
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<td>SPCH 310</td>
<td>Oral Interpretation</td>
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<td>SPCH 340</td>
<td>Intercultural Communication</td>
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<tr>
<td>Choice of Elective:</td>
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<tr>
<td>MGMT 330</td>
<td>Organizational Behavior</td>
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<td>ENGL 309</td>
<td>Advanced Research</td>
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<td>MRKT 352</td>
<td>Integrated Marketing Communication</td>
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<tr>
<td>PSYC 312</td>
<td>Psychology of Gender &amp; Comm.</td>
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Total hours: 18
CRIMINAL JUSTICE MINOR

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<td>CRMJ</td>
<td>American Corrections</td>
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<td>CRMJ</td>
<td>Contemporary Issues in Criminal Justice</td>
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<td>CRMJ</td>
<td>Correctional Institutions</td>
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<td>CRMJ</td>
<td>Special Topics in Criminal Justice</td>
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ENVIRONMENTAL SCIENCE MINOR

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<td>ENSC</td>
<td>Environmental Science II</td>
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<tr>
<td>ENSC</td>
<td>Environmental Science I Laboratory</td>
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<tr>
<td>ENSC</td>
<td>Environmental Science II Laboratory</td>
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<tr>
<td>BIOL</td>
<td>Ecology</td>
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<td><strong>Choice of Electives</strong></td>
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<tr>
<td>SOCI</td>
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<td>SOCI</td>
<td>Physical Anthropology/Archeology</td>
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<td>GEOG</td>
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<td>CIET</td>
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FORENSIC SCIENCE MINOR

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<td>BIOL</td>
<td>Cell Biology</td>
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<td>NASC</td>
<td>Forensic Science</td>
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GEOGRAPHY MINOR

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<td>GEOG</td>
<td>World Physical Geography</td>
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<td>GEOG</td>
<td>Geography of Anglo-America</td>
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<td>GEOG</td>
<td>Physical Geography</td>
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<td>GEOG</td>
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HISTORY MINOR

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<td>HIST</td>
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<td>Modern European History</td>
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<td>HIST</td>
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HIST 497  Research Methods in History  3
300-400 level History Elective  3

Total hours  18

INTERNATIONAL STUDIES MINOR
15 HRS FROM THE FOLLOWING BSC/CONCORD COURSES:

GEOG 250 Regional Geography  3
GEOG 320 Political Geography  3
HIST 309 Ancient History  3
HIST 306 History of Russia  3
HIST 314 History of England  3
HIST 318 Contemporary World History  3
HIST 329 American Foreign Relations  3
HIST 335 Vietnam Conflict  3
HIST 376 History of World Religions  3
HIST 415 European Social History  3
HIST 418 Modern East Asia  3
POSC 303 International Relations  3
POSC 304 Comparative Government  3
RTM 345 Ecotourism  3
RTM 346 Cultural Tourism  3
SOWK 350 International Social Work  3
SPAN 321 Culture and Civilization of Spain  3
SPAN 325 Culture and Civilization of Latin America  3
BEGEN 440 International Business  3
CART 361 Art of Film Communication  3
FIN 436 International Financial Management  3
MUS 307 History and Analysis of Music III  3
NSC 300 Biogeography  3
RTM 340 Geography for Tourism Professionals  3
SOC 3414 Medical Anthropology  3
SOWK 302 Human Diversity  3
ENGL 290 ST: Film Studies in Global Awareness  3
GEOG 301 World Physical Geography  3
GEOG 302 Geography of Anglo-America  3
HIST 306 Modern European History  3
HIST 307 British History  3
HIST 403 History of the Far East  3
HIST 405 African History and Culture I  3
HIST 406 African History and Culture II  3
HIST 408 History of Latin American Civilization  3
HUMN 303 Comparative Religions  3
MGMT 375 International Management  3
POSC 312 Comparative Governments  3
POSC 405 International Relations  3
SPAN 102, FREN 102 or LANG 191  3
SPCH 340 Intercultural Communication  3

Required: POSC 456 International Studies Capstone  3

Total hours  18
LITERATURE MINOR

ENGL 300 Major American Authors 3
ENGL 302 Major British Authors 3
ENGL 304 Approaches to Literature 3
ENGL 305 Prose Fiction 3
OR
ENGL 307 Regional and Ethnic Literature
ENGL 390 Topics in Literature 3
OR
ENGL 490 Advanced Topics in Literature

Total hours 15

MASS COMMUNICATIONS MINOR

ARTS 307 Photography 3
COMM 240 Foundations of Layout & Design 3
COMM 280 Radio & TV Broadcasting 3
ENGL 208 Technical Communications 3
ENGL 235 Applied Study in Language Arts 1-3
OR
JOUR 325 News Writing & Editing 3
SPCH 300 Voice Training 3
OR
SPCH 310 Oral Interpretation

Total hours 19-21

MATHEMATICS MINOR

MATH 230 Calculus II 4
MATH 240 Calculus III 4
MATH 350 Modern Algebra 3
Electives (Any among MATH 250, 300-400 level 6
Math courses except MATH 333)

Total hours 17

PSYCHOLOGY MINOR

PSYC 210 Life Span Human Development 3
PSYC 328 Social Psychology 3
PSYC 329 History of Psychology 3
Electives chosen from: 6
PSYC 300 Introduction to Counseling
PSYC 312 The Psychology of Gender and Communication
PSYC 401 Theories of Personality
PSYC 402 Abnormal Psychology
PSYC 490 Topics in Psychology

Total hours 15
SOCIETY MINOR

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<tr>
<td>SOCI 206</td>
<td>Cultural Anthropology</td>
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<tr>
<td>SOCI 324</td>
<td>Marriage and Family Relations</td>
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<td>SOCI 320</td>
<td>Introduction to Sociological Theories</td>
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<td>300-400 level Sociology Electives</td>
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WRITING MINOR

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<td>ENGL 309</td>
<td>Advanced Research</td>
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<td>JOUR 325</td>
<td>News Writing and Editing</td>
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<td>ENGL 495</td>
<td>Special Topics in English</td>
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REGENTS BACHELOR OF ARTS DEGREE PROGRAM

A nontraditional Bachelor of Arts Degree Program oriented to the adult student.

The Regents Bachelor of Arts Degree Program is a nontraditional academic program offered by the baccalaureate degree-granting public institutions of the West Virginia Higher Education Policy Commission.

The Regents BA Degree Program (RBA) is an accredited and innovative baccalaureate degree, originally developed by the former West Virginia Board of Regents. The Program is designed to give adults an opportunity to earn a four-year degree in a nontraditional way. A unique feature of the Degree is that students may be awarded credit in the usual manner, in addition to the possibility of earning college equivalent credits for work and other nontraditional learning experiences. In the Regents BA Degree Program, students are able to plan individualized programs of study tailored to meet personal goals.

The Regents BA Degree Program is of excellent academic quality; recipients of the Degree must meet requirements comparable to more conventional baccalaureate degrees. The difference in the two routes toward obtaining a Bachelor of Arts degree is the key element of the Regents BA Degree Program. Credit awarded in the conventional manner may be used in the Program and, in addition, college-equivalent credits awarded for work and other applicable nontraditional learning experiences may also apply toward the Degree.

Students entering the Regents BA Degree Program are judged on their own individual merit, and may create unique programs suited to their individual needs. The Degree Program is not designed as an escape outlet for students who are excluded from other traditional academic programs for reasons of poor scholarship. Poor scholarship in early years, however, should not preclude admission of a candidate who has demonstrated the ability to acquire and use knowledge.

A BRIEF SYNOPSIS OF THE REGENTS BA DEGREE SYSTEM

The Regents BA Degree Program is different from other baccalaureate degree plans in that . . .

- College credit for work and other applicable nontraditional learning experiences may count toward the Regents BA Degree requirements.
- While the Program is designed to ensure the Regents BA Degree student’s sound educational foundation, rigid specialization requirements are not imposed.
The student selects one of the participating institutions to sponsor the degree, but is permitted to take courses through all institutions in the West Virginia public system of higher education.

Admission to the Regents BA Degree Program is open to students who have been graduated from high school for at least four years. For those passing a high school equivalency examination, admission must be at least four years after their class graduated from high school.

By design, the Regents BA Degree Program is operated on the same level of academic quality as other, more traditionally structured baccalaureate degree programs.

The Regents BA Degree Program has been designed as a mechanism suitable for adults who are interested in obtaining a four-year college degree.

**AREA OF EMPHASIS OPTION IN REGENTS BACHELOR OF ARTS PROGRAM**

Ten specific “area of emphasis” options have been established within the Regents Bachelor of Arts Program at Bluefield State College. These areas of emphasis permit RBA students to take 15-to-16 semester hours of upper-level coursework (numbered 300-400) and three-to-eight semester hours of lower-level coursework in designated academic areas (precise number of required specialized credits depends on emphasis selected). When the area of emphasis is completed, it will appear on the student’s BSC transcript. Currently available areas of emphasis are: American Justice Studies, Business, English, Geography, History, Natural Science, Political Science, Psychology, Sociology, and Organizational Leadership.

Students should contact the RBA Coordinator for specific “Area of Emphasis” course requirements. For general information options, please connect to www.bluefieldstate.edu.

**REGENTS BACHELOR OF ARTS DEGREE PROGRAM REQUIREMENTS**

**TOTAL SEMESTER CREDIT HOURS REQUIRED:** 128

Candidates for the Regents BA Degree must earn a minimum of 128 semester hours. A cumulative grade point average of 2.0, or higher, is required for graduation.

**GENERAL EDUCATION DISTRIBUTION REQUIREMENTS:** 36 CREDIT HOURS

Of the 128 credit hours required for the Regents BA Degree, a minimum of 36 semester hours must be distributed as follow:

1. **COMMUNICATIONS** - Minimum of 6 semester hours:
   - English 101, 102 or equivalent English Composition courses, Speech, Journalism, or Foreign Language.

2. **HUMANITIES** - Minimum of 6 semester hours:
   - Literature, Religion, Philosophy, Art, Music, History, Humanities.

3. **NATURAL SCIENCE** - Minimum of 6 semester hours (8 semester hours if Natural Science area of emphasis is selected):
   - Chemistry, Physics, Geology, Astronomy, Physical Science, Biology, Botany, Zoology, Mathematics.

4. **SOCIAL SCIENCE** - Minimum of 6 semester hours:
Sociology, Psychology, Economics, Anthropology, Political Science, Social Science, Geography, Criminal Justice.

(5) MATHEMATICAL SCIENCES/COMPUTER APPLICATIONS - Minimum of 3 semester hours: Mathematics, Statistics, Computer Applications, Computer Programming Language

(6) An additional 9 semester hours chosen from the five areas listed above: Communications, Humanities, Natural Science, Social Science, Mathematical Sciences/Computer Applications

UPPER DIVISION REQUIREMENT (300-400) Level:

40 CREDIT HOURS

Regents BA students must attain a minimum of 40 semester hours of upper division/level courses. “Upper Division/Level” means 300 and 400, junior and senior-level courses. All upper-division courses are electives unless specified for an area of emphasis option.

RESIDENCY REQUIREMENTS:

24 CREDIT HOURS

Completion of 24 semester hours from accredited West Virginia state public institutions (including community and technical colleges) is required. A minimum of 12 of the 24 semester hours must be completed at Bluefield State College. This requirement cannot be satisfied by CLEP, PEP, USAFI, College-equivalent or other non-traditional credits.

ADMISSIONS REQUIREMENTS

In order to be considered for admission to the Regents BA Degree Program, it is necessary to submit the appropriate undergraduate application for admission to the Office of Admissions.

(1) To be eligible for admission to the Regents BA Degree Program, the student must have graduated from high school at least four years prior to application. (2) If the student has passed a high school equivalency examination (GED), admission to the Regents BA Degree Program must be at least four years after the student’s high school class graduated.

Prospective applicants are advised to contact the Regents BA Degree Program Coordinator for an appointment to discuss individual Program objectives, to learn about Program requirements, guidelines and procedures, and to obtain the necessary application forms (forms may also be obtained from the BSC Office of Admissions and via the College’s website).

Admission to the Regents BA Degree Program at Bluefield State College does not provide for automatic admission to other programs. A student may not be enrolled simultaneously in the Regents BA Degree Program and another baccalaureate degree program. Students with an accredited baccalaureate degree are excluded from admission to the Regents BA Degree Program.

TUITION AND FEES

No application fee is required for admission into the Regents BA Degree Program at Bluefield State College.

Registration, tuition, and service fees for enrollment in courses are assessed according to the current established fee schedule in effect at Bluefield State College.

A fee of $300 will be charged for standardized credit evaluation, and is assessed each time portfolios are submitted. An additional transcript posting fee of $10 per college-equivalent credit awarded must also be assessed.

A graduation fee is required when the student submits the application for graduation.
Students are required to submit the application for graduation within the first 30 days of the semester in which they plan to graduate.

RULES RELATING TO GRADES

All “F” grades received four years or more prior to admission to the Program are disregarded (not included in calculation of the student’s grade point average). Grading, retention, and graduation requirements follow the same policies and procedures that govern other degree programs at Bluefield State College.

TRANSFER OF CREDITS

Transfer of credits from any accredited college or university to the Regents BA Degree Program can be accomplished by having an official transcript of all earned credits sent directly from the institution(s) to the Office of Admissions at Bluefield State College.

In transferring credits from accredited institutions of higher learning to the Regents BA Degree Program, all passing grades and accredited correspondence credits are accepted. Established policies regarding the transfer of credits between institutions apply to students in the Regents BA Degree Program.

Satisfactory results from the Proficiency Examination Program (PEP), the College Level Examination Program (CLEP), the United States Air Force Institute (USAFI), and other similar tests are acceptable for credit. American Council on Education (ACE) recommendations for current and former military service personnel are also honored.

Transfer credits are assessed for purposes of meeting requirements in upper level and lower level division instruction at the time of entrance into the Regents BA Degree Program.

COURSES AND ENROLLMENT

Students enrolled in the Regents BA Degree Program are admitted to particular courses of instruction subject to availability of class space and/or enrollment limitations on the same basis as any other student at Bluefield State College.

Students are instructed to note the Bluefield State College Catalog regarding specific course prerequisites.

Grading standards are the same as for other Bluefield State College students.

The required credits in communication, humanities, social sciences, natural sciences, mathematical sciences or computer applications may be met by college-equivalent credit.

Requirements of the Regents BA Degree Program may be fulfilled by traditional college courses, instructional television, Internet-based, or other distance learning courses, accredited correspondence courses, college-equivalent credit, credit by examination, by approved “block” transfer of credits from certain non-college-level institutions, and credits earned as an approved transient student at other accredited institutions.

In the case of “pass-fail” grades, the “pass” grade will be accepted for credit, but will not be included in the cumulative grade point average.

The credit awarded for work and other non-traditional learning experiences is called “college-equivalent” credit. Portfolios describing those experiences and their relationship to the learning objectives of the course(s) being challenged are required (individual portfolio required for each course being challenged; portfolio submission deadlines: March 1, October 1).
ACADEMIC RECORDS/TRANSCRIPTS

The Registrar’s Office at Bluefield State College maintains a complete permanent academic record of each student enrolled in the Regents BA Degree Program.

All transfer credits and college-equivalent credits which have been approved for work and other non-traditional learning experiences appear on the permanent academic record. However, not all such credits may be applicable should a student wish to pursue an additional degree program.

GRADUATION

There is not a prescribed timetable for completion of the requirements for the Regents BA Degree Program. The Regents BA Degree diploma is awarded at the regular commencement exercises.

Students planning to graduate are advised to obtain graduation information (i.e., fees, caps, gowns, etc.) from the Office of the Registrar. Graduation fees are due and payable during the first 30 days of the semester in which the student expects to graduate.

GRADUATION WITH HONORS

Students who maintain a 3.25 average, or higher, will graduate with honors, as shown below:

- Cum Laude for those candidates who have maintained an average of 3.25 to 3.49
- Magna Cum Laude for those candidates who have maintained an average of 3.5 to 3.79.
- Summa Cum Laude for those candidates who have maintained an average of 3.80 to 4.0.

To be eligible for these honors, the Regents BA Degree student must have completed 32 semester hours at Bluefield State College; of the last 32 hours, 16 hours must be completed at Bluefield State College.

All Institution procedures and policies prevail for the Regents BA Degree Program with regard to: Academic Calendar; and Policies; Eligibility for Financial Assistance; Athletic Participation; Student Government and Elective Office; Graduation Requirements, etc.
SCHOOL OF BUSINESS

The School of Business at Bluefield State College offers a variety of programs. Students in the four-year Bachelor of Science degree in Business Administration program must complete the requirements of two specializations chosen from: accounting, management, marketing, or computer science.

A Bachelor of Science degree in Accountancy is available for those students who are seeking an intensive concentration in accounting. Students planning to sit for the Certified Public Accountant examination in the state of West Virginia need to complete 150 hours of college study. The B.S. Accountancy program as outlined in this catalog will provide students with the specific courses required to sit for the Examination. Students who take the BSBA Business Administration program, with the Accounting major, need to take BUSN 302 – Business Law for Professional Accountants as an elective and either ACCT 432 – Advanced Auditing or ACCT 424 – Accounting Information Systems among their 300/400 level accounting electives.

A Bachelor of Science Degree in Business Information Systems is available for those students who are seeking an intensive concentration in computer applications of business. Students must complete the business core and 46 hours in computer science. Admission to this program requires a minimum ACT score of 20. Students must maintain a minimum GPA of 2.75 upon the completion of 32 hours to remain in this program.

For the B.S. business programs and B.S. in Accountancy, students are required to take a major field test in business prior to graduating.

The School of Business received national accreditation of its programs on July 1, 2001, by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Boulevard, Suite 420, Overland Park, Kansas 66211, telephone (913) 339-9356.

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION

Students completing degrees in business administration must complete a minimum of 128 hours and must satisfy all general studies, business core and specialization requirements. Students are required to choose two majors/specializations from the following business areas: accounting, management, marketing, and computer science. Students must have an overall cumulative GPA of 2.0 in business courses to be eligible for graduation.

Students must take at least 50% of all 300 and 400 level courses in the Business core and within each specialization at Bluefield State College.

BUSINESS CORE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>ACCT 202</td>
<td>Principles of Accounting II</td>
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<td>MRKT 210</td>
<td>Principles of Marketing</td>
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<td>MGRT 210</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 301</td>
<td>Business Law and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 232</td>
<td>Business and Electronic Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 240</td>
<td>Microsoft Excel</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>BUSN 260</td>
<td>Microsoft Access</td>
</tr>
<tr>
<td>BUSN 310</td>
<td>Applied Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 350</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 380</td>
<td>Production/Operation Management</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
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<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
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</tr>
<tr>
<td>BUSN 482</td>
<td>Business Ethics and Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 494</td>
<td>Business Strategy</td>
<td>3</td>
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</table>

**NOTE:** Business administration majors are also required to successfully complete the following courses, all of which satisfy general studies requirements:

- **ECON 211** Principles of Economics I (Macro) 3
- **ECON 212** Principles of Economics II (Micro) 3
- **BUSN 130** Microsoft Word & Presentations 3
- **BUSN 250** Quantitative Techniques in Business 3

**ACCOUNTING MAJOR: 75 Hours**

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<tbody>
<tr>
<td>ACCT 301</td>
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<tr>
<td>ACCT 302</td>
<td>Intermediate Accounting II 3</td>
</tr>
<tr>
<td>ACCT 305</td>
<td>Managerial Accounting 3</td>
</tr>
<tr>
<td>ACCT 306</td>
<td>Cost Accounting 3</td>
</tr>
<tr>
<td>ACCT 325</td>
<td>Taxation for Personal &amp; Business Decision Making 3</td>
</tr>
<tr>
<td>ACCT 430</td>
<td>Advanced Accounting 3</td>
</tr>
<tr>
<td>ACCT 431</td>
<td>Auditing Principles 3</td>
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<tr>
<td>ACCT 300/400 Electives</td>
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**COMPUTER SCIENCE SPECIALIZATION: 72 Hours**

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<td>Introduction to Computer Science 3</td>
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<tr>
<td>COSC 210</td>
<td>VISUAL BASIC 3</td>
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<td>Application Programming 3</td>
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<td>COSC 311</td>
<td>Systems Analysis 3</td>
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<tr>
<td>COSC Restricted Electives</td>
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</table>

(Choose 3 courses from below)

| COSC 224 | WEB Programming 3 |
| COSC 324 | Web Client Scripting 3 |
| COSC 231 | Object Oriented Programming & 3 |
| COSC 320 | Data Structures 3 |
| COSC 422 | Software Engineering 3 |
| COSC 340 | Database Management Systems 3 |
| COSC 225 | Computer Operations 3 |
| COSC 241 | Introduction to Linux 3 |

**MANAGEMENT MAJOR: 69 Hours**

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<td>Human Resources 3</td>
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<td>MGMT 330</td>
<td>Organizational Behavior 3</td>
</tr>
<tr>
<td>MGMT 244</td>
<td>Small Business Management 3</td>
</tr>
<tr>
<td>MGMT 375</td>
<td>International Management 3</td>
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<tr>
<td>MGMT 482</td>
<td>Collective Bargaining and Labor Relations 3</td>
</tr>
<tr>
<td>MGMT 488</td>
<td>Current Issues in Management 3 OR</td>
</tr>
<tr>
<td>BUSN 490</td>
<td>Topics in Business 3</td>
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**Total Hours: 72**
### MARKETING MAJOR: 69 Hours

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<td>MRKT 442</td>
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<td>MRKT 450</td>
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<tr>
<td>BUSN 230</td>
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**Business Core 48 Hours**

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<td>MRKT 352</td>
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<td>MRKT 442</td>
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<td>MRKT 450</td>
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<tr>
<td>BUSN 230</td>
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<td>BUSN 330</td>
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### Bachelor of Science Degree in Business Administration Specializations

#### Academic Plans of Study

**Management/Marketing Specializations**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Semester Two</th>
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</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>ENGL 102</td>
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<td>MATH 109</td>
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<td>MRKT 433</td>
<td>BUSN 230</td>
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<td>BUSN 230</td>
<td>BUSN 232</td>
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<td>BUSN 301</td>
<td>MGMT 244</td>
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<td>ENGL 201</td>
<td>SPCH 208</td>
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<th>Physical or Biological Sciences Lab</th>
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**Management/Accounting Specializations**

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<th>Semester One</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>ACCT 202</td>
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<tr>
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<td>ENGL 201</td>
<td>MGMT 244</td>
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<td>ENGL 205</td>
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<thead>
<tr>
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Bluefield State College requires a minimum of 128 Hours for graduation
### Bluefield State College

Bluefield State College requires a minimum of 128 Hours for graduation.

#### Accounting/Computer Science Specializations

**Semester One**
- ENGL 101: Composition I 3
- BUSN 130: Microsoft Word & Presentations 3
- MGMT 210: Principles of Management 3
- MATH 109: Algebra 3
- Physical or Biological Sciences Lab 1 16

**Semester Three**
- ACCT 201: Principles of Accounting I 3
- ECON 211: Principles of Economics I 3
- BUSN 250: Quantitative Tech in Business 3
- ENGL 201: Humanistic Tradition 3
- OR 3
- ENGL 205: Modern Tradition 3
- Elective 3 18

**Semester Five**
- ACCT 301: Intermediate Accounting I 3
- ACCT 305: Managerial Accounting 3
- BUSN 310: Applied Business Statistics 3
- MGMT 375: International Management 3
- SPCH 208: Fundamentals of Speech 3
- Elective 3 18

**Semester Seven**
- ACCT 325: Taxation for Personal & Business Decision Making 3
- ACCT 430: Advanced Accounting 3
- ACCT 431: Auditing Principles 3
- BUSN 380: Production/Operation Management 3
- MGMT 482: Collective Bargaining 3
- Fine Arts/Humanities Elective 3 18

**Semester Four**
- ACCT 202: Principles of Accounting II 3
- ECON 212: Principles of Economics II 3
- BUSN 232: Business & Electronic Comm. 3
- MGMT 244: Small Business Management 3
- BUSN 301: Business Law & Legal Environment 3
- Social Science Elective 3 18

**Semester Six**
- ACCT 302: Intermediate Accounting II 3
- BUSN 350: Financial Management 3
- MGMT 326: Human Resources 3
- MGMT 330: Organizational Behavior 3

**Semester Eight**
- Restricted Accounting Elective 3
- Restricted Accounting Elective 3
- Restricted Computer Sci. Elective 3
- BUSN 380: Production/Operation Management 3
- ACCT 430: Advanced Accounting 3
- ACCT 431: Auditing Principles 3
- Fine Arts/Humanities Elective 3 18

**Semester One**
- ENGL 101: Composition I 3
- BUSN 130: Microsoft Word & Presentations 3
- MGMT 210: Principles of Management 3
- MATH 109: Algebra 3
- Physical or Biological Sciences Lab 1 16

**Semester Three**
- ACCT 201: Principles of Accounting I 3
- ECON 211: Principles of Economics I 3
- BUSN 250: Quantitative Tech in Business 3
- ENGL 201: Humanistic Tradition 3
- OR 3
- ENGL 205: Modern Tradition 3
- MRKT 210: Principles of Marketing 3 18

**Semester Five**
- ACCT 301: Intermediate Accounting I 3
- ACCT 305: Managerial Accounting 3
- BUSN 310: Applied Business Statistics 3
- COSC 216: Application Programming 3
- SPCH 208: Fundamentals of Speech 3 15

**Semester Seven**
- ACCT 325: Taxation for Personal & Business Decision Making 3
- BUSN 380: Production/Operation Management 3
- ACCT 430: Advanced Accounting 3
- ACCT 431: Auditing Principles 3
- Restricted Computer Sci. Elective 3
- Fine Arts/Humanities Elective 3 18

**Semester Four**
- ACCT 202: Principles of Accounting II 3
- ECON 212: Principles of Economics II 3
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- MGMT 244: Small Business Management 3
- BUSN 301: Business Law & Legal Environment 3
- Social Science Elective 3 18

**Semester Six**
- ACCT 302: Intermediate Accounting II 3
- ACCT 306: Cost Accounting 3
- BUSN 350: Financial Management 3
- MGMT 326: Human Resources 3
- MGMT 330: Organizational Behavior 3

**Semester Eight**
- Restricted Accounting Elective 3
- Restricted Accounting Elective 3
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- BUSN 380: Production/Operation Management 3
- ACCT 430: Advanced Accounting 3
- ACCT 431: Auditing Principles 3
- Fine Arts/Humanities Elective 3 18

Bluefield State College requires a minimum of 128 Hours for graduation.
## Management/Computer Science Specializations

**Semester One**

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<th>Course</th>
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**Semester Two**

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**Semester Three**

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**Semester Four**

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<th>Course</th>
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**Semester Five**

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**Semester Six**

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</table>

Bluefield State College requires a minimum of 128 Hours for graduation

## Marketing/Accounting Specializations

**Semester One**

<table>
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<th>Course</th>
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<tbody>
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**Semester Two**

<table>
<thead>
<tr>
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<tr>
<td>BUSN 240</td>
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<tr>
<td>BUSN 260</td>
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**Semester Three**

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<td>BUSN 250</td>
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<tr>
<td>ENGL 201</td>
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<td>ENGL 205</td>
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**Semester Four**

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<td>MGMT 244</td>
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<td>BUSN 301</td>
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**Semester Five**

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<td>MRKT 210</td>
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<tr>
<td>MRKT 372</td>
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<td>MRKT 331</td>
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**Semester Six**

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<td>ACCT 302</td>
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<td>ACCT 306</td>
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<tr>
<td>BUSN 350</td>
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<tr>
<td>MRKT 372</td>
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<tr>
<td>SPCH 208</td>
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Bluefield State College requires a minimum of 128 Hours for graduation.
Bluefield State College requires a minimum of 128 Hours for graduation

Bluefield State College requires a minimum of 128 Hours for graduation

Marketing/Computer Science Specializations

Semester One
ENGL 101 Composition I 3
BUSN 130 Microsoft Word & Presentations 3
MRKT 210 Principles of Marketing 3
MATH 109 Algebra 3

Semester Two
ENGL 102 Composition II 3
BUSN 240 Microsoft Excel 3
OR
BUSN 260 Microsoft Access 3
COSC 111 Introduction to Computer Science 3

Semester Three
ACCT 201 Principles of Accounting I 3
ECON 211 Principles of Economics I 3
BUSN 250 Quantitative Tech in Business 3
COSC 210 Visual Basic 3
ENGL 201 Humanistic Tradition 3

Semester Four
ACCT 202 Principles of Accounting II 3
ECON 212 Principles of Economics II 3
BUSN 230 Desktop Publishing 3
BUSN 232 Business & Electronic Comm. 3
BUSN 301 Business Law & Legal Environment 3
COSC 230 Structured Programming 3

Semester Five
MRKT 330 Web Page Design 3
MRKT 331 Retailing 3
BUSN 310 Applied Business Statistics 3
COSC 216 Application Programming 3
SPCH 208 Fundamentals of Speech 3

Semester Six
BUSN 350 Financial Management 3
MRKT 372 Selling/Sales Management 3
MGMT 330 Organizational Behavior 3
COSC 311 Systems Analysis 3
OR
Restricted Computer Sci. Elective 3

Semester Seven
BUSN 380 Production/Operation Management 3
MRKT 352 Integrated Marketing Comm. 3
Restricted Computer Sci. Elective 3
Fine Arts/Humanities Elective 3
Social Science Elective 3

Semester Eight
MRKT 442 Marketing Management 3
MRKT 450 Marketing Research 3
BUSN 482 Business Ethics & Social Resp. 3
BUSN 494 Business Strategy 3
OR
Restricted Computer Sci. Elective 3

Requirements for Degree Minor in Business Administration (For Non-Business Majors):

The School of Business offers the following minor for students who are non-business majors who wish to develop expertise in Business Administration. The requirements for this minor are as follows:

ACCT 201 Principles of Accounting I 3
ACCT 202 Principles of Accounting II 3
BUSN 232 Business & Electronic Comm. 3
MGMT 210 Principles of Management 3
MRKT 210 Principles of Marketing 3
MGMT 244 Small Business Management 3
ECON 211 Principles of Economics I (Macro) 3
OR
ECON 212 Principles of Economics II (Micro) 3
Total: 21
**BACHELOR OF SCIENCE DEGREE IN BUSINESS INFORMATION SYSTEMS (pending HEPC approval)**

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Semester Two</th>
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<tbody>
<tr>
<td>ENGL 101 Composition I</td>
<td>ENGL 102 Composition II</td>
</tr>
<tr>
<td>BUSN 130 Microsoft Word &amp; Presentations</td>
<td>BUSN 240 Microsoft Excel</td>
</tr>
<tr>
<td>COSC 111 Introduction to Computer Science (CO: Math 109 or GNET 115)</td>
<td>MRKT 210 Principles of Marketing</td>
</tr>
<tr>
<td>COSC 120 Introduction to Networking (CO: COSC 111)</td>
<td>COSC 210 Visual Basic (PR: MATH 109 or GNET 115)</td>
</tr>
<tr>
<td>Physical or Biological Sciences</td>
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<tr>
<td>Lab 1</td>
<td>Lab 16</td>
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<table>
<thead>
<tr>
<th>Semester Three</th>
<th>Semester Four</th>
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<tbody>
<tr>
<td>BUSN 250 Quantitative Tech in Business</td>
<td>ACCT 202 Principles of Accounting II</td>
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<tr>
<td>ACCT 201 Principles of Accounting I</td>
<td>ECON 212 Principles of Economics II</td>
</tr>
<tr>
<td>BUSN 260 Microsoft Access</td>
<td>COSC 216 Application Programming</td>
</tr>
<tr>
<td>COSC 209 Java</td>
<td>(PR: COSC 210)</td>
</tr>
<tr>
<td>COSC 224 Web Programming</td>
<td>COSC 230 Structured Programming</td>
</tr>
<tr>
<td>(PR: COSC 210 or 230)</td>
<td>(PR: COSC 111; MATH 109)</td>
</tr>
<tr>
<td></td>
<td>COSC 324 Web Client Scripting</td>
</tr>
<tr>
<td></td>
<td>(PR: COSC 224)</td>
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<table>
<thead>
<tr>
<th>Semester Five</th>
<th>Semester Six</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 210 Principles of Management</td>
<td>BUSN 350 Financial Management</td>
</tr>
<tr>
<td>BUSN 301 Busn. Law &amp; Legal Environment</td>
<td>COSC 311 Systems Analysis</td>
</tr>
<tr>
<td>BUSN 310 Applied Busn. Statistics</td>
<td>(PR: COSC 210, 230, 216)</td>
</tr>
<tr>
<td>ENGL 201 Humanistic Tradition</td>
<td>SPCH 208 Speech</td>
</tr>
<tr>
<td>OR</td>
<td>Social Science</td>
</tr>
<tr>
<td>ENGL 205 Modern Tradition</td>
<td>Business Information System Elective</td>
</tr>
<tr>
<td>COSC 231 Object Oriented Programming (PR: COSC 230)</td>
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<td>15</td>
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<table>
<thead>
<tr>
<th>Semester Seven</th>
<th>Semester Eight</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 380 Production/Operation Management</td>
<td>COSC 340 Database Management Systems</td>
</tr>
<tr>
<td>COSC 403 Windows Application Programming (PR: COSC 210, 320)</td>
<td>(PR: COSC 210 or 311)</td>
</tr>
<tr>
<td>Social Science</td>
<td>COSC 488 Intro to Comp &amp; Information Security</td>
</tr>
<tr>
<td>Business Information System Elective</td>
<td>BUSN 482 Business Ethics &amp; Social Respon.</td>
</tr>
<tr>
<td>Fine Arts Elective</td>
<td>Business Information System Elective</td>
</tr>
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<td></td>
<td>3</td>
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</tbody>
</table>

**Approved Business Information System Electives**

- COSC 241 Linux
- COSC 320 Data Structures
- COSC 330 Programming Languages
- COSC 360 Structured C++ Programming
- COSC 422 Software Engineering
- COSC 474 Cyberinfrastructure
- COSC 490 Special Topics
- COSC 499 Senior Projects
- ACCT 424 Accounting Information Systems

**PROGRAM ADMISSION**

Admission to this program requires a minimum ACT score of 20 or a GPA of 3.0 for those courses required in the first semester (17 hours). Since students may take all courses found in the first semester offerings without being admitted to the program, this provides an alternative route for admissions to the program. All students must maintain a minimum GPA of 2.75 upon the completion of 32 hours to remain in the program.
**BACHELOR OF SCIENCE DEGREE IN ACCOUNTANCY**

Students majoring in Accountancy must complete a minimum of 128 hours and must satisfy the general studies, business core, and accountancy component requirements. This program provides the student with a comprehensive major in accountancy that will qualify him/her to pursue various career opportunities in the accounting profession. Strong emphasis is placed on the use of microcomputers to solve accounting problems.

To graduate from the Bachelor of Science Accountancy degree program, the student must possess a 2.75 grade-point average in all accounting (ACCT) courses taken at Bluefield State College.

Students planning to sit for the Certified Public Accountants examination in the state of West Virginia need to complete 150 hours of course study. The specific courses required are included in the B.S. in Accountancy program. Students graduating with the B.S. in Business Administration-Accounting Specialization need to be sure to take BUSN 302 Business Law for Professional Accountants as an elective and ACCT 430 Advanced Accounting, ACCT 350 Advanced Taxation, and ACCT 431 Auditing Principles as their ACCT 300/400 electives. Be sure to consult with your accounting advisor.

Students must take at least 50% of all 300 and 400 level courses in the Business Core and the Accounting Component at Bluefield State College.

### BUSINESS CORE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 201</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>ACCT 202</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 210</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 210</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 301</td>
<td>Business Law and the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 232</td>
<td>Business and Electronic Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 240</td>
<td>Microsoft Excel</td>
<td>3 or</td>
</tr>
<tr>
<td>BUSN 260</td>
<td>Microsoft Access</td>
<td>3</td>
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<tr>
<td>BUSN 310</td>
<td>Applied Business Statistics</td>
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<tr>
<td>MATH 210</td>
<td>Elementary Statistics</td>
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</tr>
<tr>
<td>BUSN 350</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 380</td>
<td>Production/Operations Management</td>
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</tr>
<tr>
<td>BUSN 482</td>
<td>Business Ethics and Social Responsibility</td>
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</tr>
<tr>
<td>BUSN 494</td>
<td>Business Strategy</td>
<td>3</td>
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**NOTE:** Accountancy majors are also required to successfully complete the following courses, all of which satisfy general studies requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ECON 211</td>
<td>Principles of Economics I (Macro)</td>
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<tr>
<td>ECON 212</td>
<td>Principles of Economics II (Macro)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 130</td>
<td>Microsoft Word &amp; Presentations</td>
<td>3</td>
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<td>SPCH 208</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>BUSN 250</td>
<td>Quantitative Techniques in Business</td>
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### ACCOUNTANCY CORE:

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<td>ACCT 301</td>
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<td>ACCT 302</td>
<td>Intermediate Accounting II</td>
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<td>ACCT 305</td>
<td>Managerial Accounting</td>
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<td>ACCT 306</td>
<td>Cost Accounting</td>
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<tr>
<td>BUSN 302</td>
<td>Business Law for Professional Accountants</td>
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<td>ACCT 430</td>
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<tr>
<td>Semester One</td>
<td>Semester Two</td>
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<tr>
<td>ENGL 101 Composition I</td>
<td>ENGL 102 Composition II</td>
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<tr>
<td>BUSN 130 Microsoft Word &amp; Presentations</td>
<td>BUSN 240 Microsoft Excel</td>
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<tr>
<td>MGMT 210 Principles of Management</td>
<td>OR</td>
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<tr>
<td>MATH 109 Algebra</td>
<td>BUSN 260 Microsoft Access</td>
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<td>MRKT 210 Principles of Marketing</td>
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<td>BUSN 310 Applied Business Statistics</td>
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<td>ACCT 325 Taxation for Personal &amp; Business Decision Making</td>
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<td>BUSN 302 Business Law for Professional Accts</td>
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<td>SPCH 208 Fundamentals of Speech</td>
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<td>ACCT 430 Advanced Accounting</td>
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<td>ACCT 431 Auditing Principles</td>
<td>BUSN 494 Business Strategy</td>
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<td>BUSN 380 Production/Operation Management</td>
<td>ACCT 440 Govt/NFP Accounting</td>
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<td>ACCT 402 Financial Planning &amp; Analysis</td>
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<td>Restricted Accounting Elective</td>
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</table>

Bluefield State College requires a minimum of 128 Hours for graduation.
BLUEFIELD STATE COLLEGE

Estab. 1895, by WV Leg. as Bluefield Colored Institute; 1929 became Bluefield State Teachers College. Renamed in 1943. Bluefield State College has continued providing quality higher education for all citizens of the area.
SCHOOL OF EDUCATION

The School of Education offers Bachelor of Science degrees in Elementary Education (K-6) or Early/Middle Education. The program prepares graduates to teach at the Elementary (K-6) grade level and/or the Middle School (5-9) grade level in one of four required areas of specialization: English/Language Arts, Mathematics, General Science, and Social Studies.

As a foundation for high quality professional work, prospective teachers are provided with a well-rounded general education in the humanities, and in the social and natural sciences. The professional education courses provided by the Department of Professional Education are directed toward the mastery of skills and dispositions that are needed by teachers in the public schools.

The administrative unit charged with primary responsibility for acting on and being accountable for all matters relating to the Teacher Education program is the Educational Personnel Preparation Advisory Committee (EPPAC). The Committee provides the means for faculty from the Department of Professional Education and from the academic divisions and departments directly involved in teacher preparation to participate, along with Bluefield State College students and representatives from the public schools, in the formulation and implementation of Teacher Education policies and practices.

Program Description

The Teacher Education program of Bluefield State College draw a majority of its students from a region comprised of seven southern West Virginia counties, which may be described as a primarily rural, Appalachian highland area. This clearly defined service area makes possible a succinct role description for the teachers prepared by Bluefield State College.

Teacher Education graduates of Bluefield State College are prepared specifically to be managers of the learning environment for pupils coming from the various sociological, economic, and cultural backgrounds that characterize the population of this region. These graduates are competent to select and assemble appropriate learning resources and to assess students’ needs. They are trained to make good use of, and reflect upon, their knowledge of the physiological, intellectual, social, and emotional potentialities of students at various stages of development. Bluefield State College Teacher Education graduates are resourceful in devising and supervising learning activities which efficiently utilize the time and energy as well as effectively develop the skills and talents of students.

The goal of the Teacher Education programs at Bluefield State College is to place in the classroom qualified, competent, and effective teachers. The program must be flexible enough to encompass individual needs, changes in direction as dictated by new programs or emphasis areas, and exploration and experimentation.

The Teacher Education programs at Bluefield State College are derived from a model that can be described as the Cooperative Reflective Manager of the learning environment. The programs seek to enhance both the professional and the individual development of the prospective teacher in the following areas:

1. Essential knowledge in cognitive areas.
   a. Understanding and appreciation of Western culture and its societal composition.
   b. Development of scholarship in one or more Teacher Education areas.
   c. Comprehension and appreciation of the particular regional characteristics of Southern West Virginia and Southwest Virginia.
2. Expertise and practical experience in the methods and techniques of teaching.
3. Warmth, understanding, and empathy in all areas required for humanizing education.
a. Insight and ability in working with both children and adults.
b. Development of a positive self-concept.

4. Readiness to assume an active role in the profession of teaching.
   a. Understanding the function of education and the role of a teacher in a democracy.
b. The establishment of a sound and practical philosophy of education.

ADMISSION TO TEACHER EDUCATION

Teacher Education at Bluefield State College is a restricted enrollment program. The College recognizes two levels of status in teacher preparation:

A Declaration of Intent to pursue Teacher Education is attained when the student declares his/her major in education and identifies the field(s) of specialization. Intent may be declared at any time.

Admission to Teacher Education will be attained when:
1. The student passes the Preprofessional Skills Tests in Reading, Writing, and Mathematics.
2. The student has completed a minimum of 24 semester hours with a grade point average of 2.75 or better. The Director of Teacher Education may make exceptions if the student has a GPA of at least 2.70 and has met all other requirements.
3. The student has successfully completed two (2) semester hours in Education (Education 110 Foundations of Education). Only Education 110, 160 200, and 280 of the professional education sequence, READ 270, and SPED 310 and 311 may be taken before admission to Teacher Education.
4. The student has completed 60 hours of approved volunteer service, with a minimum of 30 hours completed in a public school classroom.
5. The student submits 2 completed Checklists for Admission from full-time faculty members of Bluefield State College and completes the formal application form.
6. The student completes an interview with a panel to present the first portfolio.

Students must meet all Admission to Teacher Education requirements and be accepted into the program prior to enrolling in any restricted courses. Application for admission will normally occur during the sophomore year. Students may take the Praxis I only after having successfully completed six hours of composition and three hours of mathematics. Deviations from the sequence may be approved by the Director of Teacher Education. The student is responsible for all costs associated with taking the prescribed tests. Students must take and successfully pass the reading, writing, and math parts of the Praxis I and have those scores reported to Bluefield State College Department of Education. Students may apply for admission to Teacher Education only after meeting the entire Praxis I requirement and other requirements listed above. Students with an ACT composite score of 26 or greater are exempt from the Praxis I requirement. Students must submit the complete application no later than August 10 for Fall admission and December 1 for Spring admissions.

All students must be formally admitted to Teacher Education before enrolling in 300 level courses in Education and Reading, and prior to enrolling in 333 courses in Mathematics, Fine Arts, Health, and Physical Education.

THE PROFESSIONAL SEMESTER

Bluefield State College operates on a block system for scheduling student teaching. A semester is reserved for the student in which he/she will schedule a block of professional education. The class week is viewed as 8:00 a.m.-10:00 p.m., Monday through Saturday, meaning that students may be required to attend seminars and workshops during the day, the evening, or weekends during the student teaching experience. The first part of the
semester will be devoted to classes on the Bluefield campus. A minimum of 12 weeks during the last part of the semester will be devoted to full-time student teaching in the public schools. Students wishing to pursue more than two content specializations may be required to spend an additional period of time in full-time student teaching. For admission to the professional semester, the student must:

1. File the appropriate application with the Director of Teacher Education early in the semester prior to the one in which student teaching is to be done.
2. Have completed all General Studies requirements.
3. Have completed all of the pre-requisite Professional Education courses.
4. Have completed all required courses in their teaching specialization. Exceptions will be considered if the student lacks only one course in each specialization.
5. Have earned an overall grade point average of 2.75, or better.
6. Have completed a minimum of 96 semester credit hours.
7. Have completed SPCH 208 and a computer applications course.
8. Be interviewed by faculty to review status and pre-plan student teaching placement before completing registration for the professional semester.

Upon successful completion of the professional semester, and all program requirements, which include taking the required Praxis II exams prior to graduation (Elementary Education Curriculum, Instruction, and Assessment; Principles of Learning and Teaching, and Middle School English, Science, Social Studies or Mathematics) and submission of the Student Teaching Portfolio, the student may apply for certification through the Director of Teacher Education. Certification is granted by the West Virginia Department of Education upon passing the Praxis I (pre-professional skills tests), Praxis II in the chosen teaching field(s), maintaining at least an overall 2.75 grade point average, and successfully completing student teaching in each programmatic level for which certification is sought (ex. K-6, 5-9).

**REQUIREMENTS FOR BACHELOR OF SCIENCE DEGREE IN ELEMENTARY EDUCATION AND EARLY/MIDDLE EDUCATION**

The course of study for the Bachelor of Science degree in Elementary Education is divided into three areas — General Studies, Professional Education, and Elementary Education. The course of study for the Bachelor of Science degree in Early/Middle Education includes four areas — General Studies, Professional Education, Elementary Education, and at least one 5-9 specialization. Candidates for this degree must earn a minimum of 128 semester hours of credit in approved subjects with an overall grade point average of 2.75 or better.

**ELEMENTARY EDUCATION (K-6)**

**EARLY/MIDDLE EDUCATION**

Elementary Education K-6 plus a minimum of one of the following:

- 5-9 General Science
- 5-9 English/Language Arts
- 5-9 Mathematics
- 5-9 Social Studies
The following list of courses will satisfy the requirements for both the General Studies and the Elementary Education programs:

**Elementary (K-6)**  
ENGL101 Composition I 3  
ENGL 102 Composition II 3  
ENGL 201 Humanistic Tradition 3  
ENGL 205 Modern Tradition 3  
ENGL 301 English Grammar 3  
ENGL 310 Children’s Literature 3  
SPCH 208 Fundamentals of Speech 3  
HIST 101 World Civilization I 3  
HIST 105 American History I 3  
HIST 106 American History II 3  
HIST 302 History, Geography, Govt – WV 3  
POSC 200 American National Government 3  
GEOG 150 Introduction to Geography 3  
MATH 101 General Mathematics 3  
MATH 109 College Algebra 3  
MATH 106 Mathematics for Early/Middle Grade Teachers 3  
MATH 333 Math Methods for K-6 Teachers 3  
COSC 102 Computers & Society 3  
HUMN 150 Introduction to Fine Arts 3  
MUSC 130 Music Skills for Classroom Teachers 2  
ARTS 105 Creative Expressions 2  
** HUMN 333 Fine Arts Methods for K-6 Teachers 2  
** HLTH 333 Health and Safety 2  
** PHED 333 P.E. in K-6 Grades 2  
BIOL 101 General Biology I 3  
BIOL 103 Lab for BIOL 101 1  
BIOL 102 General Biology II 3  
BIOL 104 Lab for BIOL 102 1  
PHSC 101 Physical Science Survey I 3  
PHSC 103 Lab for PHSC 101 1  
PHSC 102 Physical Science Survey II 3  
PHSC 104 Lab for PHSC 102 1  
** Total Hours 80

**PROFESSIONAL EDUCATION**  
EDUC 110 Foundations of Education 2  
EDUC 160 Diversity and Education 2  
EDUC 200 Child/Adolescent Growth & Dev 3  
EDUC 280 General Methods 2  
SPED 310 Introduction to Special Education 3  
SPED 311 Teaching Special Needs Students in Inclusive Classrooms 3  
READ 270 Reading Process 3  
** EDUC 321 Instruction and Technology 2  
** EDUC 322 Standards, Planning, and Assessment 2  
** EDUC 330 Teaching & Learning (w/lab) 3  
** EDUC 333 Tchg. Science & Social Studies 3  
** READ 371 Teaching Read & LA 3  
** READ 360 Reading in the Content Area 3  
** EDUC 410 Early Education Methods 2  
** EDUC 420 Middle Education Methods 2  
** EDUC 450 Classroom Management 2  
** EDUC 475 Student Teaching 6  
** Total Hours 46

* READ 270 must be taken before enrolling in READ 371.  
** Restricted to students admitted to Teacher Education.  
*** Grade of C or better required for satisfactory completion of all professional education courses
Early/Middle degree students may select at least one additional middle school endorsement from the following:

**English/Language Arts (5-9)**
- Composition chosen from
- ENGL 101 and 102
- ENGL 201 Humanistic Traditions or
- ENGL 205 Modern Tradition
- SPCH 208 Fundamentals of Speech
- ENGL 300 Major American Authors
- ENGL 301 English Grammar
- ENGL 302 Major British Authors
- ENGL 307 Regional & Ethnic Literature
- ENGL 308 Linguistics
- ENGL 310 Children’s Literature
- ENGL 320 Adolescent Literature
- ENGL 322 Teaching of Composition
- ARSC 431 Methods of Teaching in Arts and Sciences

**General Science (5-9)**
- BIOL 101 General Biology I 3
- BIOL 103 Lab for BIOL 101 1
- BIOL 102 General Biology II 3
- BIOL 104 Lab for BIOL 102 1
- BIOL 300 Ecology 3
- CHEM 100 Intro to Chemistry 4
- ENGL 300 Major American Authors 3
- MATH 109 Algebra 3
- ENGL 307 Regional & Ethnic Literature 3
- PHSC 101 Physical Science Survey I 3
- ENGL 308 Linguistics 3
- PHSC 102 Physical Science Survey II 3
- ENGL 310 Children’s Literature 3
- PHSC 104L Phys Science Survey Lab 1
- ENGL 320 Adolescent Literature 3
- NASC 301 Integrated Science I 3
- ENGL 322 Teaching of Composition 3
- NASC 302 Integrated Science II 3
- ARSC 431 Methods for Teaching in the Arts and Sciences 3

**Total Hours 39**

**Mathematics (5-9)**
- MATH 106 Math for K-6 Teachers 3
- MATH 109 Algebra 3
- MATH 110 Trigonometry 3
- MATH 210 Elementary Statistics or
- MATH 301 Probability & Statistics 3
- MATH 211 Informal Geometry 3
- MATH 220 Calculus I or
- BUSN 250 Quantitative Techniques in Business 3
- MATH 250 Discrete Math 3
- MATH 333 Math Methods for K-6 Teachers 3
- COSC Programming Language or
- COSC 201 PC Software Application 3
- ARSC 431 Methods in Teaching in Arts and Sciences 3

**Social Studies (5-9)**
- HIST 101 World Civilization I 3
- HIST 102 World Civilization II 3
- HIST 105 American History I 3
- HIST 106 American History II 3
- HIST 302 History, Geography & Gov. of WV 3
- HIST 497 Research Methods in History 3
- GEOG 150 Introduction to Geography 3
- GEOG 301 World Physical Geography 3
- POSC 200 American National Government 3
- POSC 405 International Relations 3
- SOCIO 210 Principles of Sociology 3
- ECON 211 Principles of Economics I 3
- ECON 212 Principles of Economics II 3
- ARSC 431 Methods in Teaching in Arts and Sciences 3

**Total Hours 42**
SCHOOL OF ENGINEERING TECHNOLOGY
AND COMPUTER SCIENCE

Engineering Technology is the profession in which a knowledge of mathematics and natural sciences gained in higher education experience and practice is devoted primarily to the implementation and extension of existing technology for the benefit of humanity. Engineering Technology education focuses on the applications aspects of science and engineering aimed at preparing graduates for practice in that portion of the technological spectrum closest to the product improvement, manufacturing, and engineering operational functions.

The engineering technology programs offer associate and baccalaureate degrees in a variety of technological fields. Associate degrees may be earned in architectural, civil, electrical, and mechanical engineering technology. Graduates of these programs are trained for job entry at the technician level into industry, utilities, government, or engineering, construction, and architectural firms.

Bachelor’s degrees may be earned in architectural, civil, electrical, mechanical and mining engineering technology. Graduates are prepared for job entry as engineering technologists into industry, government, utilities, or engineering, construction, mechanical, and architectural firms. Graduates of accredited programs may, under regulations of the West Virginia Board of Registration for Professional Engineers, participate in the examinations and complete the service requirements for registration as Professional Engineers. Those students graduating with a B.S. in Computer Science are prepared for positions as systems analysts, software designers, network professionals, and webmasters depending on the education path taken.

The following programs are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Baltimore, MD 21202, telephone (410) 347-7700)

Baccalaureate degree programs in
Architectural Engineering Technology
Civil Engineering Technology
Electrical Engineering Technology
Mechanical Engineering Technology

Associate degree programs in
Architectural Engineering Technology
Civil Engineering Technology
Electrical Engineering Technology
Mechanical Engineering Technology

Various classes of electives are required under the General Studies Requirements. These include a basic skills component and a course skills component. Technical electives are courses of a technical nature that support the student’s career interests, such as additional mathematics, basic sciences, engineering technology courses in the student’s own or other disciplines, computer science, etc. Sound professional judgment is expected in the student-advisor role when choosing electives.

CENTER FOR APPLIED RESEARCH AND TECHNOLOGY TRANSFER, INC. (CART)

The purpose of the Bluefield State College Center for Applied Research and Technology Transfer, Inc. (CART) is to provide leadership in applied engineering research and development. Such leadership serves to enhance research, contract development,
grant, and research contract administration services for the Bluefield State College School of Engineering Technology and Computer Science (BSC ET&CS). The Center provides business management services for BSC ET&CS as it conducts focused product development programs based in innovative research. It also provides technical assistance, continuing education, and economic development that enhance BSC’s competitive edge in technology development regionally and nationally.

The Center serves to:
- Foster creative entrepreneurial activities within our School of Engineering Technology and Computer Science (SET&CS).
- Generate research dollars for Bluefield State College and its School of Engineering Technology and Computer Science.
- Lease research equipment and facilities for use by BSC through CART.
- Serve as patent agency for obtaining patents on Bluefield State College’s School of Engineering Technology and Computer Science inventions and for licensing, developing and commercializing its products.
- Continue the development, support and marketing for our advanced vehicle robotics program.
- Manage and market BSC’s (CART’s) self-sufficient online course management system and deliver credit and non-credit professional development courses nationwide.

CART was chartered on 28 July 1998, as the Applied Research and Technology Center, a state chartered not-for-profit corporation serving Bluefield State College as an approved cooperative organization. The Center serves to enhance the competitive position of Bluefield State College for applied research opportunities in the current environment for research and development; help promote the general economic development of the region; expedite and simplify the acquisition and utilization of research contracts; improve technology transfer; and link applied scientific research and technological advancements to economic development of the State of West Virginia.

ARCHITECTURAL ENGINEERING TECHNOLOGY

Students will be provided the opportunity to analyze the role of architecture in the building construction industry. Course work will involve skills in basic graphics and drafting, building design, and basic engineering of architectural structures. Graduates are provided a wide range of employment opportunities in architectural and engineering offices, construction estimating, general contracting, government agencies, and building supply companies. The associate and baccalaureate degree programs in architectural engineering technology are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, Telephone (410) 347-7700.

The Architectural Engineering Technology program publishes the following program educational objectives as broad statements describing expected accomplishments of its graduates during the first few years after graduation.

Program Educational Objectives

Associate of Science in Architectural Engineering Technology

1. Graduates produce and utilize basic construction documents and perform basic analysis and design of system components in residential and commercial
infrastructure.

2. Graduates function on professional teams and communicate with speaking, writing, and graphical skills.

3. Graduates respect professional, ethical, and social issues as well as a commitment to quality and dependability.

4. Graduates stay current professionally.

**Bachelor of Science in Architectural Engineering Technology**

Baccalaureate degree graduates will demonstrate additional depth and breadth to the program educational objectives stated above. In addition, the following accomplishments are also expected of baccalaureate degree graduates.

5. Graduates perform analysis and design of building systems, specify project methods and materials, and manage technical activities in support of building construction projects including institutional infrastructure.

6. To provide breadth for additional job opportunities, graduates possess a working knowledge in structural design, site planning, and architectural productivity software.

7. Graduates have the knowledge and ability for project management in the building construction industry.

The Architectural Engineering Technology program publishes the following program outcomes to describe what students are expected to know and do at the time of graduation. These relate to knowledge, skills, and behaviors that students acquire in the program.

**Program Outcomes**

**Associate of Science in Architectural Engineering Technology**

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of architectural engineering technology to produce A/E documents and presentations for residential and commercial building systems.

2. Students identify, analyze, and solve technical problems.

3. Students communicate by written, oral, and graphical means.

4. Students team to solve problems and present solutions.

5. Students conduct standardized field and laboratory testing on construction materials and apply results.

6. Students clearly understand professional and ethical responsibilities.

7. Students understand diversity, societal, and global issues relating to solutions to problems in professional practice.

8. Students recognize the need for and the ability to engage in lifelong learning.

**Bachelor of Science in Architectural Engineering Technology**

9. Students perform analysis and design of building systems.

10. Students perform economic analyses and cost estimates related to design, construction, operations, and maintenance of systems involving building systems infrastructure.

11. Students plan and prepare design, construction and operating documents such as specifications, contracts, change orders, engineering drawings, and construction schedules for building systems.

12. Students select appropriate materials and practices for building construction.
13. Students maintain an understanding of professional practice issues such as procurement of work, bidding versus quality-based selection, and interaction between architects, designers, contractors, and owners.

14. Students manage building technology projects for schedules, costs, and quality assurance.

15. Students adapt to change in the building construction technology environment.

- **ASSOCIATE OF SCIENCE**

  **First Semester**
  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARET 101</td>
<td>Architectural Graphics</td>
<td>3</td>
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<tr>
<td>CIET 101</td>
<td>Construction Materials</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>GNET 101</td>
<td>Technical Physics I</td>
<td>4</td>
</tr>
<tr>
<td>GNET 115</td>
<td>Technical Mathematics I</td>
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  **Second Semester**
  
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ARET 102</td>
<td>Residential Design</td>
<td>3</td>
</tr>
<tr>
<td>CIET 110</td>
<td>Plane Surveying &amp; Mapping</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>PC Software Applications</td>
<td>3</td>
</tr>
<tr>
<td>GNET 116</td>
<td>Technical Mathematics II</td>
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  **Third Semester**
  
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<th>Course Title</th>
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<tbody>
<tr>
<td>CIET 203</td>
<td>Statics and Strength</td>
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<tr>
<td>GNET 102</td>
<td>Tech Physics II</td>
<td>4</td>
</tr>
<tr>
<td>MATH 220</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MEET 112</td>
<td>Computer Aided Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ARET 205</td>
<td>History of Architecture</td>
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  **Fourth Semester**
  
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<tbody>
<tr>
<td>ARET 204</td>
<td>Commercial Design</td>
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<tr>
<td>ARET 216</td>
<td>Building Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIET 204</td>
<td>Reinforced Concrete Design</td>
<td>4</td>
</tr>
<tr>
<td>CIET 220</td>
<td>Construction Estimating</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 208</td>
<td>Fundamentals of Speech</td>
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- **BACHELOR OF SCIENCE**

  **Fifth Semester**
  
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ARET 301</td>
<td>Institutional Design</td>
<td>4</td>
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<tr>
<td>Core Skills</td>
<td>Social Science</td>
<td>3</td>
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<tr>
<td>MATH 230</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>ENGR 313</td>
<td>Engineering Mechanics I</td>
<td>3</td>
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  **Sixth Semester**
  
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ARET 313</td>
<td>Applied Project Management</td>
<td>3</td>
</tr>
<tr>
<td>ARET 306</td>
<td>Site Planning</td>
<td>3</td>
</tr>
<tr>
<td>CIET 212</td>
<td>Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>Core Skills</td>
<td>Literature</td>
<td>3</td>
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<tr>
<td>COSC 210</td>
<td>VISUAL BASIC</td>
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  **Seventh Semester**
  
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<tr>
<td>ARET 413</td>
<td>Construction Documents</td>
<td>3</td>
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<tr>
<td>CIET 207</td>
<td>Geotechnics</td>
<td>3</td>
</tr>
<tr>
<td>CIET 401</td>
<td>Structural Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ENGR 315</td>
<td>Engineering Economics</td>
<td>3</td>
</tr>
<tr>
<td>Core Skills</td>
<td>Social Science</td>
<td>3</td>
</tr>
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  **Eighth Semester**
  
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ARET 402</td>
<td>Senior Design Studio</td>
<td>3</td>
</tr>
<tr>
<td>CIET 402</td>
<td>Structural Steel Design</td>
<td>3</td>
</tr>
<tr>
<td>Core Skills</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Core Skills</td>
<td>Fine Arts/Humanities</td>
<td>3</td>
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<tr>
<td>Core Skills</td>
<td>Technical Electives</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

- **CIVIL ENGINEERING TECHNOLOGY**

  Students will be provided with knowledge and skills immediately useful to contractors, consulting engineers, surveyors, architects, industrial firms, utilities, and certain government agencies. Employment opportunities open to graduates include structural design, construction materials analysis, surveying (construction, land, mining and control), and assisting civil engineers in the analysis, design, and construction of other facilities. The associate and baccalaureate degree programs in civil engineering technology are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, Telephone (410) 347-7700.

  The Civil Engineering Technology program publishes the following program educational objectives as broad statements describing expected accomplishments of its graduates during the first few years after graduation.
Program Educational Objectives

Associate of Science in Civil Engineering Technology

1. Graduates produce and utilize basic construction documents and perform basic analysis and design of system components in civil engineering infrastructure.
2. Graduates function effectively on professional teams and communicate with speaking, writing, and graphical skills.
3. Graduates respect professional, ethical, and social issues as well as a commitment to quality and dependability.
4. Graduates remain current, professionally.

Bachelor of Science in Civil Engineering Technology

Baccalaureate degree graduates will demonstrate additional depth and breadth to the program educational objectives stated above. In addition, the following accomplishments are also expected of baccalaureate degree graduates.

5. Graduates perform analysis and design in the structures, construction and public works disciplines of civil engineering.
6. To provide breadth for additional job opportunities, graduates possess a working knowledge in geotechnics, hydraulics, hydrology, surveying, transportation systems, and water and wastewater systems.
7. Graduates manage technical activities in support of civil engineering infrastructure.

The Civil Engineering Technology program publishes the following program outcomes to describe what students are expected to know and do at the time of graduation. These relate to knowledge, skills, and behaviors that students acquire in the program.

Program Outcomes

Associate of Science in Civil Engineering Technology

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of civil engineering technology.
2. Students identify, analyze, and solve technical problems.
3. Students communicate by written, oral, and graphical means.
4. Students team with others to solve problems and present solutions.
5. Students conduct standardized field and laboratory testing on civil engineering materials and apply results.
6. Students clearly understand professional and ethical responsibilities.
7. Students understand diversity, societal, and global issues relating to solutions to problems in professional practice.
8. Students recognize the need for and the ability to engage in lifelong learning.

Bachelor of Science in Civil Engineering Technology

9. Students perform analysis and design in the structures, construction and public works disciplines of civil engineering.
10. Students apply basic technical concepts to the solution of civil problems involving hydraulics, hydrology, geotechnics, structures, material behavior, surveying,
transportation systems, and water and wastewater systems.

11. Students perform economic analyses and cost estimates related to design, construction, operations, and maintenance of systems involving civil engineering infrastructure.

12. Students plan and prepare design and construction documents, such as specifications, contracts, change orders, engineering drawings, and construction schedules.

13. Students select appropriate engineering materials and practices.

14. Students maintain an understanding of professional practice issues such as procurement of work, bidding versus quality-based selection, and interaction between designers, contractors, and owners.

The following courses are required for the associate degree and baccalaureate degree respectively, listed in the recommended sequence.

ASSOCIATE OF SCIENCE

**First Semester**
- CIET 101 Construction Materials 4
- ENGL 101 Composition I 3
- MEET 111 Engineering Drafting 3
- GNET 101 Tech Physics I 4
- GNET 115 Tech Mathematics I 4
- **Total** 18

**Second Semester**
- CIET 110 Plane Surveying & Mapping 4
- ENGL 102 Composition II 3
- COST 201 PC Software Application 3
- GNET 116 Tech Mathematics II 4
- MEET 112 Computer Aided Drafting 3
- **Total** 17

**Third Semester**
- CIET 203 Statics and Strength of Materials 4
- CIET 207 Geotechnics 3
- CIET 211 Control Surveying 3
- MATH 220 Calculus I 4
- Core Skills Social Science 3
- **Total** 17

**Fourth Semester**
- CIET 204 Reinforced Concrete Design 4
- CIET 212 Hydraulics 3
- CIET 220 Construction Estimating 3
- GNET 102 Tech Physics II 4
- Core Skills Social Science 3
- **Total** 17

BACHELOR OF SCIENCE

**Fifth Semester**
- CHEM 101 General Chemistry 3
- CHEM 103 Chemistry Lab 1
- MATH 230 Calculus II 4
- ENGR 313 Engineering Mechanics I 5
- CIET 305 Hydro Systems 3
- Core Skills Social Science 3
- **Total** 16

**Sixth Semester**
- CHEM 103 General Chemistry 3
- ARET 313 Applied Project Management 3
- ARET 306 Site Planning 3
- MATH 240/301/310/311 3 or 4
- SPCH 208 Speech 3
- **Total** 15 or 16

**Seventh Semester**
- CIET 301 Environmental Systems 3
- CIET 401 Structural Analysis 3
- ENGR 315 Engineering Economics 3
- Core Skills Literature 3
- Core Skills Social Science 3
- **Total** 15

**Eighth Semester**
- CIET 302 Geotechnical Analysis and Design 3
- CIET 402 Structural Steel Design 3
- Core Skills Fine Arts/Humanities 3
- Core Skills Social Science 3
- **Total** 15
COMPUTER SCIENCE

Baccalaureate Degree

The baccalaureate degree computer science program is a comprehensive program offering breadth in the required courses and depth within the student’s chosen path. Emphasis in this degree program is on providing a good skill and knowledge base on which the graduate can continue to build in this rapidly changing field. This combination will prepare graduates to assume the role of technical specialist or leader within their chosen specialty, or to pursue advanced studies.

Programming

The programming major provides in-depth training with several languages and allows the student to apply those skills in other current and emerging languages and applications. Students also develop skills in analysis, database management, and software development. Teamwork involving real projects with external organizations is required.

Information Technology

The information technology major is a degree program for those with varied interests or who anticipate working in settings where broad skill sets, including hardware and software, are needed. After meeting the basic requirements, students work with their advisor to select electives which meet their employment objectives and interests.

Program Educational Objectives

The following program objectives describe what students are expected to know upon completion of the Bachelor of Science in Computer Science. These relate to knowledge, skills, and behaviors that students acquire in the program.

1. Graduates use and produce basic computer applications.
2. Graduates perform basic systems analysis and design for both hardware and software requirements in a comprehensive information system.
3. Graduates code in a major programming language.
4. Graduates team and communicate with speaking, writing, and graphical skills.
5. Graduates respect professional, ethical, and social issues as well as a commitment to quality and dependability.
6. Graduates remain current, professionally.
7. To provide breadth for additional job opportunities, graduates possess a working knowledge in web programming and web site development, alternative operating systems, and basic concepts of computer networking.

Program Outcomes

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of computer science.
2. Students identify, analyze, and solve technical problems through research and utilize coding, applications tools, and other computer resources.
3. Students prepare design and implementation documents such as code documentation, specifications, contracts, system design drawings, presentation materials, and project schedules.
4. Students differentiate between application types and select appropriate software implementation solutions.
5. Students apply appropriate coding logic and programming concepts to the solution of business and industrial problems.
6. Students demonstrate strong communication skills through written, oral, and graphical means.
7. Students team with others to solve problems and present solutions.
8. Students clearly understand professional and ethical responsibilities.
9. Students understand diversity, societal, and global issues relating to solutions to problems in professional practice.
10. Students recognize the need for and the ability to engage in life-long learning.
11. Students demonstrate basic web application development and design skills and recognize the importance of the internet in emerging computer fields.
12. Students demonstrate a basic knowledge of computer networking concepts and components which are the basis for modern business and industrial computer deployment.
13. Students demonstrate knowledge and skills for designing and implementing databases in an integrated systems environment.

**COMPUTER SCIENCE**

**Programming Option**

**First Semester**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENGL 101</td>
<td>Composition</td>
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</tr>
<tr>
<td>GNET 101</td>
<td>Tech Physics I</td>
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<tr>
<td>GNET 115</td>
<td>Tech Math I</td>
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<tr>
<td>COSC 111</td>
<td>Intro to Computer Science</td>
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<tr>
<td>COSC 120</td>
<td>Intro to Networking</td>
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**Second Semester**

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<tr>
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<td>Composition II</td>
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<tr>
<td>GNET 102</td>
<td>Tech Physics II</td>
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<tr>
<td>GNET 116</td>
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<tr>
<td>COSC 230</td>
<td>Structured Programming</td>
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**Third Semester**

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<tr>
<td>SPCH 208</td>
<td>Speech</td>
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<tr>
<td>MATH 220</td>
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<td>COSC 231</td>
<td>Object Oriented Program.</td>
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**Fourth Semester**

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<tr>
<td>ELET 218</td>
<td>Fund.of Digital Computers</td>
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<td>MATH 230</td>
<td>Calculus II</td>
<td>4</td>
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<tr>
<td>COSC 216</td>
<td>Applications Programming</td>
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<tr>
<td>COSC 241</td>
<td>Linux</td>
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<tr>
<td>COSC 320</td>
<td>Data Structures</td>
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**Fifth Semester**

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<tr>
<td>ELET 305</td>
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<td>COSC 330</td>
<td>Programming Languages</td>
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<td>COSC 224</td>
<td>Web Programming</td>
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**Sixth Semester**

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<tr>
<td>COSC 240</td>
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<tr>
<td>COSC 311</td>
<td>Systems Analysis</td>
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<td>COSC 340</td>
<td>Database Mgmt. Systems</td>
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<td>Core Skills Social Science</td>
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**Seventh Semester**

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<tbody>
<tr>
<td>ENGL 320</td>
<td>Core Skills Literature</td>
<td>3</td>
</tr>
<tr>
<td>Core Skills Social Science</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COSC 422</td>
<td>Software Engineering</td>
<td>3</td>
</tr>
<tr>
<td>COSC 421</td>
<td>Operating Systems</td>
<td>3</td>
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<tr>
<td>Core Skills Social Science</td>
<td>3</td>
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<td>Tech Elective</td>
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**Eighth Semester**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 320</td>
<td>Core Skills Fine Arts/</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>COSC 422</td>
<td>Core Skills Social Science</td>
<td>3</td>
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<tr>
<td>COSC 421</td>
<td>Programming Elective</td>
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<tr>
<td>Senior Projects</td>
<td></td>
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<td>Tech Elective</td>
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Technical Electives: COSC 200+; ELET 200+; MATH 230, 240, 250, 301, 310, 311; MEET 112; ACCT 201, 202

NOTE: At least 12 hours of electives must be COSC courses.
## COMPUTER SCIENCE
### Information Technology Option

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>ENGL 101 Composition</td>
<td>ENGL 102 Composition II</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>COSC 111 Intro to Computer Science</td>
<td>COSC 230 Structured Programming</td>
</tr>
<tr>
<td>COSC 120 Intro to Networking</td>
<td>COSC 121 or COSC 200+ Elective</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tbody>
<tr>
<td>SPCH 208 Speech</td>
<td>ELET 218 Fund. of Digital Computers</td>
</tr>
<tr>
<td>MATH 220 Calculus I</td>
<td>MATH 230 Calculus II</td>
</tr>
<tr>
<td>COSC 209 JAVA or COSC 231 OOP</td>
<td>COSC 216 Applications Programming</td>
</tr>
<tr>
<td>COSC 210 VISUAL BASIC</td>
<td>COSC 241 Linux</td>
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<tr>
<td>or COSC 200+ Elective</td>
<td>or COSC 200+ Elective</td>
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<td>17-18</td>
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<table>
<thead>
<tr>
<th>Fifth Semester</th>
<th>Sixth Semester</th>
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<tbody>
<tr>
<td>ARET 313 Applied Project Management</td>
<td>COSC 240 Computer Architecture</td>
</tr>
<tr>
<td>ELET 305 Microprocessors</td>
<td>COSC 211 Systems Analysis</td>
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<tr>
<td>COSC 224 Web Programming</td>
<td>Core Skills Social Science</td>
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<td>Core Skills Social Science</td>
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<table>
<thead>
<tr>
<th>Seventh Semester</th>
<th>Eighth Semester</th>
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<tbody>
<tr>
<td>ENGL Core Skills Literature</td>
<td>ENGL 499 Projects in COSC</td>
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<tr>
<td>Core Skills Social Science</td>
<td>Core Skills Fine Arts/</td>
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<tr>
<td>Tech Elective</td>
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<td>Tech Elective(s)</td>
<td>Core Skills Social Science</td>
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</table>

Technical Electives: COSC 200+; ELET 200+; MATH 230, 240, 250, 301, 310, 311; MEET 112; ACCT 201, 202

Note: Minimum of 15 credit hours (COSC and Tech Elective) MUST be COSC courses.

## COMPUTER SCIENCE MINOR

<table>
<thead>
<tr>
<th>COSC 111</th>
<th>Intro to Computer Science</th>
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<tbody>
<tr>
<td>3</td>
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<tr>
<td>COSC 210</td>
<td>Visual Basic</td>
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<td>COSC 230</td>
<td>Structured Programming</td>
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A minimum of 9 credit hours selected from the following courses:

<table>
<thead>
<tr>
<th>COSC 120</th>
<th>Intro to Networking (4)</th>
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<tr>
<td>4</td>
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</tr>
<tr>
<td>COSC 121</td>
<td>Intro to Network Routing (4)</td>
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</table>

Any COSC 200+ courses (3+)

Minimum hours 18
ELECTRICAL ENGINEERING TECHNOLOGY

Students will be provided the opportunity to study the design and operational characteristics of electrical circuits, electrical machinery, and electronics equipment. Other subjects studied include electrical drafting, computers, electrical power systems operation and control, and communications. Graduates are qualified for employment in instrumentation, communication systems, and electronics operation. Positions for which graduates qualify may be found with electric utilities, electrical equipment manufacturers, mining companies, manufacturing concerns, and other industries where electrical equipment is utilized or serviced. The associate and baccalaureate degree programs in electrical engineering technology are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, Telephone (410) 347-7700.

The Electrical Engineering Technology program publishes the following program educational objectives as broad statements describing expected accomplishments of its graduates during the first few years after graduation.

Program Educational Objectives

Associate of Science in Electrical Engineering Technology

1. Graduates apply circuit analysis and design, computer programming, analog and digital electronics, and electrical machinery principles to install, test, and maintain electrical and electronic systems.
2. Graduates function on professional teams and communicate with speaking, writing, and graphical skills.
3. Graduates respect professional, ethical, and social issues as well as a commitment to quality and dependability.
4. Graduates remain current, professionally.

Bachelor of Science in Electrical Engineering Technology

Baccalaureate degree graduates will demonstrate additional depth and breadth to the program educational objectives stated above. In addition, the following accomplishments are also expected of baccalaureate degree graduates.

5. Graduates perform analysis, design, and implementation of control systems, microprocessor systems, communication systems, and power systems.
6. To provide breadth for additional job opportunities, graduates utilize rigorous mathematics applications and productivity software in support of electrical/electronics systems.
7. Graduates apply project management techniques in product design and development.

The Electrical Engineering Technology program publishes the following program outcomes to describe what students are expected to know and do at the time of graduation. These relate to knowledge, skills, and behaviors that students acquire in the program.
Program Outcomes

Associate of Science in Electrical Engineering Technology

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of electrical engineering technology in a rigorous mathematics environment.
2. Students identify, analyze, and solve technical problems associated with circuit analysis, electronic devices, and microcomputers in electrical systems.
3. Students communicate by written, oral, and graphical means.
4. Students team with others to solve problems and present solutions.
5. Students conduct field and laboratory testing on electrical and electronics circuits and apply results.
6. Students clearly understand professional and ethical responsibilities.
7. Students understand diversity, societal, and global issues relating to solutions to problems in professional practice.
8. Students recognize the need for and the ability to engage in lifelong learning.

Bachelor of Science in Electrical Engineering Technology

9. Students perform analysis and design in the control systems, microprocessor systems, communications systems and computer systems of the field of electrical engineering.
10. Students apply rigorous mathematics including applications of applied differential equations to the solutions to problems in electrical/electronics systems.
11. Students apply project management skills in a product design, development, and implementation environment process in electrical systems.
12. Students plan and prepare design and operation documents for an electrical system.
13. Students select appropriate devices and practices.
14. Students maintain an understanding of professional practice issues such as interaction between designers, developers, and customers.

The following courses are required for the associate degree and baccalaureate degree respectively, listed in the recommended sequence.

ASSOCIATE OF SCIENCE

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<thead>
<tr>
<th>First Semester</th>
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<tr>
<td>ENGL 101 Composition I</td>
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<td>GNET 102 Tech Physics II</td>
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<td>GNET 115 Tech Math I</td>
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<td>COSC 201 PC Software</td>
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<tr>
<td>ELET 201 Solid State Electronics</td>
<td>4</td>
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<td>ELET 205 AC/DC Machinary</td>
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<td>ELET 209 Power Systems</td>
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<tr>
<td>MATH 220 Calculus I</td>
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<td>COSC 210 VISUAL BASIC</td>
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BACHELOR OF SCIENCE

Fifth Semester

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<tr>
<td>ELET 305</td>
<td>Microprocessors</td>
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<td>ELET 307</td>
<td>Circuit Analysis II</td>
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<tr>
<td>MATH 230</td>
<td>Calculus II</td>
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<td>Core Skills</td>
<td>Literature</td>
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<tr>
<td>SPCH 208</td>
<td>Speech</td>
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Sixth Semester

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<tr>
<td>ELET 304</td>
<td>Integrated Circuit Technology</td>
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<td>ELET 316</td>
<td>Programmable Controllers</td>
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<td>MATH 310</td>
<td>Differential Equations</td>
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<td>ENGR 315</td>
<td>Engineering Economics</td>
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Seventh Semester

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<tr>
<td>CHEM 101</td>
<td>General Chemistry</td>
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<td>CHEM 103</td>
<td>Chemistry Lab</td>
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<td>ENGR 313</td>
<td>Engineering Mechanics I</td>
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<td>Core Skills</td>
<td>Social Science</td>
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Eighth Semester

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<td>ELET 401</td>
<td>Advanced Circuits Analysis</td>
<td>3</td>
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<tr>
<td>ELET 408</td>
<td>Communications Electronics</td>
<td>4</td>
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<td>ELET 492</td>
<td>Senior Project</td>
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<td>Core Skills</td>
<td>Fine Arts/Humanities</td>
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MECHANICAL ENGINEERING TECHNOLOGY

Students will be provided a broad background in the operation, maintenance, design, and production of machinery, transportation equipment, mining equipment, fluid power, and in industrial shop operations. The design and development of mechanical systems and the production and utilization of mechanical power are stressed. Graduates find employment in most industries, utilities, consulting engineering firms, and industrial research laboratories. The associate and baccalaureate degree programs in mechanical engineering technology are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, Telephone (410) 347-7700.

The Mechanical Engineering Technology program publishes the following program educational objectives as broad statements describing expected accomplishments of its graduates during the first few years after graduation.

Program Educational Objectives

Associate of Science in Mechanical Engineering Technology

1. Graduates produce working documents and perform basic analysis and design of system components in support of mechanical design and manufacturing of machine parts.
2. Graduates function on professional teams and communicate with speaking, writing, and graphical skills.
3. Graduates respect professional, ethical, and social issues as well as a commitment to quality and dependability.
4. Graduates remain current, professionally.

Bachelor of Science in Mechanical Engineering Technology

Baccalaureate degree graduates will demonstrate additional depth and breadth to the program educational objectives stated above. In addition, the following accomplishments are also expected of baccalaureate degree graduates.
5. Graduates perform analysis, applied design, and development of more advanced mechanical systems and processes.
6. To provide breadth for additional job opportunities, graduates will possess a working knowledge in manufacturing processes and materials, mechanical design, and electro-mechanical devices and controls.
7. Graduates manage technical activities in support of mechanical systems.

The Mechanical Engineering Technology program publishes the following program outcomes to describe what students are expected to know and do at the time of graduation. These relate to knowledge, skills, and behaviors that students acquire in the program.

**Program Outcomes**

**Associate of Science in Mechanical Engineering Technology**

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of mechanical engineering technology to produce mechanical design documents with a focus on industrial materials, applied mechanics and applied fluid mechanics.
2. Students identify, analyze, and solve technical problems.
3. Students communicate by written, oral, and graphical means.
4. Students team with others to solve problems and present solutions.
5. Students conduct standardized field and laboratory testing on industrial materials and apply results.
6. Students clearly understand professional and ethical responsibilities.
7. Students understand diversity, societal, and global issues relating to solutions to problems in professional practice.
8. Students recognize the need for and the ability to engage in lifelong learning.

**Bachelor of Science in Mechanical Engineering Technology**

9. Students perform analysis, mechanical design, and development of mechanical systems with a focus on relationships between mechanical design, electro-mechanical devices and controls, and manufacturing.
10. Students perform economic analyses and industrial operations plans for manufacturing mechanical parts.
11. Students plan and prepare design and operating documents for mechanical systems.
12. Students select appropriate materials and methods for manufacturing of machine parts.
13. Students maintain an understanding of professional practice issues between designers, manufacturers, and customers.
14. Students manage technical projects involving manufacturing for schedules, costs, and quality assurance.
15. Students use productivity software in the mechanical systems industry.

The following courses are required for the associate and baccalaureate degrees respectively, listed in the recommended sequence.
MINING ENGINEERING TECHNOLOGY

A bachelor’s degree in mining engineering technology will qualify the graduate for mining industry entry positions in production, construction, preparation, equipment sales, environmental controls and in assisting mining engineers. After experience in industry, career paths are possible for positions as executives, managers and entrepreneurs.

The Mining Engineering Technology program publishes the following program educational objectives as broad statements describing expected accomplishments of its graduates during the first few years after graduation.

Program Educational Objectives

1. Graduates produce and utilize mining documents.
2. Graduates function on teams and communicate with speaking, unity, and graphical skills.
3. Graduates respect professional, ethical, and social issues as well as a commitment to quality.
4. Graduates manage mining activities in support of a mining plan.
5. Graduates apply ventilation technology, roof control technology, and electrical and mechanical systems for support of mining operation.
6. Graduates remain current, professionally.

**Program Outcomes**

1. Students demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of mining engineering.
2. Students identify, analyze, and solve technical problems.
3. Students communicate by written, oral, and graphical means.
4. Students team with others to solve problems and present solutions.
5. Students conduct standardized field testing in the mining environment and apply results.
6. Students clearly understand professional and ethical responsibilities.
7. Students understand diversity, societal, and global issues relating to solutions to problems in mining.
8. Students recognize the need for and the ability to engage in lifelong learning.
9. Students perform analysis and design in the production of mining plans and operations.
10. Students apply basic technical concepts to the solution of mining problems involving ventilation, roof control, conveying systems, drainage systems, and mapping systems.
11. Students perform economic analyses and cost estimates related to operations and maintenance of a mining system.
12. Students use project management skills and people management skills to operate a mine efficiently.
13. Students comply with MSHA and state regulatory laws, rules, and regulations in operations.
14. Students maintain an understanding of labor-management relationships in a mining environment.

The following courses are required for the baccalaureate degree listed in the recommended sequence:

**BACHELOR OF SCIENCE**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 Composition I</td>
<td>ENGL 102 Composition II</td>
</tr>
<tr>
<td>MEET 111 Engineering Drafting</td>
<td>GNET 101 Technical Physics I</td>
</tr>
<tr>
<td>GNET 102 Technical Physics II</td>
<td>GNET 116 Technical Mathematics II</td>
</tr>
<tr>
<td>GNET 115 Technical Mathematics I</td>
<td>ELET 110 Circuit Analysis</td>
</tr>
<tr>
<td>Core Skills Social Science</td>
<td>ELET 112 Electrical Measurements</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELET 205 AC/DC Machinery</td>
<td>CIET 110 Plane Surveying and Mapping</td>
</tr>
<tr>
<td>MEET 214 Hydraulics and Fluid Power</td>
<td>MGMT 210 Principles of Management</td>
</tr>
<tr>
<td>COSC 201 PC Software Applications</td>
<td>ARET 313 Applied Project Management</td>
</tr>
<tr>
<td>MEET 112 Computer Aided Drafting</td>
<td>Technical Elective</td>
</tr>
<tr>
<td>Health and Safety Elective</td>
<td>SPCH 208 Fundamentals of Speech</td>
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<tr>
<td>Core Skills Social Science</td>
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<table>
<thead>
<tr>
<th>Fifth Semester</th>
<th>Sixth Semester</th>
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<tbody>
<tr>
<td>MIET 300 Intro to Mining Engr Tech</td>
<td>MIET 404 Ground Control</td>
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<tr>
<td>MIET 400 Mine Safety and Law</td>
<td>MIET 406 Mine Ventilation</td>
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<td>CHEM 101 General Chemistry</td>
<td>MGMT 330 Organizational Behavior</td>
</tr>
<tr>
<td>CHEM 103 Chemistry Lab</td>
<td>Core Skills Social Science</td>
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<tr>
<td>ACCT 102 Principle of Accounting I</td>
<td>Core Skills Literature</td>
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<tr>
<td>COSC 210 Visual Basic</td>
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<thead>
<tr>
<th>Seventh Semester</th>
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<tr>
<td>MIET 303 Mine Plant Technology</td>
<td>MIET 408 Coal Preparation</td>
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<tr>
<td>MIET 490 Projects in Mining</td>
<td>MIET 410 Mine Production Technology</td>
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<tr>
<td>MGMT 482 Collective Bargaining and Labor Relations</td>
<td>MEET 410 Industrial Operations</td>
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<tr>
<td>ENGR 315 Engineering Economics</td>
<td>GNET 499 Projects in Engineering Technology</td>
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<td>Core Skills Fine Arts/Humanities</td>
<td>Core Skills Social Science</td>
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</table>

Total Credits: 15
SCHOOL OF NURSING AND ALLIED HEALTH

The School of Nursing and Allied Health offers degrees in nursing and radiologic technology. Programs offered include: baccalaureate and associate degrees in nursing, baccalaureate in radiologic sciences, associate degree in radiologic technology, and baccalaureate in health services management.

In order to comply with accreditation standards, it is necessary to restrict enrollment in all Allied Health programs, except the Bachelor of Science in Health Services Management. Students are admitted to these programs once a year. The radiologic technology and the accelerated LPN to RN programs begin in May while the Associate Degree nursing program begins with the fall semester. Applications for admission can be submitted from September 1 through December 15 for the A.S. Nursing, Accelerated LPN to RN, and A.S. Radiologic Technology programs. The application file must be completed by January 31 of the year for which admission is sought. Application files for the RN to BSN program must be completed by April 30 of the year for which admission is sought. Students entering any of these health care programs must have a physical examination and documentation of necessary health screening. Students must purchase uniforms and other equipment particular to the program. Students are responsible for transportation to and from the College and health agencies utilized for clinical experiences.

NURSING

BACHELOR OF SCIENCE — REGISTERED NURSE (2+2)

The BSN Program is designed for the employed registered nurse wanting to pursue the Bachelor of Science in Nursing degree. Nursing classes are held one day/week and required programmatic courses are offered in block times. A number of programmatic courses are offered through distance learning modalities. Students should check academic course schedules each semester for these course offerings.

The mission of the BSN Program is to provide students an opportunity for quality baccalaureate nursing education that is both affordable and geographically accessible, and prepares students to meet the diverse health care needs of the community, state, and nation. The nursing faculty is committed to planning and implementing a quality baccalaureate program for registered nurses that promotes the students’ intellectual, personal, ethical, and cultural development in a caring environment. The scope of professional nursing education is one that enables and empowers the student to recognize the ethical, legislative, economic, regulatory and political aspects that define the scope of professional nursing practice. The roles inherent in the status of the professional nurse include but are not limited to: provider of care, designer/manager/coordinator of care, member of a profession, client advocate, and lifelong learner.

The goal of the BSN Program is to provide registered nurses with learning opportunities to acquire the knowledge base and skills to practice nursing at the professional level. The program outcomes are:

1. Assess the health/illness status of individuals, families, and communities throughout the lifespan utilizing a holistic perspective;
2. Recognize how components of diversity impact health and health care;
3. Broaden advocacy skills for the nursing profession and the clients served;
4. Employ critical thinking skills as a basis for professional nursing practice;
5. Use effective communication skills consistent with the role of the professional nurse;
6. Understand how to read and critique nursing research for its applicability for evidence-based nursing practice;
7. Utilize professional nursing management and leadership skills to coordinate comprehensive health care;
8. Apply an ethical decision-making framework incorporating the ANA Professional Code of Ethics, professional standards, and an awareness of personal values in nursing practice;
9. Develop and implement health education programs for diverse populations in a variety of settings;
10. Apply an increased depth and breadth of knowledge in managing clients with acute complex health problems.

Applicants must meet the general College admission requirements and the admissions requirements of the program. The requirements include: graduation from a state approved NLN accredited nursing program; current West Virginia registered nurse licensure; practicing Registered Nurses must submit a letter of reference from their nursing supervisor, and if you are a new nursing graduate submit a letter of reference from the director or a faculty member of the nursing program. A detailed explanation of the requirements is contained in the admissions policy. The enrolled or newly graduated Associate Degree in Nursing students should contact the School of Nursing and Allied Health regarding admission requirements. The baccalaureate nursing program is accredited by the Commission on Collegiate Nursing Education (One DuPont Circle, NW, Suite 530, Washington, D.C. 20036-1120).

All students pursuing the Bachelor of Science in Nursing degree must complete the general studies requirements for the baccalaureate degree (on page 76 of the catalog), the comprehensive major in nursing, and required related courses. Associate Degree Nursing graduates receive 32 hours for lower level nursing courses that apply to the baccalaureate nursing major. Students in the BSN Program must attain a grade of “C” or better in each nursing course in order to progress in the program. The nursing courses must be completed within 5 years of point of entry into the program. The following courses are required to complete a major in nursing:

<table>
<thead>
<tr>
<th>Nursing Courses</th>
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<tbody>
<tr>
<td>Nursing 300 Concepts of Professional Nursing</td>
<td>3 hrs</td>
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<tr>
<td>Nursing 301 Health Assessment</td>
<td>3 hrs</td>
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<tr>
<td>Nursing 302 Community Nursing I</td>
<td>3 hrs</td>
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<tr>
<td>Nursing 303 Complex Health Problems</td>
<td>4 hrs</td>
</tr>
<tr>
<td>Nursing 306 Ethics &amp; Issues in Prof. Nursing</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Nursing 310 Transition Course</td>
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<tr>
<td>Nursing 400 Community Nursing II</td>
<td>3 hrs</td>
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<tr>
<td>Nursing 402 Nursing Management &amp; Leadership</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Nursing 405 Nursing Research</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Nursing 410 Community Nursing Practicum</td>
<td>2 hrs</td>
</tr>
<tr>
<td>Nursing 412 Senior Practicum</td>
<td>4 hrs</td>
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</table>

| Total | 34 hrs |

<table>
<thead>
<tr>
<th>Required Related Courses</th>
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</thead>
<tbody>
<tr>
<td>Biol 310 Nutrition</td>
<td>3 hrs</td>
</tr>
<tr>
<td>Math 210 Elementary Statistics</td>
<td>3 hrs</td>
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</table>

<table>
<thead>
<tr>
<th>Electives (up to 15 hrs)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>9 hrs of Electives must be at the 300 or 400 level</td>
<td></td>
</tr>
</tbody>
</table>

A Total of 128 hrs is required for graduation.

*School Nurse Program

Elective Courses – not required programmatic courses.

Nursing 414 Foundations & Principles of School Health Nursing 3 hrs
Students who complete the BSN, the two school nursing courses, and pass the PPST can apply for state certification as a school nurse in West Virginia.

ASSOCIATE OF SCIENCE

The two-year nursing program prepares individuals for nursing careers involving the delivery of direct client care in settings such as hospitals, physician offices, clinics, extended care facilities, and the client’s home. The curriculum includes a balance of nursing and non-nursing courses. Students must obtain a “C” grade or better in all nursing courses. Students must have a combined average in both sections of Anatomy and Physiology (210/212) and Anatomy and Physiology Laboratory (211/213) of at least a 2.0 or “C”. Students must have a combined average in Microbiology and Microbiology Laboratory of at least 2.0 or “C”. If a student makes an “F” in lab, he or she must repeat it, but will be allowed to continue in the nursing program if the average of the lecture and lab components of the course is “C” or better. However, the student must satisfactorily complete the lab course within one year. Students must have a combined average in Anatomy and Physiology (210/212) of at least 2.0 or “C”. Students must have a combined average in Microbiology and Microbiology Laboratory of at least 2.0 or “C”. If a student makes an “F” in lab, he or she must repeat it, but will be allowed to continue in the nursing program if the average of the lecture and lab components of the course is “C” or better. However, the student must satisfactorily complete the lab course within one year. Students must make at least a “C” in lecture component of all biological science courses.

Nursing courses are designed to provide learning opportunities for acquiring the necessary nursing knowledge and skill to practice nursing at the associate degree level. The focus is holistic health promotion and wellness.

MISSION STATEMENT

The mission of the associate degree nursing program at Bluefield State College is to provide nursing students with a dynamic and multidimensional, educational experience in preparation for successful completion of the state licensure examination. Utilizing the problem solving method in promotion of critical thinking skills, this program provides its graduates to competently perform the roles of the associate degree nurse in provision of care for individuals, groups, and communities.

PHILOSOPHY

NURSING PRACTICE

Nursing practice incorporates the physical, biological, psychological, sociological sciences, and nursing theory. The nursing process is utilized to identify human responses and to assist in meeting individual human needs. Through research, education, counseling, supervision, administration and evaluation we focus on holistic health and wellness. Health is a dynamic process of physical, mental, social, and spiritual well-being as defined by the individual.

This faculty identifies three levels of practice: Associate degree, Baccalaureate, and Advanced. Each of these levels practices individually and collaboratively, within the profession and as an advocate of the profession. Nursing professionals actively participate in continuing education and in the maintenance of core competencies, both of which must be incorporated with progressive technology for efficient delivery of care. Nursing provides care to individuals, groups, and communities in multidimensional settings. The process of care recognizes uniqueness, promotes communication, and mobilizes resources to promote physical and mental health across the lifespan.
NURSING EDUCATION

Nursing education is an ongoing, active process, with the responsibility for learning being shared between the student and the educator. This process focuses on the problem solving method and promotion of critical thinking. This faculty believes education should be conducted in a caring manner that cultivates creativity, both within the student and the educator. Nursing education involves adult learners, and incorporates the three domains of learning: cognitive, affective, and psychomotor. Learning occurs in classroom settings, simulated learning sessions, computerized activities, and practice areas which provide students with multiple experiences to develop ADN competencies.

ASSOCIATE DEGREE NURSING GRADUATE

Upon successful completion of the associate degree program in nursing and the state licensure examination, the graduate is prepared for a career as a registered nurse.

The graduate nurse will be competent in performing all the roles of associate degree nurse, which are provider of care, manager of care, and a member of the discipline. As a provider of care, the associate degree graduate is capable of thinking critically, competent in acute and long term care, and community settings, accountable for actions and committed to the value of caring. As a manager of care for a group of clients, the associate degree graduate collaborates, organizes, and delegates care using effective communication and evaluation skills. Accountability, advocacy, and respect characterize the qualities of a nurse manager. As a member of the discipline of nursing, the graduate will participate in the health promotion of individuals and groups. The graduate nurse will be committed to professional growth, continuous learning and self-development.

STUDENT LEARNING OUTCOMES

The Student Learning Outcomes are derived from the program’s mission, philosophy and the organizing framework. The student learning outcomes include provider of care, manager of care, and member within the discipline of nursing

PROVIDER OF CARE

As a provider of care, the graduate will demonstrate interdisciplinary collaboration and clinical decision making based on the nursing process in providing nursing care to diverse clients across the lifespan, while using a holistic approach and therapeutic communication to promote a caring, safe physical and psychological environment.

MANAGER OF CARE

As a manager of care, the graduate will be capable of coordinating and prioritizing nursing care in a variety of setting for effective management and delegation of care, and exhibiting effectiveness as a member of the care team. This involves accountability for effective management and delegation of care to move toward positive outcomes for individual clients and groups.

MEMBER WITHIN THE DISCIPLINE OF NURSING

As a member within the discipline of nursing, the graduate will exemplify professional behaviors that adhere to the ethical and legal frameworks of nursing and professional nursing standards to provide culturally competent nursing care.
The Associate Degree Nursing program is offered in Bluefield, on the main campus of the College, and in Beckley at the Beckley Center, located in Harper Industrial Park. The nursing courses at the Beckley Center are taught by Bluefield State College nursing faculty. Students may elect to take the non-nursing program courses at Bluefield State College or other area colleges. Courses taken at other colleges must have prior approval. These courses must be equivalent to the program courses as judged by Bluefield State College (see Transfer Credit section). The Associate Degree Nursing program is approved by the West Virginia Board of Examiners for Registered Professional Nurses, 101 Dee Drive, Suite 102, Charleston, WV 25311, Telephone: (304) 558-3596, and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326. Telephone: (404) 975-5000.

Eligibility Requirements

Eligibility requirements for admission to the associate degree nursing program include:

(1) Meet general admission requirements.

(2) An ACT math main score of 19 or better or eligibility to enter Math 101 by the fall semester of entrance year into the program.

(3) An overall high school grade point average of 2.5 or better on a 4.0 scale, or a score of 45 on each of the GED exams.

(4) a. Have completed with a “C” or better one unit of high school algebra, one unit of high school biology and one unit of high school chemistry (ACT/SAT equivalent score of 19 in mathematics will substitute for the algebra course).

OR

b. Be enrolled at Bluefield State College or another accredited institution of higher learning prior to application, having completed a minimum of 12 credit hours** and achieving a 2.5 or better grade point average. A “C” grade or better is required in each of the following: one mathematics course, one biology course and one introductory chemistry course. (Also required for college students are copies of their high school transcripts and ACT/SAT scores).

**Developmental or Remedial courses will not be considered.

(5) Complete the HESI Admission test with 75% or better overall average AND a 70% or better in each of the following sections: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar.

(6) Completion of Health 100, with a “C” or better, prior to admission to the program.

(7) Applicants exceeding these academic standards and course requirements will be given first priority.

Upon successful completion of the associate degree program in nursing, the graduate is eligible to apply to take the National Council Licensure Exam - RN (NCLEX-RN). Successful completion of this examination allows the graduate to apply for licensure as a registered nurse.

Transfer Students

It is the policy of the Bluefield State College Department of Nursing that students transferring from nursing programs at other accredited institutions of higher education must, at a minimum, complete nineteen (19) credit hours of nursing courses at Bluefield State College. The nursing faculty regards the acquisition of clinical skills, as well as the ability to utilize and implement nursing process, as essential parts of the nursing student’s education. It is believed that these standards may be met in this way.
Applicants who wish to transfer from nursing programs at other accredited institutions of higher education must meet the requirements for admission into Bluefield State College's nursing program. Students seeking transfer will be required to submit official transcripts, course descriptions and course syllabi for any nursing courses being considered for credit in the nursing program. Only nursing courses completed with a grade of “C” or better and completed within the last year will be considered. Transfer students will be evaluated on an individual basis and must satisfactorily complete the lab competency examinations. Students desiring transfer should contact the Director of Associate Degree Nursing in the School of Nursing and Allied Health.

Options for LPN’s

LPN’s may choose to enter the generic two year Associate of Science nursing program or apply for the Accelerated LPN to RN program. These students may be eligible to take proficiency exams for NURS 107, 109L, 110, 115, 207, and 215.

Program of Study

The courses required for the Associate Degree in Nursing are listed in the following recommended sequence. The pre-requisites and corequisites are listed with the course descriptions found elsewhere in the catalog. All support courses must be successfully completed prior to or concurrent with the curriculum course sequence as listed in the catalog. Once accepted into the program all nursing (NURS) coursework must be completed within a three (3) year period.

Pre-requisite:
HLTH 100 Allied Health Pre-Readiness 1

First Semester Fall Term
MATH 101 General Psychology 3
PSYC 103 General Psychology 3
BIOL 210 Human Anatomy & Physiology I 3
BIOL 211L A & P I Lab 1
NURS 105 Nursing Process 1
NURS 107 Basic Concepts of Nursing 3
NURS 109L Basic Concepts of Nursing Practicum 2
NURS 115 Nursing Care of Older Adults 1
NURS 117L Older Adult Practicum 1

Second Semester Spring Term
BIOL 212 Human Anatomy & Physiology II 3
BIOL 213L A & P Lab II 1
PSYC 210 Life Span Human Development 3
ENGL 101 Composition I 3
NURS 110 Nursing Care of Children 2
NURS 112L Child Nursing Practicum 1
NURS 114 Nursing Care of Adults I 2
NURS 116L Adult I Practicum 1
NURS 120 Pharmacology in Nursing I 1

Third Semester 2nd Fall Term
ENGL 102 Composition II 3
PSYC 210 Principles of Sociology 3
NURS 203 Trends in Nursing 1.5
NURS 207 Psychosocial Nursing 2
NURS 209 Nursing Care of Adults II 2
NURS 211L Practicum/Advanced Nursing Skill Lab 4
NURS 213 Pharmacology in Nursing II 1
NURS 215 Maternity Nursing 1.5

Fourth Semester 2nd Spring Term
Statistics or Computer Programming Application 3
BIOL 202 Microbiology 3
BIOL 204L Microbiology Lab 1
NURS 206 Introduction to Community Health Nursing 1.5
NURS 208 Nursing Care of Adults III 2
NURS 210 Introduction to Critical Care Nursing 1.5
NURS 212L Practicum 4
NURS 214 Synthesis of Nursing Concepts 1
NURS 216 Pharmacology in Nursing III 1

Total Hours 72

NOTE: The curriculum may be amended by the nursing faculty.
Math (101 or higher), PSYC 103, BIOL 201 and 203 are corequisites in the first semester, PSYC 210 and BIOL 202 and 204 are corequisites in the second semester.

ACCELERATED LPN TO RN PROGRAM

The accelerated LPN to RN program permits the qualifying LPN student to complete
the RN nursing courses in one calendar year. These students begin nursing instruction with a 10-week summer transition course and progress into the third semester of the Associate of Science in Nursing program. Upon successful completion of Nursing 104L with a "C" or better, the student will be awarded nine additional hours of block nursing credit. The summer transition course is currently offered at the Bluefield campus only.

Eligibility requirements for admission to the accelerated LPN to RN program include:

1. Meet general admission requirements.
2. An overall high school or college grade point average of 2.5 or better on a 4.0 scale, or a score of 45 on each of the GED exams and an overall college grade point average of 2.5 or better on a 4.0 scale.
3. Have completed with a “C” or better one unit of high school chemistry OR be enrolled at Bluefield State College or another accredited institution of higher learning prior to application, having completed with a “C” or better one introductory chemistry course.
4. An active LPN license.
5. Completion of first year required non-nursing courses (Math 101 or higher, PSYC 103, 210, BIOL 210, 211, 212, 213, and ENGL 101) prior to entrance into the summer transition course.
6. Letter of recommendation from a Registered Nurse familiar with the applicant’s current practice.
7. Complete the HESI Admission test with 75% or better overall average AND a 70% or better in each of the following sections: Math, Reading Comprehension, Vocabulary and General Knowledge, and Grammar.
8. Students exceeding these academic standards and course requirements will be given first priority.
9. Preference will be given to applicants having at least one year full-time equivalent of acute care facility experience.
10. Preference will be given to WV residents.

**Completion of HLTH 100 is not required for Accelerated LPN to RN applicants.**

**Program of Study**
The courses required for the Associate Degree in Nursing via the Accelerated LPN to RN program are listed below.

**Prerequisites**

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<tr>
<th>Course</th>
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<td>MATH 101</td>
<td>Math (101 or higher)</td>
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<tr>
<td>PSYC 103</td>
<td>General Psychology</td>
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<tr>
<td>PSYC 210</td>
<td>Life Span Human Development</td>
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<tr>
<td>BIOL 210</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 212</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>BIOL 211L</td>
<td>A &amp; P I Lab</td>
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<tr>
<td>BIOL 213L</td>
<td>A &amp; P II Lab</td>
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<td>ENGL 101</td>
<td>Composition I</td>
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**10 Week Summer Session**

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<th>Course</th>
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<tr>
<td>NURS 104L</td>
<td>LPN to RN Transition</td>
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<td>Block Credit (Upon completion of NURS 104L with a C or better)</td>
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**Third Semester**

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<td>ENGL 102</td>
<td>Composition II</td>
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<td>SOCI 210</td>
<td>Principles of Sociology</td>
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<tr>
<td>NURS 203</td>
<td>Trends in Nursing</td>
<td>1.5</td>
</tr>
<tr>
<td>NURS 207</td>
<td>Psychosocial Nursing</td>
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<tr>
<td>NURS 209</td>
<td>Nursing Care of Adults II</td>
<td>2</td>
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<tr>
<td>NURS 211L</td>
<td>Practicum/Adv. Nursing Skill Lab</td>
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<td>NURS 213</td>
<td>Pharmacology in Nursing II</td>
<td>1</td>
</tr>
<tr>
<td>NURS 215</td>
<td>Maternity Nursing</td>
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**Fourth Semester**

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<th>Course</th>
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<td></td>
<td>Statistics or Computer Programming Application</td>
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<tr>
<td>BIOL 202</td>
<td>Microbiology</td>
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<td>BIOL 204L</td>
<td>Microbiology Lab</td>
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<td>NURS 206</td>
<td>Introduction to Community Health Nursing</td>
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<tr>
<td>NURS 208</td>
<td>Nursing Care of Adults III</td>
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<tr>
<td>NURS 210</td>
<td>Introduction to Critical Care Nursing</td>
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<td>NURS 212L</td>
<td>Practicum</td>
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<tr>
<td>NURS 214</td>
<td>Synthesis of Nursing Concepts</td>
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<td>NURS 216</td>
<td>Pharmacology in Nursing III</td>
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<td>Total Hours</td>
<td>18</td>
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</table>

**Total Hours:** 71
RADIOLOGIC TECHNOLOGY

ASSOCIATE OF SCIENCE

The two-year program in radiologic technology affords the individual knowledge and ability in the performance of medical imaging procedures. Students participate in structured clinical settings involving direct patient contact which encompasses varied imaging modalities.

The program has restricted enrollment and accepts one class per year with classes beginning in May. Students must obtain a grade of “C,” or better, in each radiologic technology course, in algebra and human anatomy and physiology/laboratory, as well as all required general education courses. On successful completion of the associate degree program in radiologic technology, the graduate is eligible to apply for admission to the certification examination in radiography administered by the American Registry of Radiologic Technologists. Successful completion of the ARRT examination provides certification for the graduate to practice as a registered radiographer. All support courses must be completed prior to or concurrent with the curriculum course sequence as listed in the catalog. Once accepted into the program all Radiologic Technology (RADT) coursework must be completed within a three (3) year period.

Registered technologists who have graduated from certificate programs may obtain an associate of science degree by completing 27 semester hours of general education courses as required by the curriculum. The College grants 42 semester hours of block credit based upon post certification.

The curriculum in radiologic technology is offered in Bluefield on the main campus and some courses may be offered in Beckley at the Beckley Center located in Harper Industrial Park and/or the Higher Education Center. The radiologic technology courses at the Beckley Center are taught by Bluefield State College radiologic technology faculty. Students may elect to take the non-radiologic technology courses at Bluefield State College or other area colleges. Courses taken at other colleges must have prior approval. These courses must be equivalent to the program courses as judged by Bluefield State College (see transfer credit policy). The radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182;(312)704-5300) and approved by the West Virginia Medical Imaging and Radiation Therapy Board of Examiners (P.O. Box 638 1715 Flat Top Road Cool Ridge, WV 25825; 304-787-4398)

Eligibility requirements for admission to the associate degree program include:

1. Meet general admission requirements.
2. Complete HESI Admission Test with 75% or better overall average AND a 70% or better in each of the following sections: Math, Reading Comprehension, Vocabulary and General Knowledge, Grammar.
3. Eligibility to enter Math 109 by the fall semester of entrance year into the program. It is strongly recommended that students who have already taken BIOL 201/203 and MATH 109 have taken these courses within five (5) years of admission into the program.
4. Completion of Health 100, with a “C” or better, prior to admission to the program is strongly recommended
5. An overall high school grade point average of 2.5 or better on a 4.0 scale, or a score of 40 on each of the GED subtests and an average standard score of 45, or better.
6. Have completed with a “C,” or better in one unit of high school algebra, one unit of high school biology, one unit of high school chemistry and/or physics. (An ACT score of 19 in mathematics will substitute for the algebra course). OR
Be enrolled at Bluefield State College or another accredited institution of higher learning prior to application and have completed a minimum of 12 credit hours,** achieving a 2.5 or better grade point average. A “C” grade or better is required in each of the following: one mathematics course, one biology course and one introductory chemistry and/or physics course. (copies of high school transcripts of any prior college work, and ACT/SAT scores are required). **Developmental or Remedial courses will not be considered.

7. Students exceeding these academic standards and course requirements will be given first priority.

**Technical Standards**

The student shall provide these essential functions as a student radiographer in this program. The position of the radiographer requires the following physical requirements: positioning and moving of patients manually and by wheelchair or stretcher. The functions may be performed with large or immobile patients which may require strength beyond the basic function. Positions include sitting, standing, walking, reaching, twisting, and bending, and exposure to fumes. The ability to use both hands and feet is highly recommended. Reasonable accommodation will be provided for applicants with documented disabling conditions.

The student shall:
1. Be able to lift and carry up to 25 pounds.
2. Be able to push or pull less than 100 pounds frequently. Shall be able to push or pull in excess of 100 pounds occasionally.
3. Be able to stand, walk, and/or sit for a great percentage of the work day.
4. Be able to reach above shoulder level constantly and below shoulder level frequently.
5. Be able to work indoors 100% of the work day.
6. Be able to work well with others and practice interpersonal skills. Be able to exercise independent judgment as well as work in a team environment.
7. Have a high stress level tolerance and mental alertness.
8. Be able to hear and have the ability to speak with patients and other health care workers.
9. Be able to adapt to variable work schedules.
10. Be able to move heavy equipment frequently (i.e. beds, stretcher, crash carts).

<table>
<thead>
<tr>
<th>First Summer Session</th>
<th>Second 5 Week Session</th>
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<tbody>
<tr>
<td>First 5 Week Session</td>
<td>Second 5 Week Session</td>
</tr>
<tr>
<td>RADT109 Intro to Radiography &amp; Pt Care</td>
<td>2</td>
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<tr>
<td>RADT 109L Intro to Radiograph &amp; Pt Care Lab</td>
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<tr>
<td>RADT 110 Rad Anatomy &amp; Terminology</td>
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### Bachelor of Science in Radiologic Sciences (2+2)

The Bachelor of Science in Radiologic Sciences (2+2) is designed for the working radiologic technologist wishing to pursue a baccalaureate degree. The radiologic sciences classes will be delivered through WEB CT, while all other supporting courses are delivered through traditional or distance education methods.

The goal of the BS Radiologic Sciences degree program is to provide registered radiologic technologists with learning opportunities to acquire knowledge and skills beyond the technical level. “The American Society of Radiologic Technologists recognizes the baccalaureate degree as the professional level of radiologic sciences education. An increasing range of knowledge and skills is required to efficiently and effectively operate within today’s health care environment. There is a need for more sophisticated imaging management and leadership to respond to the clinical organizational and fiscal demands facing the health care industry.” (ASRT BSRS Core Curriculum)

The mission of the BS program in Radiologic Sciences is to provide technologists a pathway for career advancement in the radiologic technology profession that is accessible and affordable. This program will also prepare graduates upon completion of the BS degree in Radiologic Sciences for potential careers in the radiologic technology profession such as chief technologists, supervising technologists, department managers, and instructors in radiologic technology programs. The student will have advanced courses in areas which will include patient assessment, management, & education, image quality, legal and ethical issues and research in radiologic sciences.

There is a 61 total credit hour requirement beyond the Associate of Science in Radiologic Technology. These credit hours include 18 credit hours in radiologic science specialization courses, 15 credit hours of required core skills requirements (general education) and 25 credit hours in required courses.

### Course List

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
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<tbody>
<tr>
<td>MATH 109 Algebra</td>
<td>BIOL 212 Human Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIOL 210 Human Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 211 Human Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>RADT 115 Rad Procedures I</td>
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<tr>
<td>RADT 116 Rad Procedures I Lab</td>
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</tr>
<tr>
<td>RADT 117 Clinical Rad I</td>
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<tr>
<td>RADT 118 Imaging Equipment &amp; Acquisition I Lab</td>
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<tr>
<td>RADT 216 Clinical Rad III</td>
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<td>RADT 201 Ethics and Law in the Rad. Sciences</td>
</tr>
<tr>
<td>GNET 102 Technical Physics II (10 wk course)</td>
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<td>RADT 212 Rad Pathology &amp; Image Analysis</td>
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<th>Third Semester</th>
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<tbody>
<tr>
<td>RADT 220 Imaging Equipment and Acquisition III</td>
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<tr>
<td>RADT 211 Radiographic Procedures III</td>
<td>2</td>
</tr>
<tr>
<td>RADT 225 Radiobiology &amp; Protection</td>
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<tr>
<td>RADT 226 Clinical Rad IV</td>
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<td>ENGL 102 Composition II</td>
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<td><strong>TOTAL</strong></td>
<td><strong>69</strong></td>
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</table>
The program requirements are:

AS Radiologic Technology (69 credit hours based on Bluefield State College AS RADT)*

Required Core Skills Requirements:

ENGL 201/205 (3)
Social Science Elective (3)
SOCI 210 (3)
Fine Arts Elective (3)

Required Natural Science Courses:

General Chemistry I w/ Lab or Gen Biol I w/ Lab (4) or Physics I w/Lab (4)
200 level elective (3) – in consultation with advisor
COSC 201 or higher (3)
Psychology 210 (3)
MATH 301 (3) or MATH 210 (3)
30/400 level electives (15) – Restricted Electives (Must be in the areas of Natural/Physical Science, Math, Social Science and/or Health in consultation with the advisor.

Required Radiologic Sciences Courses:

RADS 300 – Patient Assessment, Management & Education (3)
RADS 310 – Quality in Imaging (3)
RADS 410 – Healthcare Legal and Ethical Issues (3)
RADS 415 – Communication in Healthcare (3)
RADS 420 – Trends in Imaging (3)
RADS 430 – Imaging Research (3)

BS Total Hours – 61 credit hours
BS Program Credit Hours – 129 credit hours

*Graduates of programs other than Bluefield State College may be required to take additional hours to meet the 128 credit hour baccalaureate requirement.

**Bachelor of Science in Health Services Management**

The goal of the BS Health Services Management degree program is to provide students with learning opportunities to acquire the foundational business administration and specialized health services management knowledge and skills to enter or advance in the healthcare management field. The Health Services Management program mission is to develop ethical and competent managers and leaders who are capable of effectively managing healthcare organizations and facilitating change in our complex and continually evolving healthcare industry, thus improving the organization and delivery of healthcare services in the state, the region, and the nation. This program will also prepare graduates upon completion of the BS degree in Health Services Management who wish to pursue a Masters Degree in Health Administration or other chosen field. The Bachelor of Science in Health Services Management provides students the opportunity to complete the requirements for a degree that is targeted to those who are seeking a career in middle and top level healthcare management positions or wish to go on to obtain a Masters Degree in
Health Administration or other chosen field. The program also provides employed allied health practitioners with the opportunity to further their education to improve their job performance and/or improve their qualifications for advancement. Job opportunities exist in at least twenty-four different categories of healthcare organizations.

There is a 128 total credit hour requirement for the generic baccalaureate degree in Health Services Management. These credit hours include 33 credit hours in health services management specialization courses which includes an internship credit of 4 hours and 3 credit hours in health promotion, 41 credit hours of required basic and core skills requirements, 36 credit hours in required general business, management, and accounting courses, and 18 elective credit hours. Graduates of associate degree programs may begin the program as a junior and must complete the required programmatic courses and baccalaureate core course requirements.

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ENGL 101 Composition I</td>
<td>ENGL 102 Composition II</td>
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<tr>
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<tr>
<td>PSYC 103 General Psychology</td>
<td>Core Skills: Fine Arts</td>
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<tr>
<td>Core Skills: BIOL/PHYS Science</td>
<td>COSC 201 PC Software Applications</td>
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<tr>
<td>MATH 109 Algebra</td>
<td>Electives</td>
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<td>BUSN 130 MS Word &amp; Internet</td>
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<tr>
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<tbody>
<tr>
<td>ECON 211 Principles of Economics I</td>
<td>ECON 212 Principles of Economics II</td>
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<tr>
<td>Core Skills: ENGL (201or 205)</td>
<td>SPCH 208 Fundamentals of Speech</td>
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<tr>
<td>HSMT 201 Intro Health Services Mgmt</td>
<td>Core Skills: Social Science</td>
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<td>Elective</td>
<td>HLTH 310 Health Promotion and Protection</td>
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<th>Fifth Semester</th>
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<tr>
<td>ACCT 201 Principles of Accounting I</td>
<td>ACCT 202 Principles of Accounting II</td>
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<tr>
<td>MGMT 210 Principles of Management</td>
<td>BUSN 310 Applied Busn Statistics</td>
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<tr>
<td>MRKT 210 Principles of Marketing</td>
<td>HSMT 302 Healthcare Org. Mgmt</td>
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<td>HSMT 301 U.S. Healthcare System</td>
<td>HSMT 304 Healthcare Marketing</td>
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<tr>
<td>HSMT 303 Healthcare Law &amp; Ethics</td>
<td>BUSN 301 Business Law</td>
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<th>Summer Session</th>
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<tr>
<td>HSMT 400 Internship</td>
<td>MGMT 326 Human Resources</td>
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<th>Seventh Semester</th>
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<tr>
<td>ACCT 305 Managerial Accounting</td>
<td>MGMT 330 Organizational Behavior</td>
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<tr>
<td>BUSN 350 Financial Management</td>
<td>BUSN 402 Financial Planning</td>
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<tr>
<td>HSMT 401 Quality Improvement and Quantitative Techniques</td>
<td>HSMT 402 Long Term Care Administration</td>
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<td>HSMT 403 Healthcare Finance &amp; Economics</td>
<td>HSMT 404 Ambulatory Care Administration</td>
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<td>Elective***</td>
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***Suggested elective: BUSN 380. For HSMT 2+2 only after core skills requirements are met.
## COURSE DESCRIPTIONS

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<tr>
<td>Architectural Engineering Technology</td>
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<tr>
<td>Art</td>
<td>147</td>
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<td>Arts and Sciences</td>
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<tr>
<td>Biology</td>
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<td>Chemistry</td>
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<td>Civil Engineering Technology</td>
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<td>Communications</td>
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<td>Computer Science</td>
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<td>Criminal Justice</td>
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<td>French</td>
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<td>General Engineering Technology</td>
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<td>Geography</td>
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<tr>
<td>Health</td>
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<td>Health Services Management</td>
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<td>History</td>
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<td>Mining Engineering Technology</td>
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<td>Music</td>
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<td>Music - Organizations</td>
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<td>Natural Science</td>
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<td>Psychology</td>
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<td>Radiologic Technology</td>
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<td>Speech</td>
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<tr>
<td>Theatre</td>
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COURSE DESCRIPTIONS

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

ACCOUNTING (ACCT)

201 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.


301 Intermediate Accounting I (3-0-3). Financial reporting for business enterprises under GAAP. A review of the theoretical foundations of financial concepts and reporting, and their practical application to accounting procedures. Emphasis is on income and expense measurement, asset and liability measurement, and accounting for owners’ equity. PR: ACCT 202, BUSN 240.

302 Intermediate Accounting II (3-0-3). A continuation of ACCT 301. 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 301.

305 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 202.

306 Cost Accounting (3-0-3). Principles underlying determination of cost and control of certain business activities. Manufacturing accounting is emphasized. PR: ACCT 305.

325 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 202; ECON 212.

350 Advanced Taxation (3-0-3). An in-depth coverage of federal and state income taxation of individuals, proprietorships, partnerships, and corporations, with emphasis on tax return preparation for each of these entities. Topics covered include gross income inclusions and exclusions, deductions for and deductions from adjusted gross income, business and employment related deductions, personal deductions, exemptions, credits, property transactions (in-depth acquisitions, cost recovery, and dispositions), AMT, and deferrals of income/expense recognition. PR: ACCT 325.

424 Accounting Information Systems (2-1-3). A study of the analysis, design, and control aspects of accounting systems. Topics include testing and reviewing accounting systems, identifying information requirements, and cost/benefit analysis. PR: ACCT 302, BUSN 260.
430 Advanced Accounting (3-0-3). Accounting principles and practices as applied to problems connected with consignment sales, installment sales, agency and branch accounting, consolidations, fiduciary relationships, interim reporting, SEC reporting, segment reporting, and foreign currency transactions. PR: ACCT 302.

431 Auditing Principles (3-0-3). Emphasis on various kinds of auditing techniques. Attention is also given to auditors’ duties and responsibilities, reporting requirements, and ethics. PR: ACCT 302.

432 Advanced Auditing (2-1-3). A study of advanced auditing topics, including statements on auditing standards, statistical sampling applications, auditing computerized accounting systems, and internal auditing. PR: ACCT 431.

440 Governmental and Not-for-Profit Accounting (3-0-3). An Analysis of the environment and characteristics of government and nonprofit organizations, and an in-depth study of basic concepts and standards of financial reporting for such entities.

490 Topics in Accounting (3-0-3). A course dealing with the theory of accounting as well as emerging issues that the professional standard boards and other groups that promulgate accounting principles are currently dealing with.

ARCHITECTURAL ENGINEERING TECHNOLOGY (ARET)

101 Architectural Graphics (1-5-3). An introductory course in architectural graphics and presentation techniques. Course work will include basic drafting skills, a study of the components and experience in preparation of architectural working drawings and introduction to the basic skills in computer applications in the architecture field.

102 Residential Design (1-5-3). Course work will expose the student to design elements of various types of residential structures. Course work will include the study of the design process, conceptual design and schematic drawings. A series of design problems will be assigned which must address specific criteria in the design of both single family and multi-family residential buildings. PR: ARET 101.

204 Commercial Design (1-8-4). A continuation of ARET 102. Course work will expose the student to design elements of various types of commercial structures. Coursework will include problems dealing with specific criteria in the design of commercial type structures. PR: ARET 102.

205 History of Architecture (3-0-3). Through lectures, photo slides, and video presentations, the student is introduced to architectural styles, philosophies, and construction systems that have developed over the ages. Influences such as social, political, religious, economic, and technological advances are traced from ancient times through our present day. Emphasis is placed on the relevance of this history upon today’s society and architectural styles. Class discussions provide an opportunity for dialogue on relevant historic topics and lecture content.

216 Building Control Systems (3-0-3). The course will survey the configuration of systems and basic principles of design of mechanical equipment used in buildings. Course work will include survey heating, ventilating, air conditioning, plumbing, electrical systems, and principles of energy conservation. PR: GNET 102.

290 Topics in Architectural Engineering Technology (3-0-3). A formal course in diverse areas of Architectural Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.
301 Institutional Design (1-8-4). A continuation of ARET 204. Coursework will include design problems for larger scale institutional, commercial, and industrial type of structures. Emphasis will be placed upon material choices, structural design, and construction techniques. PR: ARET 204, CIET 204.

306 Site Planning (2-3-3). A survey course in basic concepts of site planning; topics include site analysis, erosion and sediment control, utility location and building placement of residential and commercial building types. CO: CIET 212.

313 Applied Project Management (3-0-3). A study of the fundamental terminology, skills, tools, and techniques applied to manage project activities in order to exceed client expectations for an engineering technology or computer science project. Course work will include an introduction to the context of project management processes, team development, problem solving, scheduling and time management, cost control, quality monitoring and evaluation, documentation and communication, risk management, and continuous improvement. PR: COSC 201, sophomore standing.

316 Technical Presentations (3-0-3). Principles and theory of effective written and oral technical presentations will provide a framework for applications in professional settings, common to the engineering fields. Course work will include the presentation process, fundamentals of report writing, techniques of correspondence, principles of document formatting, use of presentation templates, experiences in web-based communications, techniques in resume and portfolio composition, composition and delivery of effective oral communications. CO: COSC 201, Junior Standing.

402 Senior Design Studio (1-5-3). A continuation of ARET 301. Students will choose a large scale design problem of a commercial, institutional, or industrial nature. Comparative investigations will be conducted on various design solutions. Designs will be explored in depth for structural alternatives, potentials for application of energy conservation techniques, and building code regulations. PR: ARET 301, senior standing.

413 Construction Documents (3-0-3). A study of engineering and architectural contracts and specifications as applied to construction principles and building codes. Preparation and interpretation of contract documents are stressed.

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

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. PR: Eligibility for enrollment in ENGL 101 or permission of the instructor and student’s advisor.

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. PR: Eligibility for enrollment in ENGL 101 or permission of the instructor and student’s advisor.

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: Eligibility for enrollment in ENGL 101 or permission of the instructor and student’s advisor.

307 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: Eligibility for enrollment in ENGL 101 or permission of the instructor and student’s advisor.

310 Painting (1-4-3). A studio arts course in painting with various media and techniques and their use in expression, conception and visual perception. PR: Advanced Standing or Consent of instructor.

315 Computer Art (1-4-3). An entry level course in computer application to studio art with user friendly microcomputers, applicable software programs and printers. Emphasis will be hands-on drawing, painting and design exercises including some mix-media applications. PR: Advanced standing or Consent of instructor.

490 Topics in Art (1-3 hours credit per semester, may be repeated to a maximum of 6 credit hours). A formal course offered in a selected topic of art studio or history. The topic will be announced at registration by subtitle and so indicated on the student’s transcript. May be repeated for different topics. PR: Consent of instructor. On demand.

495 Special Topics in Art (1-6 hours credit). Study in a specialized area in the visual arts for students who can demonstrate capacity for responsible independent work. The student will need to identify the topic content, resources, objectives and need. May be repeated for different topics. PR: Advanced standing or consent of instructor and Dean. On demand.

**ARTS AND SCIENCES (ARSC)**

431 Methods of Teaching in Arts and Sciences (3-0-3). Instructional techniques unique to academic subjects in Arts and Sciences. PR: Admission to Teacher Education. CO: EDUC 330.

**BIOLOGY (BIOL)**

099 Introduction to Biology (2-2-3). This course is designed to provide a basic background in the area of biology for students planning to take general biology. BIOL 099 does not fulfill general studies requirements.

101 General Biology I (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 to enroll in ENGL 101.

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

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

104 General Biology II Laboratory (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 102. CO/PR: BIOL 102.
202 Microbiology (3-0-3). The biology of microorganisms and the immune system; control of microorganisms and disease; applied microbiology. PR: BIOL 101/104 and 102/104 OR CO: BIOL 210/211.

204 Microbiology Laboratory (0-3-1). 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. CO/PR: BIOL 202.

210 Human Anatomy & Physiology I (3-0-3). A study of the anatomy and physiology of cells as well as the integumentary, skeletal, articular, muscular, nervous and endocrine systems. PR: Eligibility for Engl 101 or permission of the instructor and student’s advisor.

211 Human Anatomy & Physiology I Lab (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 210. Sessions consist of observing, reporting, and/or interpreting biological phenomena. CO/PR: BIOL 210.


213 Human Anatomy & Physiology II Lab (0-2-1). Laboratory sessions designed to reinforce lecture in BIOL 212. Sessions consist of observing, reporting, and/or interpreting biological phenomena. CO/PR: BIOL 212.

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: 4 credits in Natural Science.

300 Ecology (2-3-3). A study of the relationships between organisms and the physical and biotic environment. Field work emphasizes the local area. PR: BIOL 101, 103 OR consent of instructor.

301 Introduction to Genetics (3-0-3). A study of Mendelian inheritance and modern genetics; the transition of biological characteristics from parent to offspring, linkage, crossing over, and chromosome mapping; gene mutation; extension of the genetic theories; the role of genes in development. PR: BIOL 102, 104.

303 Animal Kingdom (2-4-4). Lecture, demonstrations, laboratory and library work to illustrate the fundamental principles of vertebrate and invertebrate structure, development and evolution. PR: BIOL 102, 104.

306 Botany (3-3-4). Form, function, growth, development, and reproduction of major groups of plants. PR: BIOL 101 and 103.

310 Nutrition (3-0-3). Background necessary to comprehend and communicate to patients the science and art of the sum processes involved in taking in nutrients, assimilating and utilizing them. PR: Eight semester hours of lab courses in biology or chemistry.

400 Pharmacology (3-0-3). An introduction to the basic concepts of drug actions and therapeutic principles governing drug therapy. Emphasis is placed on general mechanisms, therapeutic uses and toxicity of prototypic drugs. PR: Eight semester hours of lab courses in biology or chemistry.

401 Pathogenic Microbiology (3-2-4). A course concerned with the characteristics of pathogenic microorganisms encountered in the health care profession. PR: BIOL 202, 204.
402 **Immunology (4-2-4).** An introduction to the basic concepts of immunology, terminology, and nomenclature to understand the cellular and molecular components of the immune system, how the immune system recognizes and responds to foreign antigens. Course also examines antigen-antibody reactions (serology), transplantation, immunodeficiency diseases, hypersensitivity reactions and cancer immunology. PR: BIOL 202 and 204L.

410 **Cell Biology (3-2-4).** A study of cell structure and function beginning at the molecular level of organization and proceeding through different levels of complexity. PR: BIOL 101, 102, 103, 104.

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

**BUSINESS (BUSN)**

130 **Microsoft Word& Presentations (1-2-3).** This course is designed to prepare students to effectively use a major word processing package. Word topics include: formatting, editing, file management, tables, columns, and graphics. PowerPoint topics include: creating and editing presentations, which include illustrations and shapes, custom backgrounds and SmartArt diagrams, and information graphics. This course meets the computer skill requirement under the General Studies requirement. Prerequisite: None.

230 **Desktop Publishing (3-1-3).** Adobe Corporation’s layout and design software InDesign® is used to enable students to produce attractive published documents. Adobe’s PhotoShop will be integrated to support the manipulation and editing of graphic art images. Print and web application projects will include: posters, brochures, advertisements, newsletters, and multi-page booklets. PR: BUSN 130.

232 **Business and Electronic Communications (3-0-3).** Designed to help the student write clear and concise business letters, memos, reports, and e-mail communications. Students will also present a presentation using PowerPoint. Other topics covered are the communication process, verbal and nonverbal communication, job/employment search, resumes, and cover letters. Electronic communication is integrated into this course by using the Internet, e-mail, and presentation software. PR: ENGL 101 or equivalent.

240 **Microsoft Excel (1-2-3).** Designed to prepare students to progress from an introductory Excel level to the specialist/expert level of spreadsheet competencies. Excel topics include: creating worksheets with embedded charts; formulas, functions, formatting and web queries; what-if analysis, charting, and working with large worksheets; creating static and dynamic web pages; financial functions, data tables, amortization schedules, and hyperlinks; creating templates and working with multiple worksheets and workbooks; using macros and visual basic for applications; formula auditing, data validation; and importing data, working with PivotCharts, PivotTables, and Trendlines. PR BUSN 130 or COSC 102.
250 Quantitative Techniques in Business (3-0-3). 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.

260 Microsoft Access (1-2-3). Designed to prepare students from an introductory Access to a specialist/expert level of database competencies. Access topics include: creating, querying, and maintaining a database; sharing data among applications; reports, forms, and multiple tables applications; OLE fields, hyperlinks, and subforms; switchboards, PivotTables, and PivotCharts; Advanced report and form techniques; creating multi-page forms with visual basic; and administering a database system. PR BUSN 130 or COSC 102 or permission of instructor.

301 Business Law and the Legal Environment (3-0-3). Sources, classifications, functions, and evolution of law. Courts and procedures, torts, contracts, real and personal property, agency relationships, forms of business organizations, estates, landlord and tenant, and bankruptcy.

302 Business Law for Professional Accountants (3-0-3). This course is a continuation of BUSN 301 - 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 301.

310 Applied Business Statistics (3-0-3). Focuses on the application of statistical techniques to assist business decision making. Areas of inquiry include: descriptive statistics, inferential statistics, basic probability concepts, the nature of hypothesis testing, sample size determinations, confidence intervals, $t$-tests, analysis of variance (ANOVA), chi square, correlation, and simple and multiple regression. Emphasis is placed on the use of statistical software packages. PR: Math 109 or higher.

330 Web Page Design (1-2-3). The design and execution of dynamic web pages using web design packages such as Dreamweaver. Attention will be given to issues of loading speed, navigation, and attention getting techniques. Use of keywords, spiders, and multi-media will be explored. PR: BUSN 130 or COSC 102.

350 Financial Management (3-0-3). Examines key areas of financial analysis with particular attention given to corporate financial management. Topics include: financial statement analysis, ratio analysis, pro forma financial statements, internal and external sources of funds, operating and financial leverage, time value of many concepts, capital markets, capital structure, stock and bond valuation techniques, capital budgeting, cost of capital, and dividend policies. PR: ACCT 202.

380 Production/Operations Management (3-0-3). Application of economic theory and statistics to various problems confronting management. Major topics include linear programming, decision tree analysis, forecasting, reliability, line balancing, path analyses, learning curves, inventory models, and queuing. PCs and appropriate software will be used to help the student learn to solve operations management problems. PR: BUSN 310 or MATH 210.
398 Business Internship (1-9). The BSC School of Business recognizes the value gained from working in a designed internship program, offered by a major corporation for the purpose of enriching student learning and development. Students accepted into such programs will have the opportunity to experience firsthand the policies, procedures, practices, and organizational processes of a major corporation. Permission of the Dean of the School of Business is required for enrollment in this course; and the student’s internship experience must be coordinated by a faculty member of the School of Business. The student is required to maintain a journal of internship activities, and submit a paper relating internship learning to the student’s major. PR: Permission of the Dean of the School of Business.

399 Disney Exploration Series (3-0-0). The BSC School of Business participates in the Walt Disney World College Program, which enables BSC students to receive an internship at Walt Disney World. As an addition to the internship program, students may choose to participate in the Disney Exploration Series, which exposes the student to lectures by Disney executives and management personnel on important business topics. Each Disney Exploration Series topic is addressed in a series of two-hour lectures, with a total of 12-18 hours devoted to each topic. This course requires students to participate in two of these lecture series, and to write a paper relating the content of each lecture series to the student’s major. Permission of the Dean of the School of Business is required for enrollment in this course; and the student’s participation in the Disney Exploration Series must be coordinated by a faculty member of the School of Business. PR: Permission of the Dean of the School of Business and acceptance into the Walt Disney World College Program.


482 Business Ethics and Social Responsibility (3-0-3). Examines the emerging topics of business ethics and social responsibility. Includes identification of ethical issues, various approaches to resolving ethical dilemmas, examination of corporate responsibility and its interplay with the social environment, and the enumeration of current corporate practices in these areas. PR: Senior standing.

490 Topics in Business (1-3 hours credit). Advanced formal courses in diverse areas of business. Course may be repeated for different topics. Specific topics will be indicated by a subtitle on the student’s transcript. PR: Consent of the instructor.

494 Business Strategy (3-0-3). An integrative course involving comprehensive analysis of administrative policy-making from a strategic, organizational perspective, involving functional areas such as accounting, finance, management, marketing, and operations, in context with the economic, political, and social environment. Extensive use of case analyses or written reports to develop integrative decision skills. This is the capstone course for business majors; course requirements will include standardized evaluations covering business core courses. PR: Senior standing in School of Business and completion of all School of Business core courses at the 300 level and below.

499 Independent Studies in Business (1-3 hours credit per semester. Course may be repeated to a maximum of six hours credit). Individual, instructor-supervised research into selected topics in business administration. PR: Consent of the instructor.
CHEMISTRY (CHEM)

099 **Basic Chemistry (3-0-3).** Pre-college chemistry. Designed to provide a basic background in chemistry. Does not meet general studies requirements.

100 **Introduction to Chemistry (4-0-4).** 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 or permission of the instructor and student’s advisor.

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

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

201 **Analytical Chemistry I (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 II (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.

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

302 **Organic Chemistry II (3-3-4).** A continuation of CHEM 301. Includes alcohols, ethers, aldehydes, ketones, and carboxylic acids. The laboratory includes experiments for developing techniques and synthesis projects for perfecting these techniques. PR: CHEM 301.

401 **Physical Chemistry I (3-3-4).** Includes a study of thermodynamics and quantum chemistry. Laboratory experiments are designed to illustrate the concepts discussed in lecture. PR: CHEM 202, MATH 240, PHYS 212.

402 **Physical Chemistry II (3-3-4).** A continuation of CHEM 401. Includes a study of chemical dynamics and structure. Laboratory experiments are designed to illustrate the concepts discussed in lecture. PR: CHEM 401.

410 **Instrumental Analysis (1-6-3).** A study of the theory, design, and uses of modern electrochemical, spectrochemical, and chromatographic instruments. The laboratory includes practice in the techniques of instrumental analysis. PR: Consent of instructor.

420 **Inorganic Chemistry (3-0-3).** An application of the principles of physical chemistry to the study of the relationship between the theories of bonding and structure and the properties and reactions of elements and compounds. CO: CHEM 401.
430 Biochemistry (3-0-3). A study of the chemical basis of biological systems with emphasis on the structure of proteins, nucleic acids, and carbohydrates. PR: CHEM 302.

490 Topics in Chemistry (1-4 hours credit per semester). Advanced formal courses in diverse areas of chemistry. Courses may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

CIVIL ENGINEERING TECHNOLOGY (CIET)

101 Construction Materials (3-3-4). A study of materials used in building and highway construction. Topics studied include the physical and chemical properties, production, and subsequent use of selected materials. The laboratory sessions follow ASTM standards for sampling and testing of the materials discussed in the lecture.

110 Plane Surveying and Mapping (3-3-4). An introduction to plane surveying. Topics considered include the care and use of surveying instruments, taping, differential and profile levels, theodolite and tape surveys, stadia surveys, cross-sections, construction layout, traverse adjustments, area computations, introduction of the use of software to assist in certain computations, introduction to mine surveying, and methods and procedures of map drafting. PR: MEET 111, GNET 115.


204 Reinforced Concrete Design (4-0-4). A study of reinforced concrete design including the basic factors involved in analysis and design of reinforced concrete components. Solutions to practical design problems are developed in an orderly and systematic manner. Components presented are singly and doubly reinforced rectangular and t-beams, shear, bond, deflections, slabs, columns and footings. PR: CIET 203.

207 Geotechnics (2-3-3). A study of the fundamentals of soil mechanics including the identification and description of soils, permeability, effective stresses, soil strengths, drainage and frost action, compaction and stabilization, evaluation of highway subgrades and an introduction to analysis and design of retaining walls and shallow foundations. PR: GNET 116, GNET 101, COSC 201.

211 Control Surveying (2-3-3). A study of survey adjustments, use of software in solving surveying problems, surveying networks and adjustments, use of theodolites and electronic distance measuring devices, analysis and distribution of surveying errors, principles of practical field astronomy, global positioning systems, precise leveling, introduction to rural and urban land surveys, partitioning of land, fundamentals of aerial photogrammetry and map production, fundamentals of map projections, and the West Virginia State Plane Coordinate System. PR: CIET 110, GNET 116, COSC 201.

212 Hydraulics (3-0-3). A study of basic fluid mechanics and hydrology. Topics discussed include the use of the continuity equation, Bernoulli’s equation, the impulse-momentum equation in solving hydraulics problems, flow in pipes, open channel flow, and hydrology as it relates to culvert selection. PR: CIET 203.

220 Construction Estimating (3-0-3). A study of basic quantity estimating including earthwork, drainage, foundations, concrete, masonry, light framing, and mechanical systems. Computer applications will be presented. PR: Sophomore standing.
290 **Topics in Civil Engineering Technology (3-0-3).** A formal course in diverse areas of Civil Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

301 **Environmental Systems (3-0-3).** A study of water resource management, stream sanitation, water transportation and distribution systems, water and wastewater treatment processes, solid waste management, environmental evaluations, and the design of small water and wastewater systems. PR: GNET 116, CO: CIET 212.

302 **Geotechnical Analysis and Design (3-0-3).** A study of shear strength theory, consolidation, movement of water through soils, shallow and deep foundation analysis and design, earth pressures, retaining wall design, and slope stability analysis. PR: CIET 203, CIET 207, COSC 201.

305 **Hydrosystems (3-0-3).** A study of hydraulic and hydrologic systems and the design applications used in water resources engineering. Topics include hydrologic analysis and storm runoff prediction, erosion and sediment control, and design of hydraulic structures including culverts, water distribution systems, sanitary sewer systems, and stormwater retention/detention basins. PR: CIET 212.

401 **Structural Analysis (3-0-3).** A study of the analysis of statically determinate and indeterminate structures. Computer applications will be presented. PR: CIET 203.

402 **Structural Steel Design (3-0-3).** A study of the fundamental theories and principles used in the design of simple steel structures using LRFD methods. PR: CIET 401.

415 **Transportation Projects (3-0-3).** Selected design and analysis parameters for modern highways and streets; a capstone course for Civil Engineering Technology majors in which a transportation project is selected involving analysis and design of structures, construction and public works disciplines of civil engineering. Extremely controlled parameters for highways and streets will be used on the project.

430 **Evidence for Boundary Surveys (3-0-3).** Topics include identification of evidence used in boundary surveys. Tree and rock identification are emphasized as well as recovery of any evidence described in property descriptions. PR: CIET 211

431 **Legal Aspects of Boundary Surveying (3-0-3).** Legal aspects of boundary surveying are discussed with applications to boundary control and legal principles, controlling elements, and interpretation of survey descriptions and records. Topics also include history of boundary surveying, ethics, professionalism, and presentations of evidence. PR: CIET 211

432 **Boundary Surveying Methods (2-3-3).** Topics of photogrammetry, geodesy, and surveying adjustments are used to evaluate evidence and to design procedures for solving boundary control problems. Students must use boundary law and evidence to establish controlling elements and make presentations. Methods of boundary surveys are used to meet professional guidelines. Plats, descriptions and other evidence are incorporated in these solutions. PR: CIET 430 and 431

433 **GIS Applications (3-0-3).** A study of basic GIS concepts in cartography and digital mapping, geospatial data structures, geodetic datums, databases, topology, spatial queries/analysis, digital elevation models, and engineering applications. PR: CIET 211 and MEET 112.

490 **Topics in Civil Engineering Technology (3-0-3).** Advanced formal course in diverse areas of Civil Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.
COMMUNICATIONS (COMM)

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.

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.

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 briefly 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, binary and hexadecimal number bases, and standardized (ASCII) codes used 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 structured programming techniques are introduced and several programming lab problems are required. 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.
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, and presentation application software. Projects relating to the individual’s major and hands-on use of the microcomputer are emphasized. CO: GNET 115 or MATH 109.

209 Java (3-0-3). Covers the use of pre-written Java classes and methods and the development of new classes and methods, and emphasizes program structure and documentation along with algorithm development. Students learn algorithm development, program design, coding, testing and maintenance. Work includes compiling and debugging, input/output, selection statements, and looping statements, and the object-oriented concepts of class hierarchy, abstract data types, inheritance, polymorphism, abstract classes, and exception handling. Finally, students develop graphical user interfaces (GUIs) using Java-supplied classes, and develop and execute several Java Applets on the World Wide Web (WWW). PR: GNET 115 OR MATH 109.

210 VISUAL BASIC (3-0-3). An introduction to the Visual BASIC event-driven programming language with emphasis on producing working programs. Includes how to design a Windows-interface, how to set the properties of objects on the interface/form, and how to code, debug, execute and document the actions/behaviors of selected objects. Also includes the coding of structured algorithms to do branching and looping along with other problem solving techniques and the development of an acceptable programming style. PR: GNET 115 or MATH 109 or written consent of the instructor.

216 Application Programming (3-0-3). An introduction to application programming concepts with primary emphasis on student-designed programs involving databases or spreadsheets joined to a controlling host program, probably designed with Visual Basic or some other visual software. Students gain hands-on experience in the use, customization, and design of application software by completing a real project of their own choosing, one which meets the specific course software design and program development requirements. PR: COSC 210.

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

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

224 Web Programming (3-0-3). This course is an introduction to the concepts of Web Programming using HTML. Students will plan, develop, and implement web pages which incorporate text formatting, graphics insertion, internal and external hyperlinks, tables, and frames. Coding will be accomplished using standard HTM codes and a text editor coding environment. PR: COSC 210 or COSC 230.

225 Computer Operations (2-3-3). Students learn to manage a variety of operating systems including Windows, Unix/Linux, and Vax/VMS. Hands-on operation of hardware using the various operating systems is emphasized. PR: COSC major with sophomore standing.
230 **Structured Programming (3-0-3).** Computer programming in a structured language, with emphasis on programming structures and algorithmic development methods. Includes how to design, code, debug, execute and document programs using structured problem solving techniques. Students will develop, test and debug their programs either on microcomputers or on the college computer system at the instructor’s discretion. PR: COSC 111, GNET 115 or MATH 109.

231 **Object Oriented Programming (2-3-3).** Object Oriented Programming complements structured programming, by 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 covered. PR: COSC 230 or consent of the instructor.

240 **Computer Organization and Architecture (3-0-3).** A course designed to give the student an introductory understanding of the internal operation and organization of the modern digital computer while providing hands-on assembly language programming experience. Topics include digital logic, digital systems, machine-level representation of data, assembly-level machine organization, memory organization and architecture, interfacing and communication, architectures for networks and distributed systems. Students write programs using one or more assembly languages. PR: COSC 230.

241 **Introduction to Linux/UNIX (3-0-3).** This course covers the basics of Linux/UNIX for desktop platforms. Topics covered include: file systems; GNOME desktop graphical user interface (GUI); X Windows; directory and file management commands; the vi editor and emacs; pipes; filters; permissions; redirection; and shell scripts. Students also get hands-on experience with one or more of the current offerings of Linux/UNIX, such as Red Hat, Solaris, and AIX. PR: COSC 111 or COSC 210.

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.

311 **Systems Analysis (3-0-3).** A study of the methods used in analyzing business information systems. Students will analyze real-world business systems, describe information flow and data storage, and design related software to improve business operations. Data gathering, analytical tools and techniques, data flow, software specifications, prototyping, teamwork, and presentation skills are required. PR: COSC 210 AND COSC 230 AND COSC 216 (Required).

320 **Data Structures (3-0-3).** This course introduces various data structures used in problem solving. Arrays, queues, lists, trees, graphs, and files are represented by using abstract data types in high level programming language. Applications studied may include recursion, searching, sorting, scheduling, parsing, and memory management. PR: COSC 230.

324 **Web Client Scripting (3-0-3).** A continuation of COSC 224 Web Programming. This course will explore advanced concepts of Web Programming including Style Sheets, client-side scripting languages, and emerging technologies following a brief review of basic HTML components. PR: COSC 224.

326 **Web Server Scripting (3-0-3).** A study of the current server-side web scripting languages and techniques. Students will use the Apache/mySQL or similar environment and current scripting software to create complex and interactive web sites through use of data manipulation, control structures, file management, XML Content Management Systems, and other coding techniques. PR: COSC 324.
330 Programming Languages (3-0-3). This class includes specifications of languages (syntax and semantics), data types, data aggregations and abstractions, bindings, control structures, encapsulation, translation, and so on. Programs are planned and developed using accepted professional techniques in various programming languages, for example, Java, C++, Modula-2, ML, Lisp, Prolog, Smalltalk, and so on. PR: COSC 320.

340 Database Management Systems (3-0-3). Includes organization of databases; design and implementation; concepts of databases verses files; relational database; data retrieval structures and mechanisms; database normalization; and query languages, with emphasis on Oracle SQL. PR: COSC 216 OR COSC 311.

360 Structured C++ Programming (3-0-3). Computer programming using the ANSI C++ language, for students who have successfully programmed in a structured language. Students will learn to write structured programs for various applications. Emphasis is on the use of system and user defined functions, standard data types, various forms of addressing, and the complex data types available in the language. PR: COSC 230 or consent of the instructor.

403 Windows Application Programming (2-3-3). The study and implementation of applications which execute in the Windows system environment. Course topics include the Windows message loop, application program interface, Microsoft Foundation Classes, system resources, graphical user interfaces, and the role of object-oriented languages. The student will design and implement (individually and in teams) functioning Windows programs in one of the Visual languages. PR: COSC 210 and COSC 320

411 Scalable Internetworks (3-3-4). Topics covered include the hierarchical network design model, classful and classless addressing, variable-length subnet masks, private IP addresses and NAT, Easy IP/DHCP and helper address, configuring OSPF (open shortest path first) within a single area and across multiple areas, EIGRP (enhanced interior gateway routing protocol) design, technology, data structures, and configuration, static routes and gateways of last resort, RIP and OSPF redistribution, BGP (border gateway protocol) basic operations, configuring BGP to interact with ISP’s (Internet service providers), configuring lock-and-key security (dynamic access lists), configuring IP session filtering (reflexive access lists), and context-based access control. PR: CCNA Certification.

412 WANs and Remote Connections (3-3-4). Topics covered include configuring asynchronous connections with modems, configuring PPP (point-to-point protocol) and controlling network access, configuring a Windows 9x/2k dial-up connection, using ISDN (integrated services digital network) and DDR (dial-on-demand routing) technologies, time-based access lists, configuring X.25 for remote access, configuring Frame Relay, managing network performance with queuing and compression, scaling IP addresses with NAT (network address translation), using AAA (authentication, authorization, accounting), and emerging remote-access technologies such as wireless, DSL (digital subscriber line), and VHDR DSL (very-high-data-rate digital subscriber line). PR: COSC 411

421 Operating Systems (3-0-3). A study of basic operating systems concepts; including machine and OS structures, process and device management, memory and file management programming. A case study of an actual operating system (Unix) may be included, if the time and software are available. PR: COSC 320, ELET 305. CO: COSC 422.
422 **Software Engineering (3-0-3).** A study of the tools and techniques used in the analysis, design, and development of software systems. Requirement analysis w/BPP & SOW, design/review cycle, data flow, data modeling and database design, HW/SW specification determination, coding w/scheduling charts, testing, reliability, and maintenance are included as time permits. Teamwork, report presentations, and CASE tool use are required. PR: COSC 216 AND COSC 311 (COSC 340 recommended).

444 **Computer Networking/Communications (2-3-3).** Computer networks and computer communications are increasingly important topics in computer science. User applications of electronic mail, remote access to computing facilities, research using Internet, and many other applications require knowledge in the use of these topics. The underlying architectures, protocols, and network topologies are used to gain a practical knowledge of this important area of current technology. PR: COSC 320 or consent of the instructor.

474 **Cyberinfrastructure (3-0-3).** An introductory study of the cyberinfrastructure – the computational, communication, and storage resources required to support current and future scientific and engineering research. It focuses on biology information systems and applied genomics (bioinformatics). It provides students with a diverse array of backgrounds from mathematics, biology, computer science, and engineering with the capability to function at a high level and contribute solutions in the burgeoning professions of bioinformatics while retaining their own unique perspectives. Students will survey the relevant literature available online via graded discussion and forum postings and make application of the current body of knowledge for cyberinfrastructure and bioinformatics in all assignment submissions. The course emphasizes inter-disciplinary teaming in face-to-face and online environments. PR: Junior/Senior standing or consent of the instructor.

481 **Multilayer Switched Networks (3-3-4).** Topics covered include routing and multilayer switching concepts, VLAN types and basics, Fast Ethernet, Gigabit Ethernet, Spanning Tree Protocol, VLAN trunking protocol, multicasting protocols, configuring multilayer switching, and troubleshooting various configurations. These topics cover both layer 2 and layer 3 of the OSI (Open System Interconnection) reference model. Students learn how to build and maintain campus networks using multilayer switching technologies over high speed Ethernet. This is Semester 7 in the Cisco Networking Academies Program (CNAP) training. PR: COSC 472, CCNA Certification.

482 **Troubleshooting Networks (3-3-4).** Topics include all three layers of the OSI model, TCP/IP, LAN switching, Frame Relay, ISDN, AppleTalk, Novell, EIGRP, OSPF, and BGP. The laboratory environments involve Cisco routers and switches for multiprotocol client hosts and servers connected to Ethernet and Fast Ethernet LANs along with Serial, Frame Relay, and ISDN WAN connections. Students learn how to baseline and troubleshoot LANs (local area networks) and WANs (wide area networks). Students methodically practice network defect diagnosis and correction, using specific IOS (Internet Operating System) and Catalyst switch software features. This is Semester 8 in the Cisco Networking Academies Program (CNAP) training. PR: 481.
488 **Introduction to Computer and Information Security (3-0-3).** This course covers how systems can be protected while ensuring system reliability and integrity. Topics include examples of security problems, host security, access control, site security, TCP/IP review, attack methods, firewalls and access control lists (ACLs), basic cryptology, securing email and electronic commerce, disaster recovery, and security management functions. The student learner will understand key enterprise system components, how enterprise systems are exploited by intruders, how to utilize security tools, and how to establish policies and procedures to protect enterprise systems.

490 **Topics in Computer Science (3 hours credit per semester).** An advanced formal course in an area of computer science. Specific subject matter will be announced and indicated by a subtitle in the schedule and on the student transcript. PR: Consent of instructor.

499 **Projects in COSC (0-12-4).** Independent study or internship on a special project or practicum relating to computer science, under the supervision of an instructor or company supervisor, culminating in an oral and/or written report presented to a select faculty committee. PR: COSC 422 or COSC 311 and 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.

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. PR: CRMJ 151 and 163.

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.

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. PR: CRMJ 151 and eligibility for enrollment in ENGL 101.

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. PR: CRMJ 151.
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. PR: CRMJ 151 and ENGL 102.

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. PR: CRMJ 151 and ENGL 102.

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. PR: CRMJ 151 and ENGL 102.

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. PR: CRMJ 151 and ENGL 102 (or 6 credits in psychology).

301 **Probation, Parole, and Community-based Corrections (3-0-3).** A study of the history and philosophy of probation, parole, and community-based corrections. Emphasis will be given to organizational and community structures of federal, state, and local methods of correction in the community, as well as to problems of supervision, case management procedures, legal framework of correctional operations, and use of emerging community-based correctional techniques. PR: CRMJ 221 and ENGL 102.

312 **Legal Research (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.

320 **Correctional Counseling (3-0-3).** A review of major issues, theories, and research relative to rehabilitative counseling, practices used in correctional settings, and counseling techniques. Emphasis is placed on both cognitive and affective skill improvement. PR: Junior standing or consent of the instructor. PR: CRMJ 221 and ENGL 102.

325 **Judicial Process (3-0-3).** See POSC 325.

331 **Ethics in Criminal Justice (3-0-3).** A treatment of ethical issues which arise in areas of Law Enforcement, Corrections, Community Corrections, Private Security, and Government. Emphasis will be placed on current issues in the Criminal Justice Field. PR: CRMJ 151.

341 **Contemporary Issues in Criminal Justice (3-0-3).** In-depth study and analysis of critical issues facing the American system of justice. PR: CRMJ 151.

400 **Correctional Institutions (3-0-3).** Analysis of the theory of organization and administration of correctional institutions; principles of institutional corrections. PR: CRMJ 221.

421 **American Constitutional Law (3-0-3).** See POSC 401.

431 **Private Security (3-0-3).** An in-depth study of private security organizations, needs and requirements in the United States. PR: CRMJ 280.

490 **Seminar in Criminal Justice (3-0-3).** An analysis and discussion of problems and experiences gained during the field internship, and of the knowledge gained through the course work completed in criminal justice. An emphasis is placed on integrating theory and practice. PR: Senior standing or permission of the instructor.

492 **Terrorism (3-0-3).** An in-depth analysis of the origins and historical perspectives of terrorism, both domestic and international. Areas of study will include definitions, origins, historical development, and usages. PR: CRMJ 151 and ENGL 102.
**Special Topics in Criminal Justice (1-3 semester hours).** Studies in major field for students who have demonstrated a capacity for responsible work. Not repeatable. PR: Permission of directing professor and dean.

**Internship (1-6 semester hours).** Supervised internship in one of the agencies of the criminal justice system. Requires ten hours of contact per week for 16 weeks for each three hours of requested credit. Maximum of 12 hours. PR: Junior standing and consent from the instructor.

**ECONOMICS (ECON)**

**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.

**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.

**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. This course may not be used to substitute for or be used to waive any business core course. PR: ACT score of 19 or COMPASS test score of 59 (eligibility for MATH 101).

**EDUCATION (EDUC)**

**Basic Skills Development (3-0-1).** Provides developmental activities in reading, writing, and mathematics, with an emphasis on preparation for the Praxis I test.

**Foundations of Education (2-0-2).** An examination of the historical, sociological and philosophical foundations of education. An introduction to the teaching profession. Students must complete a minimum of 20 hours in a classroom setting. PR: Eligibility for ENGL 101

**Diversity and Education (2-0-2).** A study of the sociology of ethnicity and the influence on educational needs. Examines effective educational approaches for varied groups. PR: Eligibility for ENGL 101

**Child/Adolescent Growth and Development (3-0-3).** A comprehensive survey to give a broad view of each stage of child development. Emphasis is placed on cognitive and social factors and disturbances in development. Students must complete a case study on a school-aged child. PR: EDUC 110 and ENGL 101.

**General Methods (2-0-2).** An introduction of teaching, including planning, organizational procedures, techniques of instruction, and survey of materials. PR: EDUC 110, 200.

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

**Sex Roles and Equal Opportunity (3-0-3).** A study of legal, social and psychological aspects of sex roles and the relationship to opportunities for maximal human development.
321 Instruction and Technology (1-3-2). Develops knowledge and skills in media production, utilization, and selection, instructional design, computer software applications, Internet and WWW utilization, authoring packages, and instructional television. PR: Admission to Teacher Education.

322 Standards, Planning and Assessment (2-0-2). Examines the interrelationships among content standards, instructional objectives, planning and assessment. Students will design instructional units based on standards, and will examine a variety of evaluation techniques, including standardized tests, teacher-made tests and authentic performance assessments. PR: Admission to Teacher Education.

330 Teaching and Learning (3-0-3). Overview of current theories and research related to learning in the classroom. Topics include teaching of thinking/study skills, reciprocal teaching, mnemonic strategies, group interventions, and motivation. In the clinical portion of this class, the student will spend 64 hours as a supervised student tutor in a school setting. PR: Admission to Teacher Education, EDUC 200. CO: ARSC 431.

333 Teaching Science and Social Studies (3-0-3). A study and application of current methods of teaching science and social studies content in the public schools. PR: Admission to Teacher Education.

410 Early Education Methods (2-0-2). Instructional approaches and techniques for teaching the K-4 grades. Emphasis will be on materials, instructional design and planning, classroom management and discipline. PR: Admission to Professional Semester.

420 Middle Education Methods (2-0-2). Methods course designed to examine the basic instructional techniques required to teach in the middle grades. PR: Admission to Professional Semester.

450 Classroom Management (2-0-2). Studies in classroom management techniques, including the physical environment, rules and routines, order, motivation, time management and self-discipline. PR: Admission to Professional Semester.

475 Student Teaching (0-40-6). Student will be assigned to a school for a full day of teaching for a minimum of 12 weeks. Student teaching is completed at the developmental levels and in the content areas for which the student expects to be certified. PR: Admission to Professional Semester.

485 Student Teaching Laboratory (2-3-3). A laboratory experience in student teaching for teachers who have a minimum of three years teaching experience and who have been recommended by a Superintendent of Schools for Waiver of Student Teaching. The course consists of seminar, observation and Micro Teaching Experiences. PR: Consent of the Director of Teacher Education.

490 Topics in Education (3-0-3 hours). Formal courses in diverse areas of education. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript. PR: Junior standing.

ELECTRICAL ENGINEERING TECHNOLOGY (ELET)

110 Circuit Analysis I (4-0-4). A study of the concepts of complex circuit analysis for both direct and alternating current circuits. Topics studied include mesh analysis, the superposition theorem, Thevenin’s theorem, and nodal analysis. PR: GNET 102, CO: ELET 112, GNET 116.

112 Electrical Measurements (0-3-1). Stresses the practical application of circuit theory presented in ELET 110. The design characteristics of electrical measuring devices including tools, meters and oscilloscopes are discussed and the proper use of these devices in various types of circuits is emphasized. PR: GNET 102, CO: ELET 110.
201 **Solid State Electronics (3-3-4).** A study of solid state electronics. The design and construction of semiconductor devices is discussed. Devices studied include germanium and silicon diodes, zener diodes, rectifiers and junction transistors. PR: ELET 110, ELET 112.

202 **Semiconductor Devices and Circuits (3-3-4).** A follow up of solid state electronics. The course focuses on further study of semiconductor devices and their applications. Study includes bipolar junction transistors, field effect transistors, thyristors and simple small scale integrated circuits. PR: ELET 201.

205 **AC/DC Machinery (3-3-4).** A study of the physical and operational characteristics of direct current motors and generators; stepper motors; transformers; single-phase and polyphase induction motors. Introduction and applications of variable frequency drives will be presented. Laboratory experiments are used to demonstrate the behavior of the devices under various operating conditions. PR: ELET 110, ELET 112.

209 **Power Systems (3-0-3).** Fundamentals and procedures in transmission and distribution of electrical energy along with introduction to principles of operations and applications of various electrical protection devices. Selection of proper protective devices and coordination of an electrical system will be examined. PR: ELET 110.

216 **Electrical Control Systems (3-3-4).** A study of direct and alternating current systems for controlling operation of electric motors. Electromagnetic and static control systems are studied in detail. An introduction to the operations of a programmable controller will be included with both ladder logic. PR: ELET 205.

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

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

304 **Integrated Circuit Technology (3-3-4).** A study of medium and large scale integrated circuits and their applications. Special circuits using LCD, SCR, UJT, TRIAC and DIAC are studied. PR: ELET 202

305 **Microprocessors (3-3-4).** Microprocessors are studied as elements in bus organized computers. Applications for controlling outside devices are studied. Flow charts are used to demonstrate how control decisions can be based on programmed, priority, or interrupt demands. Support devices are studied of which a few are: read only memories (ROM), random access memories (RAM), arithmetic logic units (ALU), accumulators, and Input/Output (I/O) devices. PR: ELET 218.

307 **Circuit Analysis II (3-0-3).** Develops nodal and loop analysis. Circuits are studied using these techniques to solve more difficult problems. Thevenin’s and Norton’s theorems are rigorously studied. PSpice is introduced and used to solve complex circuits. Simple RC and RL circuits are also studied. PR: ELET 110, MATH 220.
316 Programmable Controllers (2-3-3). Principles and applications of programmable controllers with introduction to basic components of the system and ladder logic programming; assignments will include work on industrial-type programmable controllers and software packages using a computer interfaced with a controller. PR: ELET 216 or consent of instructor.

317 Very Large Scale Integrated System Technology (3-3-4). Introduction to VLSI tools, design requirements, hierarchical representation, error checking, design rules and layouts, NMOS and CMOS process, MOS inverter, superbuffers, Bi-CMOS and steering logic, dynamic CMOS and clocking, special circuit layouts and technology mapping, regular arrays of logic, advanced programmable logic techniques, multilevel minimization, computer aided design of monolithic circuits at transistor gate circuits, register for routing and cell placement and testability for VLSI. PR: ELET 218.

320 Design of AC/DC Machines (3-0-3). Introduces design concepts for transformers and AC and DC motors. Single phase and three phase design concepts will be introduced with special consideration to minimize losses maximize power transfer, and improve power factor. PR: ELET 205.

401 Advanced Circuit Analysis (3-0-3). A study of network theorems, natural and forced response, the transfer function, and the analysis of waves using Fourier series and LaPlace transforms methods. The steady state and transient characteristics of electrical circuits are also examined using circuit analysis software. PR: ELET 307, CO: MATH 310.

408 Communication Electronics (3-3-4). Students are introduced to coupling networks, response analysis and noise. AM and FM transmission and reception, and related circuits are studied along with an introduction to transmission lines, antennas, and microwave circuits. PR: ELET 202, MATH 220.

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

492 Senior Project (0-6-2). Students will perform a hands-on project, with prior approval of the faculty, requiring comprehensive understanding of the electrical engineering technology. This project can be done at the college facilities or at the area industries. The end product resulting from this project should be submitted to the advisor along with a small thesis-type report. The student will be required to make an oral presentation in front of a committee comprising all the faculty of the department.

**ENGINEERING (ENGR)**

111 Engineering Graphics (1-5-3). The development of the theory of projection as applied to orthographic, isometric, oblique, and perspective drawing forms, freehand techniques used to graphically delineate design ideas and specifications, conventional practices used in making working drawings, and coverage of descriptive geometry.

230 Surveying (3-3-4). The study of engineering measurements and errors, theory and use of instruments, topographic, construction, and route surveying, and applications of measurement in civil engineering. PR: MATH 220, ENGR 111.

314 Engineering Mechanics II (3-0-3). Mechanics of materials covering normal and shear stress and strain, distributed loads, second moment, torsion, beam theory, combined stresses, column theory, pressure vessels, bolted, riveted and welded connections. PR: ENGR 313.

315 Engineering Economics (3-0-3). The study of the relative economy of engineering alternatives, compound interest in relation to calculation of annual costs, present worth and prospective rates of returns on investments, methods of depreciation, sinking cost, increment cost, general studies with emphasis on retirement and replacement of equipment, consideration of taxes, public works, and manufacturing costs as related to economic solutions of engineering proposals. Principles of engineering ethics are presented and related to costing. PR: Sophomore standing.

**ENGLISH (ENGL)**

097 Basic Grammar (3-0-3). Credit not applicable toward degrees. 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 course is required of students who score less than 9 on the ACT English mechanics/usage subtest or less than 76% on the COMPASS writing diagnostics test. The course may be taken concurrently with ENGL 098 or ENGL 099.

098 Developmental Reading (3-0-3). Credit not applicable toward degrees. 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: BSCS 100.

099 Developmental English (3-0-3). Credit not applicable toward degrees. Required of students scoring below 18 on ACT English Main or COMPASS score of 70 or below. CO/PR: BSCS 100.

101 Composition I (3-0-3). Practice in the techniques of effective writing and reading with an emphasis on the writing process, including rhetorical methods and patterns of organization and an introduction to APA format. Students must earn a grade of a C or above or repeat this course to fulfill the general education requirement. PR: ACT Reading Main score of 17 or “S” in ENGL 098 or COMPASS Reading score of 75 or above AND ACT English Main score of 18 or “S” in ENGL 099 or COMPASS Writing score of 71 or above.

102 Composition II (3-0-3). Continued practice in reading and composition with an emphasis on the research process, including an introduction to literary analysis and MLA format. Students must earn a grade of a C or above or repeat this course to fulfill the general education requirement. PR:

— “C” or higher in ENGL 101 or CLEP score of 50 or higher or advanced placement waiving ENGL 101 AND

— “S” or higher in ENGL 097 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. (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.

208 Technical Communication (3-0-3). Applied study in technical communications-written, oral, and visual media. Includes writing abstracts, proposals, research design and methodology, editing, proofing, and discipline-specific projects. PR: English 102.

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: ENGL 101.

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: ENGL 102.

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.

300 Major American Authors (3-0-3). American writers representative of significant currents in our culture from the Puritan and Colonial period to the present, emphasizing nineteenth and twentieth century figures. PR: ENGL 201 or 205

301 English Grammar (3-0-3). A study of the major rules of English sentence structure, the punctuation practices that mark those structures, and pedagogical approaches to teaching grammar. PR: ENGL 101, ENGL 102.

302 Major British Authors (3-0-3). A survey of representative works of the principal figures in British literature from Beowulf to the present with special attention to stylistic, religious, philosophical, and social trends. PR: ENGL 201 or 205.

304 Approaches to Literature (3-0-3). An analytical study of literature, stressing various methods of practical criticism. PR: ENGL 201 or 205.

305 Prose Fiction (3-0-3). The background and forms of modern world prose fiction, with emphasis on critical analysis and interpretation of the significance, range, devices, and effects of the short story, the novella, and the novel as literary genres. PR: ENGL 201 or 205.

307 Regional and Ethnic Literature (3-0-3). A general survey of folkloric backgrounds of Appalachian and Afro-American literatures, tracing their respective developments from primitive to sophisticated forms. PR: ENGL 201 or 205.

308 Linguistics (3-0-3). A study of the terminology, phonology, morphology, and syntax of the English language, with an introduction to the concepts of transformational grammar. PR: ENGL 201 or 205.

309 Advanced Research (3-0-3). Teaches strategies for writing academic papers, conducting and writing research, and improving overall writing skills. Focus is academic writing including researching, writing proposals, orally presenting research, and a thesis-driven research paper. PR: ENGL 201 or 205.

310 Children’s Literature (3-0-3). The selection, analysis, evaluation, and presentation of world literatures for children and adolescents, methods for using these materials in the classroom, appreciation for the depth and variety of such literatures, and exploration of the issues related to these texts. PR: ENGL 201 or 205.

320 Adolescent Literature (3-0-3). Examination of the types of world literatures suitable for adolescents, methods for using these materials in the classroom, appreciation for the depth and variety of such literatures, and exploration of issues related to these texts. PR: ENGL 201 or 205.

322 The Teaching of Composition (3-0-3). A survey of methods of teaching composition in secondary schools, with emphasis on recent developments in the teaching of high school composition. PR: Grade of “C” or better in ENGL 308.
390 **Topics in Literature (3-0-3).** Selected topics of worldwide literary importance or of popular interest and contemporary relevance. May be repeated for different topics, offered as announced. PR: ENGL 201 or 205, or consent of instructor.

490 **Advanced Topics in Literature (3-0-3).** An in-depth study of a major, world-renowned writer or period in world literatures. May be repeated for different topics; offered as announced. PR: 6 hours from 300 level courses.

495 **Special Topics in English (1-3 semester hours).** Studies in major field for students who have demonstrated a capacity for responsible work. ENGL 102

**ENVIRONMENTAL SCIENCE (ENSC)**

201 **Environmental Science I (3-0-3).** Interrelationships between human activity and the environment; provides a global perspective; emphasis on the biological principles and processes essential to understanding the environment. PR: Eligibility to enroll in ENGL 101.

202 **Environmental Science II (3-0-3).** Interrelationships between human activity and the environment; provides a global perspective; emphasis on the chemical and physical principles and processes essential to understanding the environment. PR: Eligibility to enroll in ENGL 101.

203 **Environmental Science I Laboratory (0-2-1).** Laboratory sessions designed to reinforce lecture in ENSC 101. CO/PR: ENSC 201.

204 **Environmental Science II Laboratory (0-2-1).** Laboratory sessions designed to reinforce lecture in ENSC 202. CO/PR: ENSC 202.

**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 (BSCS)**

100 **Building Successful College Skills (3-0-3).** 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. First time freshmen are expected to complete this course in their first semester. Upperclassmen may register for the class with the permission of the instructor.

105 **Exploring Business (3-0-3).** An introductory course designed to provide students an overview of the fundamental principles found in today’s business environment. Areas of focus will include management, marketing, finance, accounting, and communications. This is an elective course and does not count toward the requirements of the Business Administration degree.
GENERAL ENGINEERING TECHNOLOGY (GNET)

098 Pre-Technical Mathematics (4-0-4). Credit not applicable toward degrees. A study of fundamental topics from arithmetic, algebra, and geometry. Designed for freshman enrolled in engineering technology programs who have insufficient mathematical background and/or ACT scores in mathematics of less than 19 or COMPASS Engineering Math score of 58 or less.

101 Technical Physics I (3-3-4). A study of mechanics and heat. Topics discussed include vectors, concurrent and nonconcurrent forces, kinematics and linear motion, work, energy, simple machines, impulse, momentum, thermal expansion, specific heat, and change of state. PR: ACT score in mathematics of 19 or above, or GNET 098 or COMPASS Engineering Math score of 59 or higher.

102 Technical Physics II (3-3-4). A study of the basic concepts of electricity and the application of these concepts to fundamental direct and alternating current circuits. The principles of electromagnetism and electrostatics are also studied and applied to problems involving the production and utilization of electric energy. PR: ACT score in mathematics of 19 or above, or GNET 098.

115 Technical Mathematics I (4-0-4). A study of fundamental algebraic concepts and operations, functions and graphs, trigonometric functions and their graphs, linear equations and determinants, factoring, fractions, vectors, and triangles. PR: ACT score in mathematics of 19 or above, or GNET 098.


299 Problems in Engineering Technology (1-3 hours credit, may be repeated to a maximum of 3 hours credit). Independent study on a problem in a field in engineering technology under the supervision of an instructor, culminating in a written and/or oral report. PR: Consent of instructor and dean.

490 Topics in Engineering Technology (3 hours credit per semester). Advanced formal course in a field in engineering technology. Specific subject matter will be announced and indicated by subtitle in schedule and student transcript. PR: Consent of instructor.

499 Projects in Engineering Technology (1-5-3). Independent study of an individual project in a field in engineering technology under the supervision of an instructor, culminating in a written report and/or an oral defense of the project before a select faculty committee. PR: Consent of instructor and dean.

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: GEOG 150.

301 World Physical Geography (3-0-3). A comprehensive and in-depth study of the interaction between people and the environment around the world. Based on a regional study rather than themes, the course offers exceptional depth in environmental physical geography as well as historical geography and current events. Attention is focused on the issues of culture, ethnicity language, religion, the physical environment, and indigenous peoples. PR: GEOG 150.
302 Geography of Anglo-America (3-0-3). A survey of major geographic regions of North America; an analysis of the economic activities in their relations to the natural environment; and a study of the interrelations between unit areas. PR: GEOG 150.

304 Physical Geography (3-0-3). The study of the physical environment and man’s place within that environment. Consideration is given to ecological relationships. PR: GEOG 150.

402 Urban Geography (3-0-3). A survey course which examines the geographer’s, as well as the layman’s, interests in, and contribution to, the study of cities. Human geography as the study of spatial organizations of human activity will be emphasized. The major concerns are with theories and generalizations about the locations of people and their activities, the interaction between them, processes at work, and behavior in urban and regional space with key issues, problems, policies, relating to human consequences of urbanization. PR: GEOG 150.

490 Topics in Geography (3-0-3). Advanced formal course in diverse areas of geography. Course may be repeated for different topics. PR: GEOG 150.

**HEALTH (HLTH)**

100 Allied Health Pre-Readiness (1-0-1). Allows the student to examine areas of opportunity in the Allied Health profession. The course includes math, medical terminology, critical thinking, test taking skills, prioritizing and management of time. This course is designed for the student who is considering a career in nursing or radiologic technology. This course may be taken only by pre-nursing or pre-radiologic technology students.

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.

201 Safety and First Aid (2-0-2). 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.

300 Promoting Wellness Through Alternative Therapies (3-0-3). Offers the student an opportunity to learn about and experience various alternative/complimentary modalities to promote wellness and prevent illness. Biofeedback, meditation, imagery, yoga, Native American practices and nutrition therapy are some of the modalities addressed. PR: PSYC 103.

310 Health Promotion and Protection (3-0-3). Exploration and identification of factors influencing health and wellness. A personal health promotion plan will be implemented and evaluated. PR: JR standing or consent of instructor.

333 Health and Safety in Schools (2-0-2). The elements of comprehensive school health programs are presented. Emphasis is placed on how teachers can maintain a healthy school environment. An overview of acute and chronic health problems of children is discussed. CPR and first aid are discussed as they relate and impact the school environment. PR: Admission to Teacher Education.

490 Topics in Health (3-0-3). Formal courses in diverse areas of health education. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript.
HEALTH SERVICES MANAGEMENT (HSMT)

201 Intro to Health Services Management (2-0-2). This survey course will touch briefly on the key aspects of each of the primary courses in the Health Services Management program: the structure of the U.S. Healthcare system; healthcare law and ethics; the structure of the key types of health care organizations and their management; healthcare strategy and marketing; quality improvement and quantitative techniques; healthcare finance and economics; and long term care and ambulatory care administration. If student already has an AS in a health care area, this course may be waived.

301 The U.S. Healthcare System (3-0-3). This course focuses upon: brief historical overview of the development of the U.S. healthcare system; the current components, structure and organization, functions, and financing of the U.S. healthcare system at federal, state, and local levels; and the economic, political/legislative, technological, and other forces that shape the system. PR/CO: HSMT 201 or permission of instructor. CO: HSMT 303.

302 Healthcare Organization Management (3-0-3). This course focuses upon: the organizational structure of all major types of healthcare companies and agencies; the management theory, skills, and application in the different organization settings; and relationship building and cooperation with key external companies, agencies, and other groups that affect the management of healthcare organizations. PR: MGMT 210, HSMT 301. CO: HSMT 304.

303 Healthcare Law and Ethics (3-0-3). This course focuses upon the healthcare laws, regulations, and biomedical ethics that govern and guide the operations of the health care industry including those specific to the operations of hospitals, ambulatory care organizations, and long term care organizations. CO: HSMT 301.

304 Healthcare Strategy and Marketing (3-0-3). This course focuses upon the purpose and function of strategy and marketing in healthcare organizations. The healthcare strategy component of the course focuses upon the role, function, and components of the strategic planning process. The healthcare marketing component focuses upon the role, function, and components of the marketing planning process. PR: MRKT 210, HSMT 301. CO: HSMT 302.

400 Healthcare Services Management Internship (0-16-4). This course provides HSMT students with the opportunity for practical education by completing an internship at a healthcare organization within BSC’s seven county service area. PR: All HSMT 300 level courses.

401 Quality Improvement and Quantitative Techniques. (3-0-3). This course focuses upon the role, function, management tools, and inter-relationship between: quality management/performance improvement, service excellence, regulatory compliance, and risk management in healthcare organizations. The course material will also emphasize implementation strategies for developing and operating a program which integrates all of these functions in a successful total quality management program. PR: BUSN 310, all HSMT 300 courses. CO: HSMT 403.

402 Long Term Care Administration (3-0-3). This course focuses upon the detailed organizational structure, operations, and management of long term care organizations, primarily skilled and intermediate nursing care centers, assisted living facilities, and retirement communities. The course will also focus upon long-term care specific financial reimbursement management rules and regulations and quality/service regulatory compliance. PR: all HSMT 300 level courses, HSMT 403; CO: HSMT 404.
403 Healthcare Finance and Economics (3-0-3). This course will focus upon: healthcare financing mechanisms including Medicare, Medicaid, private insurance, and managed care payment rules for a variety of organizational settings; long term strategic financial management; effective budgeting and management of revenues and expenses; revenue maximization strategies; cost accounting; managed care; and key elements of health care economics. PR: all HSMT 300 level courses, BUSN 350, ACCT 201, 202; CO: HSMT 401.

404 Ambulatory Care Administration (3-0-3). This course focuses upon the organizational structure, operations, and management of ambulatory care organizations, including, but not limited to: physician practices; freestanding surgery centers, medical imaging centers, urgent care centers, home health and durable medical equipment companies. This course will also focus upon financial management and regulatory compliance with the key reimbursement and operations regulations applicable to the different types of ambulatory care organizations. PR: all HSMT 300 level courses, HSMT 403. CO: HSMT 402.

HISTORY (HIST)

101 World Civilization I (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 II (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 I (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 II (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. PR: 3 credits in history.

300 African-American History I (3-0-3). A study of the contributions and status of African-Americans in U.S. society from 1619 through the Civil War and Reconstruction. PR: HIST 105 or 106.

301 African-American History II (3-0-3). A study of the contributions and status of African-Americans in U.S. society from the post-Reconstruction period to the present. PR: HIST 105 or 106.

302 History, Geography, and Government of West Virginia (3-0-3). A survey course on the history, economy, and political life of West Virginia with a cursory consideration of its geographic background. PR: HIST 105 or 106.

305 Early Modern European History (3-0-3). A study of the social, political and economic development in Europe from its rise during the Middle Ages, to the defeat of Napoleon and the Congress of Vienna. PR: HIST 101

306 Modern European History (3-0-3). A study of European history from the Industrial Revolution, through the spread of liberalism and the world wars, to the contemporary age. PR: HIST 102

307 British History (3-0-3). A political and social survey of English history from 1485 to the present, with emphasis on the growth and decline of the British Empire. PR: HIST 102


400 Recent American History (3-0-3). The United States from 1920 to the present. PR: HIST 106.
401 Diplomatic History of United States (3-0-3). The diplomatic problems that have confronted the United States from the American Revolution to the present. PR: HIST 105 or 106 AND HIST 308 or POSC 200.

403 History of the Far East (3-0-3). The study of social, economic, and political development in the Far East in modern times. Special attention is given to the impact of the 19th and 20th century development upon international affairs. PR: HIST 101 or 102.

405 African History and Culture I (3-0-3). Study of Ancient Africa’s organized societies that critically examines their ethnicities, religion, economics and politics. PR: HIST 300 or 301.

406 African History and Culture II (3-0-3). Study of the continent’s nations as they struggled for liberation, independence, social and political freedom during the twentieth century. PR: HIST 300, 301, or 405.

408 History of Latin American Civilization: 1492-1981. (3-0-3). A general survey of the political, social, and economic history of the Latin American Republics from 1492 to the present with special emphasis on pre-Columbian civilization, European and African backgrounds, the colonial period, and current political problems. PR: 3 credits in history.

490 Topics in History (3-0-3). Selected topics of historical importance or of popular interest and contemporary relevance. May be repeated for different topics, offered as announced. PR: 6 hours from 300 or 400 level history courses and the consent of the instructor.

495 Special Topics in History (1-3 hours). Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable. PR: Permission of directing professor and dean.

497 Research Methods in History (3-0-3). A practical seminar in the techniques of historical research, the compilation and evaluation of sources and the writing of history. PR: 6 credits in history.

HONORS (HONR)

300 Academic Honors Seminar (1 hour of credit per semester; may be repeated to a maximum of 8 credit hours). Provides the College’s most academically talented students with experiences to accomplish the goals of the Honors Program. Course is graded on a pass-fail basis. PR: Permission of the Honors Program Director.

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). 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.

303 Comparative Religions (3-0-3). A study of several of the world’s major religions to develop an understanding of their philosophies, beliefs, myths, cults, and practices as well as to develop an understanding of religious groups and institutions and the relationship of changes in the beliefs systems and practices to changes in economic and social structure. (See SOCI 303) PR: ENGL 102.
332 **Regional Cultures (3-0-3).** Primarily a study of the cultural dimensions to be found in the background of peoples of the Southern Highlands Region. The course will normally concentrate on the historic development of the art, folklore, and literature as well as the ethnic, economic, and social conditions which lead to the formation of the traditional cultures of the Southern Highlands Region. Depending on student interest, the course may, from time to time, survey the archaeology of the cultures which were formative to the culture of the Highlands Region or of the past cultures of the Highlands Region. (See SOCI 332) PR: ENGL 102.

333 **Fine Arts Methods for K-6 Teachers (2-0-2).** Methods of teaching fine arts in grades K-6, with attention given to the development of aesthetic awareness in early childhood. Content develops the concept of literacy in drama, music, movement, art, and crafts. PR: ARTS 105, MUSC 130, Admission to Teacher Education.

490 **Topics in Humanities (3-0-3).** Selected topics in areas of humanities as needed. May be repeated for different topics; offered as announced. PR: ENGL 201 or ENGL 205; permission of directing professor and dean.

499 **Projects in Humanities (1-3 hours per semester, may be repeated to a maximum of 6 hours).** Approved projects requiring student research culminating in a written report and oral presentation. PR: ENGL 309

**JOURNALISM (JOUR)**

325 **News Writing and Editing (3-0-3).** A study of effective techniques in application of journalistic theories and practices with emphasis on news gathering, news writing, copy editing, layout, and newspaper nomenclature. PR: ENGL 102.

424 **Advanced News Writing and Editing (2-0-2).** Practical experience in newspaper publication through work on The Bluefieldian. PR: JOUR 325.

**LANGUAGE (LANG)**

190 **Topics (3-0-3).** The first (e.g., Elementary Italian I) in a series of foreign language courses and is designed for students who have no previous foreign language instruction. Students will learn greetings and introductions, numbers, how to find their way around, nationalities, how to describe themselves, their families and others. Students will learn about the applicable country’s school and university system. They will also learn the applicable country’s geography. PR: ENGL 101

191 **Topics (3-0-3).** The second (e.g., Elementary Italian II) in a series of foreign language courses and is designed for students that have successfully completed LANG 190 in the appropriate foreign language. The course focuses on enabling students to communicate effectively in the foreign language, understand alternative views and cultures and an interdependent world. The class will be conducted entirely in the foreign language, and students will be expected to participate actively using the language skills they learn. Students will learn how to speak in the foreign language about sports and hobbies, food, and drinks, their everyday life, clothing and the entertainment industry. Students will learn about the applicable country’s food and wines, fashion (s), and media. They will continue to learn the applicable country’s geography PR: LANG 190
290 Topics (3-0-3). The third (e.g., Intermediate Italian I) in a series of foreign language courses (e.g., Italian, Russian, Chinese, German, Hindi, Japanese, Portuguese: 190, 191, 290, 291, 293) and is designed for students that have successfully completed LANG 190 and LANG 191 in the appropriate foreign language. The course will focus on enabling students to communicate effectively in the selected foreign language, understand alternative views and cultures and understand an interdependent world. The class will be entirely in Italian, and students will be expected to participate actively using the language skills they learn. Students will learn how to speak in the foreign language about traveling, shopping for food, the place where they live, cars and traffic, music and theatre. Students will learn about the applicable country’s vacations, markets, weddings, folklore and music. They will also continue to learn the applicable country’s geography. PR: LANG 191.

291 Topics (3-0-3). The fourth (e.g., Intermediate Italian II) in a series of foreign language courses (e.g., Italian, Russian, Chinese, German, Hindi, Japanese, Portuguese: 190, 191, 290, 291, 293) and is designed for students that have successfully completed LANG 190, 191, and 290. The course will help students to acquire the ability to use what they have learned by focusing on seven essential communicative functions in the selected foreign language (describing, comparing, reacting and recommending, narrating in the past, talking about likes and dislikes, hypothesizing, and talking about the future), and to help to achieve greater cohesion in speaking and writing abilities. Further this course will give students an opportunity to apply these skills as they learn more about Italian culture through authentic sources. The course enables students to communicate effectively in the foreign language, understand alternative views and cultures and understand an interdependent world. The class will be conducted entirely in the foreign language, and students will be expected to participate actively using the language skills they learn. PR: LANG 290.

MANAGEMENT (MGMT)

210 Principles of Management (3-0-3). An analysis of the underlying theories and principles of planning, organizing, influencing, and controlling. Topics for special emphasis include corporate social responsibility, diversity, and managing in the global arena.

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

326 Human Resources (3-0-3). An analysis of personnel policies related to human resources management. Emphasis on acquisition of competent employees, training and development, organizational renewal, appraising performance, compensation, benefits and services, safety, creating job satisfaction, increasing employee productivity, and managing global human resources. PR: MGMT 210.

330 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 210 or permission of instructor.
375 **International Management (3-0-3).** A study of the international business environment, and the ways in which the functional areas of business are impacted by globalization, with particular emphasis given to the challenges confronting managers as a result of increased globalization. Topics covered include: trends in international business, the impact of trade policies on international business, regional economic cooperation, monetary systems and exchange rates, strategic and human resource management in a global environment, exporting, importing, and global trends in production management. PR: MGMT 210.

482 **Collective Bargaining and Labor Relations (3-0-3).** An examination of the theory and practice of collective bargaining. Topics include historical, social, and economic environments for labor-management relations, labor law, contract negotiation, contract topics and topical patterns, conflict resolution, grievance administration, and arbitration. PR: MGMT 210 and Junior standing.

488 **Current Issues in Management: Topical Coverage (3-0-3).** Provides in-depth study of emerging management topics. The course provides students the opportunity to develop specialized knowledge in these topical areas. The course may be repeated for different topics. PR: MGMT 210 and Junior standing.

**MARKETING (MRKT)**

210 **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.

331 **Retailing (3-0-3).** A study of the business activity of selling goods or services to the final consumer; basic retailing and e-tailing practices and procedures, managing the buying, pricing, promotion, layout, security, and location of the retail organization. PR: MRKT 210, ACCT 201.

352 **Integrated Marketing Communication. (3-0-3).** A study of the various types of planned messages used to build a brand—advertising, public relations, sales promotion, direct marketing, personal selling, packaging, events/sponsorships, and customer service. PR: MRKT 210, BUSN 230, BUSN 232.

372 **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 210, BUSN 232.

381 **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 210, PSYC 103.

442 **Marketing Research (3-0-3).** A study of the process of designing, collecting, organizing, interpreting, and presenting data related to the planning and the executing of the conception, pricing, promotion, and distribution of ideas, goods, and services. PR: MRKT 210, BUSN 310, and Junior Standing.

450 **Marketing Management (3-0-3).** An integration of previous marketing course work. A study of the process of analyzing marketing opportunities, researching and selecting target markets, designing marketing strategies, planning marketing programs, and controlling the marketing effort. PR: MRKT 210, MRKT 331, MGMT 210, MRKT 352, and Junior Standing.
490 **Topics in Marketing (1-3 hours credit).** Advanced formal courses in diverse areas of marketing. Course may be repeated for different topics. Specific topics will be indicated by a subtitle on the student's transcript. Areas of study might include marketing history, marketing theory, marketing strategy, non-profit marketing, services marketing, pricing, product management, international marketing, industrial marketing, direct marketing, telemarketing, public relations, wholesaling, logistics, transportation, channels of distribution, and ethics in marketing. Offered on demand. PR: Permission of the instructor.

498 **Marketing Internship (3-0).** The student will be involved in regularly scheduled part-time assignments at carefully selected business, government, or industrial establishments. This experience will give the student an opportunity to put theory into practice while developing skills through on-the-job training. PR: MRKT 210, MGMT 210, MRKT 331, MRKT 352, and junior standing.

**MATHEMATICS (MATH)**

098 **Developmental Arithmetic (3-0-3).** Credit not applicable toward degrees. Required of students whose ACT Mathematics Main score is less than 15 or COMPASS Math score of 30 or less. Fundamental topics in arithmetic, geometry, and pre-algebra.

099 **Developmental Algebra (3-0-3).** Credit not applicable toward degrees. 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). 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.

301 Probability and Statistics (3-0-3). Mean and standard deviation; probability; random variables and probability distribution; normal distribution, statistical inference; linear regression and correlation; experimental design; chi-square test; analysis of variance. PR: MATH 109 or GNET 116.

310 Differential Equations (3-0-3). Equations of order one; linear differential equations; nonhomogeneous equations; variation of parameters; differential operations; Laplace transformation; nonlinear equations; power series methods; applications. PR: MATH 230.

311 Linear Algebra (3-0-3). Systems of linear equations, matrices and determinants; vector spaces; linear transformations; inner and outer products; eigenvalues and canonical forms. PR: MATH 230.

320 Modern Geometry (3-0-3). Euclidean geometry including points, lines, planes, separations, curves, surfaces, congruence, parallelism, and similarity; projective geometry; non-euclidean geometries, including hyperbolic, parabolic and elliptic. PR: MATH 109.

333 Math Methods for K-6 Teachers (3-0-3). Instructional methods for teaching K-6 mathematics using a hands-on approach. Emphasis placed on increasing students’ ability to communicate and reason mathematically. Introduces a variety of techniques to approach and solve mathematical problems. PR: MATH 106 and Admission to Teacher Education.

350 Modern Algebra (3-0-3). Sets, relations, and functions; groups, rings, integral domains; fields; operation-preserving functions; quotient groups; quotient rings. PR: MATH 109.

400 Introduction to Topology (3-0-3). A study of set theory; topological spaces, cartesian products, connectedness; separation axioms; convergences; compactness. Special attention will be given to the interpretation of the above ideas in terms of the real line and other metric spaces. PR: MATH 240.

415 Multivariable Calculus (3-0-3). A study of functions of several variables; partial differentiation; double and triple integrals; line and surface integrals; complex functions. PR: MATH 240.
**490 Topics in Mathematics (1-4 hours credit per semester).** Advanced formal courses in diverse areas of mathematics. Courses may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

**MECHANICAL ENGINEERING TECHNOLOGY (MEET)**

**101 Industrial Materials (2-3-3).** A study of engineering materials used in a technical civilization. Emphasis is placed on metals, but polymers are also studied. Major topics of discussion include material properties and applications. Laboratory experiments are designed to compare the mechanical properties of various materials.

**111 Engineering Drafting (1-5-3).** Designed to develop the student’s ability to read and draw orthographic projections including sectional and auxiliary views and freehand sketches. Emphasis is placed on industrial drafting practices including techniques which show principles of design and fabrication. Dimensioning, notations, and precision in lettering are also stressed.

**112 Computer Aided Drafting (1-6-3).** General introduction to the principles of computer aided drafting including the study of CAD system components, entity creation, and methods of editing and manipulation, with the major emphasis placed on hands-on practice in the CAD laboratory.

**201 Manufacturing Processes (2-3-3).** A study of the commonly used methods of manufacturing. These methods include casting, stamping, welding, rolling, forging, extrusion, and machining. Laboratory experiments allow the student to perform actual manufacturing processes.

**204 Design of Machine Elements (3-3-4).** Designed to introduce students to the fundamentals of machine element design. Emphasis is placed on elements which are available in finished form and are commonly used as components in the design of machine systems. Some original design of limited complexity will also be done. Elements to be studied include shafts, springs, screws, belts, brakes, clutches, gears and bearings. Laboratory projects consist of design problems and graphic representation of the completed designs. PR: CIET 203, MEET 111, MATH 220.

**205 Applied Thermodynamics (3-3-4).** A study of non-flow, steady flow, and cyclic thermodynamic mechanisms Studies demonstrate how the efficiency and work output of these mechanisms are dependent on the properties of the working fluid. Properties of working fluids such as steam, gases and air-vapor mixtures will be studied. Laboratory experiments demonstrate how thermodynamics properties are measured. PR: GNET 101, CO: GNET 116.

**206 Instrumentation (2-3-3).** Provides a fundamental background in measurements systems, including the physical principles and practical techniques for setting up instrumentation for engineering applications. The measurements of such physical quantities as time, displacement, stress, strain, force, torque, pressure, flow, temperature, motion, velocity, acceleration and vibrations are discussed. The students will select, design, install, calibrate and perform testing with various instruments in the lab and prepare formal lab reports on the results of the experiments. Digital data acquisition and the use of PC’s with the data acquisition systems will be introduced. PR: GNET 102, MATH 220; CO: ELET 110.
209 **Industrial Practice (3 hours credit).** Full-time employment for at least ten weeks in a mechanical engineering technician position in an industry whose business is relevant to the mechanical engineering field. Work must be of a technical nature and approved by MEET faculty. A statement from the employer as to the satisfactory nature of the student’s work, and a written report by the student are required. If employment is not available, an alternative may be the submission of a report of independent research related to the contemporary industrial field from current technical publications. Nature and scope of the report must be approved in advance by instructor. PR: Sophomore standing (MEET) or consent of instructor.

214 **Hydraulics and Fluid Power (2-3-3).** Applied fluid mechanics and fluid power. Pascal’s law, the continuity equation and Bernoulli’s Theorem lead to practical applications in fluid power systems. Components are discussed and examined in the laboratory. Hydraulic circuits are set up and analyzed. Trouble shooting and mining machinery applications are introduced. PR: GNET 101.

290 **Topics in Mechanical Engineering Technology (1-3 hours credit per semester).** A formal course in diverse areas of Mechanical Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

301 **Computer Aided Manufacturing (2-3-3).** A study of the basic concepts of automation. These concepts include machine language computer programming, computer process monitoring, process-computer interfaces, and automation problem solving. The laboratory will consist of team problem solving in automation and the actual operation of CAM system. PR: MEET 112.

306 **Heat Transfer (3-0-3).** A basic study of the modes of heat transfer including steady state and transient conduction for one, two and three dimensional cases; analysis of free and forced convection; radiant heat transfer; study of internal and external flow, boiling and condensation. Applications of heat and mass transfer to the mechanical design of engines and other machines. PR: MEET 205, MATH 230.

401 **Mechanical Design I (2-3-3).** A comprehensive course in the study of mechanical engineering design. This course is the first of a two course sequence which will prepare the student to perform mechanical design work. It covers the basics of strength of materials including stress and deflection analysis, shock and impact loading, statically indeterminate structures, column loading, torsion, bending and other types of loading conditions. Theories of failure for steady and variable loading are studied. This class also covers the design of screws, fasteners and connections as well as welded, brazed and bonded joints. The lab period will be utilized by the students to work on mechanical design projects including the preparations of drawings and design reports. PR: ENGR 313, 314, MATH 230.

402 **Mechanical Design II (2-3-3).** A continuation of MEET 401 but introducing computer applications to the mechanical design process. This course covers the design of rotating machinery, including rolling contact bearings, lubrication, gearing design including spur, helical, bevel and worm gears. Also covered are the design of clutches, brakes, couplings, flywheels, shafts, axles, spindles, belts and chain drives. The lab period will be devoted to student design projects in which the student will design a complete machine, prepare all the design drawings and specifications, write a formal design report and prepare a manufacturing plan for the product. PR: ENGR 313, 314, MATH 230.

403 **Kinematics & Mechanisms (3-0-3).** A study of the relative motion of machine parts, the forces acting on the parts of the machine and the motion resulting from these forces. Analysis of displacement, velocity and accelerations of linkages, cams, gears and other mechanisms using both S.I. and English systems of units. PR: MATH 230, ENGR 313.
410 **Industrial Operations (2-3-3).** A study of the commonly used methods of industrial management. Topics include applied research and product development, design and specifications, shop management, industrial relations, marketing, quality assurance and a project. The project will utilize computers as applied to these topics.

490 **Topics in Mechanical Engineering Technology (3-0-3).** Advanced formal course in diverse areas of Mechanical Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.

**MINING ENGINEERING TECHNOLOGY (MIET)**

300 **Introduction to Mining Engineering Technology (3-0-3).** A study of modern underground and surface mining methods. Other areas of study include: chemistry of coal, uses of coal, roof control, drainage, coal preparation, safety, environmental controls, surveying and mapping.

303 **Mine Plant Technology (3-0-3).** A study of the principles of pumping, hydraulics, hoisting, electrical power distribution, machinery maintenance, material handling and sinking shafts. PR: MIET 300.

305 **Mine Supervisory Training (3-0-3).** Designed to prepare the student for the West Virginia Mine Foreman’s Examination. Topics studied include: electricity, mine gases, ventilation, first aid, records and permits, instruments and apparatus, fires and explosions, explosives and blasting, and transportation. An examination is scheduled.

400 **Mine Safety and Law (3-0-3).** A study of the hazards associated with underground coal mining. A complete study of the West Virginia mine law is included. Many elements of the 40- and 80-hour training for new miners are introduced. PR: MIET 300.

402 **Mine Surveying and Mapping (2-3-3).** Techniques of mine map construction; fundamentals of deep mine surveying practices, determination of quantities in mining.

404 **Ground Control (3-0-3).** A study of rock mechanics, subsidence, ground movement, fracture and collapse, caving, design for roof stability, the interaction of roof, floor and pillars, roof control plans, artificial supports and the mine law as applied to coal mining systems.

406 **Mine Ventilation (3-0-3).** A study of the ventilation requirements of underground coal mines in which the basic principles of air flow are presented. The techniques and equipment used to maintain proper ventilation are studied in depth. The procedure for designing a mine ventilation system will be emphasized.

408 **Coal Preparation (3-0-3).** A study of the principles of coal preparation including: sampling, crushing, screening, washing, froth flotation, dewatering and drying. Modern coal preparation plants and their flow diagrams are studied.

410 **Mine Production Technology (3-0-3).** A study of the economics of starting up and operating a mining operation, beginning with exploration, and ending with a feasibility study using the discounted cash flow method to determine the life of the mine and the present value of the mining operation. PR: MIET 300.

490 **Topics in Mining Engineering Technology (3-0-3).** Advanced formal course in diverse areas of Mining Engineering Technology. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript. PR: Consent of instructor.
MUSIC (MUSC)

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

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

130 Music Skills for Classroom Teachers (2-0-2). The study of music fundamentals and basic skills for classroom teachers. PR: Eligibility for enrollment in ENGL 101.

150 Introduction to Music (3-0-3). 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.

218 Wind and Percussion Instruments (1 hour credit each semester to a total of 8). Individual instruction on a selected brass, percussion or reed instrument. The courses allow the development of facility and musicianship through selective technical studies and representative solo literature. PR: Previous lower numbered course.

224 String Instrument (1 hour credit each semester to a total of 8). Individual instruction on a selected string instrument. The courses are designed for the development of facility and musicianship through selected technical studies and representative solo literature.

321 Voice (1 hour credit each semester to a total of 8). Individual instruction in vocal technique. The courses are designed for vocal development through selected studios and solo literature. PR: Previous lower numbered course.

415 Organ (1 hour credit each semester to a total of 8). Individual instruction in the fundamentals of organ techniques. Courses are designed to develop facility and musicianship through selected technical studies and representative solo literature. PR: Consent of the instructor.

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.

326 Band (1 hour credit each semester to a total of 8). Provides experiences in the study of band techniques, practice, and performance of representative band literature.

332, 431, 432 Jazz Ensemble (1 hour credit each semester to a total of 8). A select group of approximately 20 instrumentalists emphasizing the definitive performance of both contemporary and traditional big band jazz improvisation. PR: Audition and consent of director.

NATURAL SCIENCE (NASC)

290 Topics in Natural Science (1-4 hours). Formal course in diverse areas of natural science. Course may be repeated for different topics. PR: 4 credits in natural science.
301 Integrated Science I (3-2-3). Provides the student the opportunity to integrate the physical and life sciences with technology to attain further knowledge in the areas of scientific methodology, physics, chemistry, biology, geology, and astronomy. The student will investigate two major scientific themes: earth and ocean. PR: PHSC 101-104 and BIOL 101-104, or permission of instructor.

302 Integrated Science II (3-2-3). Provides the student the opportunity to integrate the physical and life sciences with technology to attain further knowledge in the areas of scientific methodology, physics, chemistry, biology, geology, and astronomy. The student will investigate two major scientific themes: atmosphere and space. PR: NASC 301 or permission of instructor.

474 Cyberinfrastructure (3-0-3). An introductory study of the cyberinfrastructure – the computational, communication, and storage resources required to support current and future scientific and engineering research. It focuses on biology information systems and applied genomics (bioinformatics). It provides students with a diverse array of backgrounds from mathematics, biology, computer science, and engineering with the capability to function at a high level and contribute solutions in the burgeoning professions of bioinformatics while retaining their own unique perspectives. Students will survey the relevant literature available online via graded discussion and forum postings and make application of the current body of knowledge for cyberinfrastructure and bioinformatics in all assignment submissions. The course emphasizes inter-disciplinary teaming in face-to-face and online environments. PR: Junior/Senior standing or consent of the instructor.

498 Research/Planning (1-0-1). This course provides applied science students with the fundamental research skills needed to successfully complete their senior research project. In this course, students will learn how to plan and write research proposals. Instruction will focus on implementing scientific methods of designing testable hypotheses and developing research goals and objectives. In addition instruction will include appropriate research methods on bio and chemical safety in the laboratory and scientific ethics and their role in research publications. PR: Junior standing.

499 Research/Projects (1-2 hours credit per semester; may be repeated to a maximum of 3 credit hours). Approved projects requiring independent laboratory work culminating in professional written, oral, and poster presentations. PR: NASC 498.

NURSING (NURS)

104L LPN to RN Transition (0-12-6). This ten-week summer course facilitates the role transition of the practical nurse to the professional registered nurse. Introduces the student to the nursing process and the program competencies of provider of care, manager of care, and member within the discipline of nursing. Critical thinking, interpersonal and communication skills, as well as capacity for therapeutic nursing interventions serve as an underlying theme for the course. Other concepts presented are nursing care of children and adults, physical assessment, laboratory interpretation, and pharmacology. Explores anticipated changes associated with aging and nursing care of common health problems experienced in the older adult. A competency skills demonstration of dosage calculations and laboratory procedures is required. Upon successful completion of Nursing 104L with a "C" or better, the student will be awarded nine additional hours of block nursing credit. Successful completion allows the students to progress into the third semester of the Associate Degree Nursing Program. PR: MATH 101 or higher, PSYC 103, 210, ENGL 101, BIOL 210, 211, 212, 213.
105 Nursing Process (1-0-1). This course is designed to introduce the associate degree nursing student to the five-step nursing process utilized by the nursing profession and to the general principles of teaching/learning and communication. The student will learn to utilize these principles in planning, implementation, documentation, and evaluation of nursing care in meeting individual client needs. CO: First semester nursing courses, MATH 101 or higher, BIOL 210, 211, PSYC 103.

107 Basic Concepts of Nursing (3-0-3). This course focuses on acquisition of basic concepts and principles of nursing care applicable to meeting individual human needs. Included in this course is an introduction of the associate degree nursing student to nursing practice and the roles of the nurse. CO: First semester nursing courses, MATH 101 or higher, BIOL 210, 211, PSYC 103.

109L Basic Concepts of Nursing Practicum (1-5-2). This course is designed to facilitate the acquisition of psychomotor skills competency in meeting individual human needs. Health Assessment, the interpretation of laboratory and diagnostic findings, and the ability to provide care based upon this data, is essential to safe practice. The student will learn these skills in the college lab and apply them to clients in multidimensional settings. CO: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103.

110 Nursing Care of Children (2-0-2). This course focuses on common health needs and human response patterns of children during each stage of development from the neonate through adolescence. Special emphasis is placed on nursing care and health promotion and maintenance of children and the teaching needs of parents. PR: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103. CO: Second semester nursing courses, BIOL 212, 213, PSYC 210.

112L Child Nursing Practicum (0-3-1). In this course the student will use the nursing process while caring for children and their families in hospitals and community settings. PR: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103. CO: Second semester nursing courses, BIOL 212, 213, PSYC 210.

114 Nursing Care of Adults I (2-0-2). This course introduces medical-surgical nursing to the student. Common health problems associated with the musculoskeletal, neurological, and gastrointestinal systems are examined. The students will apply the principles learned in this course in the clinical setting (NURS 116L). PR: First semester nursing courses, PSYC 103, BIOL 210 and 211, MATH 101 or higher. CO: Second semester nursing courses, BIOL 212, 213, PSYC 210.

115 Nursing Care of Older Adult (1-0-1). This course explores anticipated changes associated with aging and the nursing care of common health problems experienced in the older adult. The emphasis in the course is health promotion. The student will apply the principles learned in this course in the clinical setting (NURS 117L). PR: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103. CO: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103.

116L Adult I Practicum (0-3-1). In this course students will apply the nursing process in the care of clients experiencing common health problems associated with the musculoskeletal, neurological, and gastrointestinal systems. Advanced nursing skills involving NG tube insertions, enteral feedings, and insertion and care of an IV will be included. PR: First semester nursing courses, BIOL 210, 211, MATH 101 or higher, PSYC 103. CO: Second semester nursing courses, BIOL 212, 213, PSYC 210.

117L Older Adult Practicum (0-3-1). This is a practicum course which integrates concepts from nursing concepts, and concepts lab. Students apply the nursing process to care for clients experiencing well-defined health problems in the gerontological setting. Health promotion in the elderly will also be emphasized. CO: First semester nursing courses, MATH 101 or higher, BIOL 210, 211, PSYC 103.
120 **Pharmacology in Nursing I (1-0-1).** This course introduces the student to general principles of pharmacology, drug actions, and major classifications. This course is also designed to assist the nursing student with a review of mathematical concepts necessary for calculating drug dosages and administration of drugs and IV calculations. PR: First semester nursing courses, MATH 101 or higher, BIOL 210, BIOL 211, PSYC 103. CO: Second semester nursing courses, BIOL 212, 213, PSYC 210, and ENGL 101.

203 **Trends in Nursing (1.5-0-1.5).** This course is directed toward assisting the student in understanding the role of the graduate nurse in the current and evolving health care system. Students must possess an understanding of nursing management, the many issues facing nursing, and the legal and ethical concerns of the profession. Students will continue to develop skills in the roles of manager of care and member of the discipline of nursing. PR: All 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101 or higher, PSYC 103, 210. CO: Third semester nursing courses.

206 **Introduction to Community Health Nursing (1.5-0-1.5).** This course emphasizes the identification of human responses and the nursing care relative to clients experiencing community health problems. Community based nursing concepts including continuity of care, family, culture, home health and hospice will be addressed. PR: All 100 level and third semester nursing courses, SOCI 210. CO: BIOL 202, 204, Fourth semester nursing courses.

207 **Psychosocial Nursing (2-0-2).** This course examines the psychiatric nursing experience through mental health concepts of mental health teaching/learning, therapeutic communication, and therapeutic milieu management. Nursing care of common mental alterations such as somatoform disorders, anxiety disorders, dissociative disorders, bereavement, childhood disorders, and personality disorders will also be discussed. PR: All 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101 or higher, PSYC 103, 210. CO: Third semester nursing courses.

208 **Nursing Care of Adults III (2-0-2).** This course uses the nursing process to examine the nursing care of adult clients experiencing a variety of health imbalances. Pathophysiologic concepts will be discussed to assist the student in selection of nursing diagnoses and implementation of interventions. Imbalances of gastrointestinal, hematologic, immunologic, and endocrine systems will be discussed. PR: All 100 level nursing courses and third semester nursing courses, CO: BIOL 202, 204, Fourth semester nursing courses.

209 **Nursing Care of Adults II (2-0-2).** This course uses the nursing process to examine the nursing care of adult clients experiencing disturbances in the genitourinary and respiratory systems. The health problems of diabetes mellitus, hypertension, pulmonary emboli, and peripheral vascular disease are also examined from a nursing perspective. PR: All 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101, or higher, PSYC 103, 210; CO: third semester nursing courses.

210 **Introduction to Critical Care Nursing (1.5-0-1.5).** This course introduces complex health problems associated with critical care to the student. Pathophysiologic processes and nursing care involved with coronary artery disease, congestive heart failure, cardiac surgery, shock and increased intracranial pressure are examined. The student will apply the principles learned in this course in the clinical setting (NURS 212L). PR: All 100 level and third semester nursing courses. CO: BIOL 202, 204, Fourth semester nursing courses.
211L Practicum/Advanced Nursing Skills Lab (0-12-4). This is a practicum course which integrates concepts from Nursing Care of Adults II, Psychosocial Nursing, and Maternity Nursing. Students apply the nursing process to care for clients experiencing common, well-defined health problems affecting the genitourinary, respiratory, renal, peripheral vascular systems, and diabetes. Students will utilize therapeutic communication skills with both mentally-well and mentally-ill clients. Students will also apply the nursing process in the care of childbearing women. PR: All 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101 or higher, PSYC 210. CO: Third semester nursing courses.

212L Practicum (0-12-4). This is a practicum course which integrates concepts from NURS 206, NURS 208, and NURS 210. A synthesis of knowledge pertinent to growth and development principles, communication techniques, teaching/learning principles, management strategies, and nursing concepts will culminate in the care of groups of clients in the Nursing Care of Adults III component. The critical care component will focus on direct nursing care of clients experiencing acute, complex and/or life-threatening health problems in emergency and critical care settings. Community health experiences will focus on application of the nursing process in meeting human needs relative to care in the home and other community settings. PR: All 100 level nursing courses, Third semester nursing courses, SOCI 210. CO: BIOL 202, 204, Fourth semester nursing courses.

213 Pharmacology in Nursing II (1-0-1). This course examines pharmacological concepts relevant to the care of adult clients. Emphasis is placed on drug actions and nursing implications. PR: All 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101 or higher, PSYC 103, 210. CO: Third semester nursing courses.

214 Synthesis of Nursing Concepts (1-0-1). Synthesis of Nursing Course Concepts has two main foci. The first focus is a review of all the major nursing concepts taught in the first, second, and third semesters of the nursing program. The second focus is the refinement of the students’ test-taking skills in preparation for the NCLEX-RN examination. CO: BIOL 202, 204, Fourth semester nursing courses.

215 Maternity Nursing (1.5-0-1.5). This course emphasizes nursing care of the client through the childbearing process. The antepartum, intrapartum, postpartum phases of childbearing are emphasized. This course also includes client-family education and health promotion of the maternal client along with nursing care of the neonate. PR: all 100 level nursing courses, BIOL 210, 211, 212, 213, MATH 101 or higher, PSYC 103, 210. CO: Third semester nursing courses.

216 Pharmacology in Nursing III (1-0-1). This course examines pharmacological concepts relevant to the care of adult clients in critical care areas and those clients experiencing complex health conditions. Pharmacological agents utilized in community settings are also discussed. Emphasis is placed on drug actions and nursing interventions. PR: All 100 level nursing courses, all third semester nursing courses, BIOL 201, 202, 203, 204, SOCI 210, MATH 101 or higher, PSYC 103, 210. CO: BIOL 202, 204, Fourth semester nursing courses.

300 Concepts of Professional Nursing (3-0-3). An introduction to the basic concepts, principles, theories and issues essential to professional nursing practice. The professional nurse’s role and the role transition from technical to professional status will be emphasized. The student will examine personal value systems. The philosophical and theoretical foundations of nursing will be studied and applied to a personal philosophy of nursing. The concepts of holistic health and caring will be examined within the many diverse environments that the professional nurse deals with daily. PR: Admission to Program. CO: NURS 301, 310.
301 Health Assessment (3-0-3). Focuses on holistic assessment of the individual throughout the life span. Course content is directed toward physical, psychosocial, spiritual, and developmental assessment. Included are appropriate modifications in approach and examination techniques for newborns and infants, children, adolescents, and older adults. Anticipated normal findings and commonly identified deviations for each age group are presented. (This course may be taken by registered nurses who have not been officially admitted to the baccalaureate program. These students are exempt from co-requisite requirements.)

302 Community Nursing I (3-0-3). Focuses on concepts, principles, and theories of professional nursing practice associated with caring for families. Emphasis is placed on analysis of cultural, social, economic, and political factors which influence family health consciousness and patterns. Course content includes evaluation of assessment tools relative to family health. PR: NURS 310. CO: NURS 303, 306.

303 Complex Health Problems (4-0-4). Examines human responses to biological, psychological, sociological and spiritual changes associated with acute physiological problems. Emphasis is placed on the expanded role of the professional nurse in the acute care setting. (This course may be taken by registered nurses who have not been officially admitted to the baccalaureate program. These students are exempt from pre- and co-requisite requirements.)

306 Ethics and Issues in Professional Nursing (3-0-3). Provides an opportunity to critically examine and analyze ethical, historic, political, and economic factors that influence the practice of professional nursing. The primary focus is on ethical frameworks and personal and professional values which are applied to areas and issues of present concern to professional nursing. Cultural dimensions of nursing practice are also examined. (May be taken by registered nurses who have not been officially admitted to the baccalaureate program. These students are exempt from pre- and co-requisite requirements.)

310 Transition Course (3-0-3). Designed to co-create with the learner a successful evolution and transition from that of the technical practice of nursing to the professional practice of nursing. A caring environment is created that assists the learner in acquiring skills necessary for re-entry into the educational system. Alternative methods of facilitating harmony and health will be examined as the student incorporates caring into a personal philosophy. PR: Admission to Program. CO: NURS 300, 301.

400 Community Nursing II (3-0-3). Assists the student to expand awareness and consciousness to caring for the community as client. Synthesis of nursing science and public health sciences provides guidelines for assessing the health of groups and communities. Topics emphasized include the health planning process, group process, epidemiology, populations at risk, and the scope of nursing and health care delivery systems in the community. PR: Senior standing. CO: NURS 405, 410.

402 Nursing Management and Leadership (3-0-3). This course explores characteristics, concepts, and processes related to organizing and facilitating nursing care delivery. Theories, principles, methodologies, and application of research findings in leadership and management are examined to facilitate harmony among individuals and groups. PR: Senior standing. CO: NURS 412.

405 Nursing Research (3-0-3). Provides an introduction to quantitative and qualitative research processes. The intent is to empower the nurse as a critical consumer of nursing research. Opportunity is provided for the development of critical thinking and decision making skills needed by the professional nurse to analyze and evaluate research findings for application to practice. PR: Senior standing. *MATH 210. CO: NURS 400, 410.
410 Community Nursing Practicum (0-4-2). Offers the professional nursing student an opportunity to assess unique population groups within an Appalachian community. Students collaborate with colleagues, an assigned client community, and any appropriate interdisciplinary health care providers to promote choices and behaviors that result in increasing the potential for community health. PR: Senior standing. CO: NURS 400, 405.

412 Senior Practicum (1-7-4). A synthesis of previously introduced nursing theories, concepts and strategies. These constructs are applied in a practice setting of the student’s choice. Emphasis is placed on the demonstration of the nurse’s role as that of patient advocate, change agent, manager, coordinator and leader of health care. PR: Senior standing. CO: NURS 402.

414 Foundations and Principles of School Health Nursing (3-0-3). Designed for the professional registered nurse specializing in school health nursing. Unique skills and knowledge necessary for the school nurse to perform in public schools (K-12) are presented. Students focus on the understanding of student services and programs, the professional role of the school nurse, and the functions of schools in the community. PR: Senior standing or BSN degree. CO: NURS 416.

416 School Nursing Practicum (0-6-3). This clinical course enables the student to apply information learned in Foundations and Principles of School Health Nursing. In caring for students in the public schools (K-12), the nursing student will employ skills, knowledge, and national standards and guidelines to develop and implement school health programs. Students will be engaged in screening and counseling, examining community resources, and reviewing and developing plans for school age youth. PR: Senior standing or BSN degree. CO: NURS 414.

495 Projects in Nursing (1-3 hours credit per semester, may be repeated to a maximum of 3 hours credit). Independent study on a special problem or project relating to Nursing under the supervision of an instructor. PR: Consent of instructor and Director of BSN program.

**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.

108 Swimming Mechanics and Water Safety (0-2-2). General activity course designed for the student to acquire essential competencies to become secure in and on the water. Includes: stroke mechanics, elementary forms of rescue and water safety procedures. Eligible General Studies activity course.

212 Fundamentals of Officiating (3-0-3). A theory and practical work class designed to enable the student to be a competent official in recreational activities.

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.
333 Physical Education in K-6 Grades (2-2-2). Emphasizes concepts, principles, materials and activities that should be incorporated in a physical education program in the early and middle grades. Required of all early and middle grade education students, and includes field experiences in a public school setting. PR: Admission to Teacher Education.

PHYSICAL SCIENCE (PHSC)

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

314 Physical Geology and Laboratory (3-2-4). Study of minerals and rocks of the crust and forces and agents involved in geologic processes that change the earth’s surface. Laboratory work includes study of rocks and minerals, topographic and geologic maps, field trips. PR: Completion of four hours of laboratory science

PHYSICS (PHYS)

201 General Physics I (algebra-based) (3-3-4). An algebra-trigonometry based study of mechanics, properties of materials, thermal energy, and wave motion with lab sessions consisting of observing, reporting and interpreting physical phenomena. PR: MATH 109, 110.

202 General Physics II (algebra-based) (3-3-4). An algebra-trigonometry based study of mechanics, properties of materials, thermal energy, and wave motion, with lab sessions consisting of observing, reporting and interpreting physical phenomena. 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. CO/PR: MATH 220.

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

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

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

310 Modern Physics (3-0-3). An introduction to atomic nuclear, molecular, solid state physics, elementary quantum mechanics, and other selected topics related to the development of the field. PR: PHYS 212 or consent of instructor.
315 Principles of Astronomy (3-0-3). Study of the stars and planets, constellations and galaxies, the celestial sphere, the earth, light, the telescope, comets, and meteors. The structure of the visible universe, with the celestial bodies, their magnitudes, motions and constitution. PR: Completion of general studies science requirement.

490 Topics in Physics (3-0-3). Advanced formal courses in diverse areas of physics. Courses may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript.

POLITICAL SCIENCE (POSC)

200 American National Government (3-0-3). Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and selected policy outcomes.

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.

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. PR: 3 credits in political science.

300 Political Thought (3-0-3). A survey of ancient, medieval, modern, and post-modern political thought. Special attention given to contemporary political ideologies, including fundamentalism, feminism, environmentalism, and communitarianism. PR: POSC 200 or ENGL 201.

312 Comparative Governments (3-0-3). Comparative study of the world’s major patterns of government; goals, scope and methods of cross-national political analysis with emphasis on the systems of Great Britain, France, and other Western Nations. PR: POSC 200.

325 Judicial Process (3-0-3). Study of the American legal system on both the state and national levels. Focus on the concept of law, selection of judges, criminal and civil procedure, trial and appellate processes. PR: POSC 200.

350 Public Administration (3-0-3). Examines the context within which public administrators at the national, state, and local levels operate. Topics include the nature of bureaucracy, the legitimacy of public administrators in American governance, governmental budgeting and financial governance, administrative budgeting and financial management, administrative ethics, administrative theory, human resources management, intergovernmental relations, and the public policy process. PR: POSC 200.

401 American Constitutional Law (3-0-3). A study of basic principles of American constitutional government with emphasis on leading Supreme Court cases. PR: POSC 200.

404 American Political Parties and Pressure Groups (3-0-3). Study of American politics with emphasis upon the role, organization, functions and processes of political parties and pressure groups. PR: POSC 200.

405 International Relations (3-0-3). Study of major concepts and approaches in world politics and analysis of process, institutions, problems of war and peace, and contemporary trends. PR: POSC 200.

490 Topics in Political Science (3-0-3). Selected topics concerning political issues of historical importance, popular interest, or contemporary relevance. May be repeated for different topics, offered as announced. PR: 6 hours of political science courses and consent of instructor. PR: POSC 200.
Special Topics in Political Science (1-3 hours). Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable. PR: POSC 200. Permission of directing professor and dean.

Political Science Internship (1-6 hours). Supervised field experience with a government organization or agency. Beyond submission of completed work assignments and time log, an additional written paper and/or oral presentation may be required depending on the nature of the field experience and the amount of credit requested. Course may be repeated to a maximum of six semester hours. PR: POSC 200, 218, and consent of instructor.

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.

Life Span Human Development (3-0-3). The life span covering the prenatal, early childhood, adolescent and adult stages. PR: PSYC 103 or SOCI 210.

Topics in Psychology (3-0-3). Formal course in diverse areas of psychology. Course may be repeated for different topics. PR: Consent of instructor. PR: PSYC 103.

Introduction to Counseling (3-0-3). An overview of the major theories of counseling as well as practical techniques and information for the counselor-in-training. PR: PSYC 103.

The Psychology of Gender and Communication (3-0-3). Explores the biopsychological origins of tendencies towards different communication styles between genders, such as aggressive tendencies. Investigates how these differences affect interpersonal, work and socio-cultural relationships. Provides specific examples of these tendencies and the problems that can arise, and provides opportunity to explore alternatives which may avoid these problems. PR: PSYC 103 or SOCI 210.

Social Psychology (3-0-3). A study and analysis of the effects of social structure upon an individual’s behavior. Social influence on personality development, attitude change, prejudice, crowd behavior, and group dynamics will be emphasized. PR: PSYC 103 or SOCI 210.

History of Psychology (3-0-3). A study of the evolution of psychology as an academic science from its roots in physiology and philosophy to current status. This study is focused through the lives of major contributors, their theories, and their influence on psychology. PR: PSYC 103 and 3 additional hours of psychology.

Psychology and the Law (3-0-3). This course explores the practical applications of psychology and the law within the outline of scientific psychology and real world contexts. Topical areas include profiling, abuse, mass murders, predicting dangerousness, sociopathic personality, insanity, mental illness, false confessions, pedophilia, child abuse, child testimony, custody, battered spouse syndrome, elder abuse, competence, jury behavior, workplace discrimination, sexual harassment, forensic interviewing, police selection and hiring, polygraph accuracy, and jury behavior. Ethical concerns are related to the use of psychological knowledge and obligations to the community by promoting scientifically based testimony. The course content crosses multiple disciplines. PR: PSYC 103 and 3 additional PSYC credits or CRMJ 151.
385 **Introduction to Biological Psychology (3-0-3).** Biological psychology addresses the interplay of behavior and biology with emphasis on relevant research methods and ethics. Neural mechanisms of behavior from development of the brain, sensory and motor systems, and the nervous system are explored anatomically and neurochemically as the core of this course. Brain functions and other biological functions are studied to understand behavior involving perception, learning, appetitive processes, addiction, circadian rhythm, and psychological disorders. Plasticity throughout development and after damage is covered. Case studies make the material relevant. PR: PSYC 103 plus two other psychology courses. BIOL coursework substitutes for PSYC coursework.

401 **Theories of Personality (3-0-3).** An introduction to the theories of the development, description, dynamics, and determinants of personality with the emphasis on the organization and functioning of personality both adaptive and maladaptive. PR: PSYC 103 and 6 additional hours of psychology.

402 **Abnormal Psychology (3-0-3).** An experimental and theoretical study of the phenomena of psychopathology, as well as a survey of the methods of clinical diagnosis and therapy. Emphasis is taken within the framework of current diagnostic classification systems. PR: PSYC 103 and 6 additional hours of psychology.

403 **Cognitive Psychology (3-0-3).** Based on the information processing model, cognitive psychology investigates the functions of mind such as learning and memory, perception, knowledge organization, language acquisition, categorization and dysfunction, problem solving and expertise, intelligence, social cognition, animal intelligence/cognition and the problems of defining and investigating consciousness. PR: PSYC 210.

480 **Research Design and Proposal (3-0-3).** As a “hands on” course, this course covers all of the basic concepts and practices needed to ask answerable research questions and design a study with faculty guidance. Principles are applied by developing a research design in a small group and technically writing the proposal. Classroom mini experiments promote learning of design, data collection, and organization while directly experiencing the role of the researcher. Qualitative and quantitative research methods and designs are studied by the primary emphasis is on quantitative research. Ethics issues are covered and students are required to complete a National Institute for Health training course in “Protecting Human Research Participants.” The APA writing style will be taught and the outcome is demonstrated in the final research proposal. PR: PSYC 103, PSYC 328, 3 additional PSYC credits and instructor permission. For disciplines outside of PSYC - PSYC 103 and 6 additional focal credits in the primary discipline.

490 **Topics in Psychology (3-0-3).** Advanced formal course in diverse areas of psychology. Course may be repeated for different topics. PR: Consent of instructor and 6 hours of upper-level psychology courses.

495 **Special Topics in Psychology (1-3 hours).** Independent research for students who have demonstrated a capacity for responsible work. PR: 9 hours of psychology courses plus permission of instructor and dean.
RADIOLOGIC TECHNOLOGY (RADT)

109 Introduction to Radiology & Patient Care (2-0-2). An introduction to the profession of radiologic technology with instruction of history and modern medicine. A code of ethics and conduct, as well as elementary principles of radiation protection are inclusive. A study of the care and handling of the sick and injured patient in the radiology department. This course will encompass the concepts of basic patient care skills. Leads to certification in CPR. PR: Admission to program. CO: RADT 109L, 110

109L Introduction to Radiology & Patient Care Lab (0-1-1). The care and handling of the sick and injured patient in the radiology department will be discussed. The student will participate, under simulated conditions, various patient care techniques. Content is designed to provide basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. PR: Admission to the program. CO: RADT 109, 110

110 Radiographic Anatomy & Terminology (2-0-2). Introduction to the structure of the human skeleton and basic physiology of all organ systems within the body. Emphasis will be placed on medical terms that are applicable to the field of Radiology. The building process for medical terminology will also be included. Various skeletal structures will be reviewed radiographically and terminology common to the clinic site will be reviewed. PR: Admission to Program. CO: RADT 109, 109L

112 Introduction to Clinical Radiography (0-16-1). An introduction to the clinical phase of the practice of radiologic technology. All classes will be held at the clinical education centers providing the student with experience in imaging and ancillary areas. PR: Admission to Program, RADT 109, 109L, 110.

115 Radiographic Procedures I (3-0-3) Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images. PR: RADT 109, 109L, 110, 112. CO: RADT 116, 117, 118. PR/CO: BIOL 210 and 211.

116 Radiographic Procedures I Lab (0-2-1). Laboratory practice designed to reinforce lecture in RADT 115. Emphasis on extremities, spine, chest, and abdomen. This course takes place in a hospital/clinical environment. PR: RADT 109, 109L, 110, 112. CO: RADT 115, 117, 118. PR/CO: BIOL 210, BIOL 211.


118 Imaging Equipment and Acquisition I (2-0-2). This course is designed to explain the formation of the latent image for both screen film and digital imaging and the processes by which these images become manifest. A basic introduction to the components of digital imaging systems for diagnostic radiology will be discussed as well as the steps involved for automatic processing. In addition to image production processes the conditions necessary for x-ray production and properties of x-radiation will be explained. PR: RADT 109, 109L, 110, 112. CO: RADT 115, 116, 117. PR/CO: MATH 109.
119  **Radiographic Procedures II (3-0-3)**  Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images. PR: RADT 115, 116, “C” or better in BIOL 210 and 211, RADT 109, 109L, 110, 112, 117, 118. CO: RADT 120, 121, 122, 127. PR/CO: “C” or better in BIOL 212 and 213.

120  **Imaging Equipment and Acquisition II (2.5-0-2.5).**  This course is designed to establish guidelines for selecting the appropriate exposure factors based upon the type of imaging equipment utilized. Introduction to image evaluation within digital and screen film systems is a capstone to the course. The principles used for quality assurance and maintenance are presented. Prime exposure factors and the selection of these will be described. The quality factors of an image will be discussed and the controlling factor for each. PR: RADT 109, 109L, 110, 112, 115, 116, 117, 118, “C” or better in MATH 109. CO: RADT 119, 121, 122, 127.


122  **Imaging and Equipment Acquisition II Lab (0-2-0.5).**  Laboratory practice designed to reinforce lecture in RADT 120. Practical application of exposure factors and the production of diagnostic radiographs. This course takes place in a hospital/clinical environment. PR: RADT 109, 109L, 110, 112, 115, 116, 117, 118, “C” or better in MATH 109. CO: RADT 119, 120, 121, 127.

127  **Clinical Radiography II (0-16-2).**  A continuation of the performance of procedures in RADT 117 as well as procedures discussed in RADT 119, under direct supervision. All experiences occur at the clinical education center. PR: RADT 109, 109L, 110, 112, 115, 116, 117, 118. “C” or better in MATH 109. CO: RADT 119, 120, 121, 122.

201  **Ethics and law in the Radiologic Sciences (1-0-1).**  This course will provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, will be discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized. PR: All 100 level RADT courses, RADT 216. CO: RADT 212

211  **Radiographic Procedures III (2-0-2).**  Content is designed to provide the knowledge base necessary to perform standard imaging procedures, including basic computed tomography (CT) and special studies. Consideration is given to the evaluation of optimal diagnostic images. Additional content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. PR: All 100 level RADT courses, RADT 210, 212, 216, “C” or better in BIOL 210, 211, 212, 213. CO: RADT 220, 225, and 226.
212 Radiographic Pathology and Image Analysis (2-0-2). Designed to introduce theories of disease causation and pathophysiological disorders that compromise healthy systems. Additionally, the content provides a basis for analyzing radiographic images. It includes etiology, pathophysiological responses, clinical manifestations, radiographic appearance, management of alterations in body systems, the importance of minimum imaging standards, discussion of a problem solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis of the image and pathologies that are present. PR: All 100 Level RADT courses and RADT 216. CO: RADT 210.

216 Clinical Radiography III (0-24-1). The student participates in fluoroscopic and radiographic procedures illustrating internal organ systems. All classes are conducted at the clinical education centers. PR: All 100 level RADT courses

218 Integration of Radiographic Principles (4-0-4). Correlation and integration of radiographic principles, procedures, exposure, physics, anatomy, and protection. PR: All 100 level RADT Courses, RADT 211, 212, 216, 220, 225, 226. CO: RADT 227.

220 Imaging Equipment and Acquisition III (2-0-2). This course is designed to establish a knowledge base in circuitry and electronics of radiographic equipment. The nature and interactions of radiation will be discussed. Specialized imaging equipment, including Image intensifier, will be reviewed. Further discussion of digital system and equipment specifications will be performed. PR: All 100 level RADT courses, RADT 210, 212, 216 and a “C” or better in GNET 102. CO: RADT 211, 225, 226.

225 Radiobiology and Protection (2-0-2). This course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living systems is provided. Radiation effects on molecules, cells, tissues and the body as a whole as presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. PR: All 100 level RADT courses, RADT 201, 212, 216. CO: RADT 211, 220, 226.

226 Clinical Radiography IV (0-24-3). Students perform in specialty areas as well as general areas. They become a true part of the health care team. Takes place in a local clinical facility. PR: All 100 level RADT courses, RADT 210, 212, 216. CO: RADT 211, 220, 225.

227 Clinical Internship (0-24-3). Students may, upon approval of the program director, select clinical rotations which will enhance clinical competency in preparation for future employment. PR: All 100 level RADT courses, RADT 210, 211, 212, 216, 220, 225, 226. CO: RADT 218.

290 Topics in Radiology Careers (1-0-1). Explores numerous modalities in the radiologic and imaging sciences for future educational endeavors/advances. PR: RADT 109, 109L, 110, & 112.
RADIOLOGIC SCIENCE (RADS)

300 Patient Assessment, Management, and Education (3-0-3). Explores numerous modalities in the radiologic and imaging sciences for future educational endeavors/advances. This course introduces a model for critical thinking to aid in patient assessment. Includes the application of normal anatomy and physiological phenomena to ill and injured individuals. Interviewing skills and assessment techniques with a clinical focus are stressed. Emphasizes the analysis and interpretation of physiological data to assist in patient assessment and management. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

310 Quality in Imaging (3-0-3). Focuses on the production of high quality radiographic images. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

410 Healthcare Legal and Ethical Issues (3-0-3). Content is designed to provide a fundamental background in the law and regulatory issues of today’s healthcare culture. Advanced legal terminology, concepts, and principles will be presented, discussed and applied in relation to clinical practice. Radiologic Technologist scope of practice issues and situations will be investigated. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

415 Communications in Healthcare (3-0-3). Content is designed to expand the knowledge base and skills necessary for the practitioner to communicate effectively. Existing communication skills will be enhanced to include professional presentations, business communications, and research publication and evaluation. The practitioner’s role and responsibility with regard to written and oral communication will focus on patient education, advocacy and confidentiality. A heightened awareness of human diversity will be emphasized. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of instructor.

420 Trends in Imaging (3-0-3). Broadens the perspective of the radiographer’s role within the healthcare delivery system. The history of radiology, as well as future scientific technologies, is vital to this course. The science of radiology is necessary to understand past as well as future developments. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of instructor.

430 Imaging Research (3-0-3). Designed to involve directed research culminating in a substantive paper related to the Radiologic Sciences. The student may select a topic/research question in relation to the radiologic sciences and upon approval of the facilitator of the course complete the objectives of the course. PR: Completion of AS in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of instructor and prior completion of nine (9) hours of RADS courses.

READING (READ)

270 The Reading Process (3-0-3). Attention will be given to reading skills and concepts and current practices in reading instruction in the early-middle grades. This course is required as the first course in the reading sequence. Students must complete 10 of clinical experience in a public school setting PR: EDUC 200.
360 **Reading in the Content Area (3-0-3).** Designed for the student’s acquisition of the knowledge and understanding of the skills and concepts required for the teaching of reading in the content area. PR: Admission to Teacher Education

371 **Teaching of Reading and Language Arts (3-0-3).** Classroom strategies for reading, listening, speaking, handwriting, spelling, and grammar and viewing. PR: READ 270 and Admission to Teacher Education. CO: EDUC 330.

**SOCIAL SCIENCE (SOSC)**

340 **Model United Nations (1-2 hours of credit per semester; may be repeated to a maximum of 8 credit hours).** Introduces students to the actual workings of the United Nations, offering insight into the difficulties involved in reaching consensus on a variety of international issues that might come before that body. PR: SPCH 208.

490 **Seminar in Social Science (3-0-3).** The capstone course for social science majors assesses competence in social science Core courses and in the area of specialization through a variety of assignments such as book critique, research paper, and content exam. PR: Social science major and senior standing.

**SOCIOLOGY (SOCI)**

206 **Cultural Anthropology (3-0-3).** An introduction to the structure of culture and society as exemplified by the ethnographic study of examples of hunter/gatherers, horticultural, agricultural and industrialized societies. Emphasis will be placed upon gaining an awareness of other cultures, leading to a greater understanding of the multicultural dimension.

210 **Principles of Sociology (3-0-3).** 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.

290 **Topics in Sociology (3-0-3).** Formal course in diverse areas of sociology. Course may be repeated for different topics. PR: SOCI 210.

300 **Social Research Methods (3-0-3).** Assists students to understand and apply basic quantitative and qualitative methods used to conduct social research. Students are introduced to a variety of research design, measurement, data collection, and data analysis techniques. PR: MATH 210 or 301; and PSYC 103 or SOCI 210.

303 **Comparative Religions (3-0-3).** A study of several of the world’s major religions to develop an understanding of their philosophies, beliefs, myths, cults, and practices as well as to develop an understanding of religious groups and institutions and the relationship of changes in the belief systems and practices to changes in economic and social structure. (See HUMN 303). PR: SOCI 210.

310 **Criminal Behavior (3-0-3).** A comparative study of the concepts and theories of psychology, sociology, and anthropology related to operation of criminal justice systems. Focus is on those areas of abnormal and anti-social behavior which most frequently eventuate in criminal activity as well as the development of social institutions in response to such criminal activities. PR: PSYC 103 and SOCI 210.

320 **Introduction to Sociological Theories (3-0-3).** Introduces students to the major theoretical perspectives used in sociological inquiry and their applications to contemporary social analysis. Includes historical background of significant theorists and their theories from the nineteenth century through the present. PR: SOCI 210.
323 Social Deviance (3-0-3). The study and analysis of several types of disapproved behavior which have aroused major social concern and efforts to do something about them. Special emphasis will be given to such areas as drug use and addiction; homosexuality; prostitution; white collar, professional, organized, and violent crimes; suicide; and mental illness. PR: SOCI 210.

324 Marriage and Family Relations (3-0-3). Deals with the psychological factors inherent in marriage and family relations. Includes such premarital factors as dating, courtship, and selection of a mate. Relates to the integration of personalities in the marital union and training of the progeny. PR: SOCI 210.

326 Physical Anthropology/Archaeology (3-0-3). An introduction to the evolutionary processes as they apply to the emergence of man and culture. Emphasis will be placed on the development of culture and society as they are related to the physical evolution of man. PR: SOCI 210.

330 Social Class in America (3-0-3). A study of the fundamental principles of social stratification with emphasis on the American class system. Attention given to the universality of social class and the persistence of social inequality in the United States. PR: SOCI 210.

332 Regional Cultures (3-0-3). A study of the multicultural dimensions to be found in the background of the Southern Highlands Region. The course concentrates on the development of the cultures which combined to form that of the present-day Highlands Region (Scottish, Irish, North British, etc.), but it also surveys the archaeology of past cultures of the Highlands Region as well. (See HUMN 332). PR: SOCI 210.

376 The Evolution of Science and Technology (3-0-3). An introduction to the evolution of science and technology from the Stone, Bronze, and Iron Ages through the Roman Period in Europe and warring states in China, through Medieval periods in Japan and Europe, and into the early twentieth century. PR: SOCI 206 or 210.

410 Medical Sociology (3-0-3). Provides students with an understanding of the dominant issues in health and illness from a cross-cultural perspective. Areas of emphasis include the impact of morbidity and premature mortality on the social system; the concept of culture as it relates to health; historical development of medicine; models of health behavior; exploration of various theoretical frameworks associated with mental illness; and related topics. PR: SOCI 210.

490 Topics in Sociology (3-0-3). Advanced formal course in diverse areas of sociology. Course may be repeated for different topics. PR: Consent of instructor and 6 hours of upper-level sociology courses.

495 Special Topics in Sociology (1-3 hours). Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable. PR: Permission of directing professor and dean.

SPANISH (SPAN)

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

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

200 Spanish for Health Professionals (3-0-3). A three-credit, intensive Spanish language course, devoted to the study of health care Spanish and the cultural issues related to successful interactions with the Spanish-speaking patient in the clinical encounter, regardless of one’s current level of Spanish comprehension. The course is designed for students in nursing or health care, who want to learn basic phrases in Spanish related to their daily activities. PR: ENGL 101
205 **Spanish for the Professions. (3-0-3).** A three credit intensive Spanish language course, devoted to the study of Business and Criminal Justice Spanish and the cultural issues related to successful interactions with the Spanish-speaking United States. The course is designed for students in Business and Criminal Justice who want to learn Spanish as related to their daily activities. The course will include a variety of learning strategies including individual speaking and listening, group work, case method, writing, and public speaking. PR: ENGL 101

**SPECIAL EDUCATION (SPED)**

310 **Introduction to Special Education (3-0-3).** An introduction to the characteristics of exceptional and diverse learners and their education. The focus is on current issues in special education, laws related to special education, identification of exceptional learners, the referral process, individualized programming, accommodations for inclusion in regular classrooms, and collaboration with other professionals and parents. Students will research current issues and trends related to educating exceptional learners. PR: EDUC 110, 200.

311 **Teaching Special Needs Students in Inclusive Classrooms (3-0-3).** Designed for education students who will teach diverse learners and students with special needs in inclusive settings. This course examines instructional methods proven effective in educating students with exceptionalities. Legal definitions, characteristics, prevalence and educational adaptations for each area of exceptionality are stressed. Legal rights of students with exceptionalities and their parents, and the responsibilities of educators in addressing those rights are emphasized. PR: EDUC 110, 200, 310.

**SPEECH (SPCH)**

205 **Interpersonal Communication (3-0-3).** Designed to increase the student’s understanding and implementation of effective interpersonal (dyadic) communication behaviors and skills. Examines basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work contexts. Acquaints students with theoretical underpinnings of intercultural communication.

208 **Fundamentals of Speech (3-0-3).** Develops proficiency in oral communications through the learning of basic forms, uses, and techniques of public speaking. Emphasis is on practical aspects of speech writing, listening, and oral presentations. PR: A grade of “C” or better in English 101.

300 **Voice Training (3-0-3).** Group and individual instruction in the effective use of the voice for public address, reading aloud, acting, broadcasting and other professional, vocational and/or personal interests. Level of instruction varies in accordance with the needs of the individual. PR: SPCH 208.

310 **Oral Interpretation (3-0-3).** Performance as a method of inquiry into the study of literary works. Students will learn basic performance skills, become familiar with the language of literary analysis and explore the literary genres of prose, poetry, and dramatic literature. PR: SPCH 208 and ENGL 102.
325 Advanced Public Speaking (3-0-3). Builds upon foundational material from Fundamentals of Speech (Speech 208). An in-depth examination and application of careful, articulate, audience-focused public communication in a variety of contexts. Designed to develop and sharpen public speaking skills through presentation, observation, and analysis. Careful research, organization, audience analysis, critical thinking, and effective delivery will be emphasized throughout the course. Prepares students to enter the public dialogue from an ethical and theoretically grounded base. PR: SPCH 208.

340 Intercultural Communication (3-0-3). Focuses on the importance of culture in our everyday lives, and the ways in which culture interrelates with and affects communication processes. Designed to increase sensitivity to other cultures and to help the student to communicate effectively across cultural boundaries. Emphasizes awareness of diverse cultural backgrounds (including their own) and the contexts (social, cultural, and historical) within which we live and communicate. PR: SPCH 205

THEATRE (THEA)

200 Introduction to Theater (3-0-3). This course covers the major periods in the development of theater in Western culture from ancient Greece to the 21st century. Representative examples of dramatic literature from each period will be examined as a way into social/political life of the times. PR: Eligibility for enrollment in ENGL 101.

223 Play Production (1-2-1). Affords study and practical experience in theatrical production and management by involving students in planning for a live production by analyzing the script and participating in at least one of the following: acting, scene design and construction, makeup, costuming, lighting, sound, public relations, or other needs particular to a musical (choreography, etc.) Course may be repeated for a maximum of 6 credit hours. PR: Eligibility for enrollment in ENGL 101.
BLUEFIELD STATE COLLEGE
EMERITUS EMPLOYEES

Administrator Emeritus

Randolph Grim May 7, 1997
Dr. Marvin Rogers May 6, 1998
Dr. Robert Moore May 9, 2007

Faculty Emeritus

Elizabeth S. Robertson Emeritus (December 15, 1975)
William B. Caruth, Sr. Associate Professor of Music Emeritus
(May 17, 1979)
William E. Hebert, Jr. Professor of Art Emeritus (May 17, 1979)
Joseph I. Turner Associate Professor of Music Emeritus
(May 17, 1979)
J. Ray Bailey Associate Professor of Electrical Engineering
Technology Emeritus
(April 25, 1980)
Garnette Thorne Associate Professor and Director of Nursing
Emeritus (April 25, 1980)
William Copley Emeritus Faculty (1981)
James W. Davis Associate Professor of Technical
Mathematics & Technical Physics Emeritus
(May 26, 1982)
Marjorie R. Charlton Professor of English Emeritus
(April 13, 1983)
David C. Klingensmith Professor Emeritus (May 12, 1987)
Claude Dalton Faculty Emeritus (May 4, 1989)
George J. Featherstone Faculty Emeritus (May 4, 1989)
Dr. Allen Lackey Professor Emeritus (April 26, 1996)
Patricia Kiernan Professor Emeritus (May 6, 1998)
Isaac Robinson, Jr. Professor Emeritus (May 6, 1998)
Dr. Phyllis Thompson Professor Emeritus (May 6, 1998)
Dr. Burleigh Breedlove Professor Emeritus (May 9, 2002)
William B. Caruth, Jr. Professor Emeritus (May 9, 2002)
Dr. Sherman Dodrill Professor Emeritus (May 9, 2002)
John Duffy Professor Emeritus (May 9, 2002)
Donald Kensinger Professor Emeritus (May 9, 2002)
Dr. Dolly Baldwin Professor Emeritus (May 9, 2002)
Donald Baldwin Faculty Emeritus (May 9, 2007)
Dr. Harriett Duncan Professor Emeritus (May 9, 2007)
Mildred Jones Professor Emeritus (May 9, 2007)
Dr. Jack Kaufman Faculty Emeritus (May 9, 2007)
J. Alvin Lester Professor Emeritus (May 9, 2007)
Dr. Robert Moore Faculty Emeritus (May 9, 2007)
Jerolee White Professor Emeritus (May 9, 2007)
Dr. Lewis Foster Professor Emeritus (May 7, 2008)
Rita Hill Professor Emeritus (May 7, 2008)
Dr. Patricia Mulvey Professor Emeritus (May 7, 2008)
William Goodman Professor Emeritus (May 6, 2009)
Staff Emeritus

William Jackson    May 7, 1997
Hobart Patterson   May 7, 1997
Mary Lowman        May 6, 1998
Clarence Mitchell  May 6, 1998
Nellie Saunders    May 6, 1998
Annie Lester       May 13, 1999
Patricia Wimmer    May 8, 2001
Jackie Bratton     May 15, 2004
Estella Callier    May 15, 2004
Kenneth Gilley     May 15, 2004
Walter Jennings    May 15, 2004
Vivian Sidote      May 12, 2005
Darlene Buchanan   May 11, 2006
Cliff Neal         May 11, 2006
Eva Saunders       May 9, 2007
Veronica Ramona Finney May 6, 2009
Joe Thomason       May 5, 2010
Anita Davis (posthumously) May 5, 2010
President’s Administrative Staff/Faculty
(as of July 1, 2010)

This is not an official list and the College does not assure its completeness or accuracy.

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FACULTY

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# Health Careers Affiliate Faculty

## Radiologic Technology Clinical Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Institution Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMY L. BENNETT</td>
<td>Clinical Instructor</td>
<td>Radiologic Technology, Beckley Appalachian Regional Hospital. A.S., Bluefield State College, B.S., Bluefield State College. ARRT (R)(M)(MR)</td>
</tr>
<tr>
<td>ROBIN M. GIBSON</td>
<td>Clinical Instructor</td>
<td>Radiologic Technology, Princeton Community Hospital. A.S., Bluefield State College; B.S., Bluefield College. ARRT, (R) (CT).</td>
</tr>
<tr>
<td>RICHARD L. GIBSON</td>
<td>Clinical Instructor</td>
<td>Radiologic Technology, Bluefield Regional Medical Center. A.S. Bluefield State College. ARRT (R)</td>
</tr>
<tr>
<td>JENNIFER SHELTON</td>
<td>Clinical Instructor</td>
<td>Radiologic Technology, VA Medical Center-Beckley; A.S. Mountain State University. ARRT (R).</td>
</tr>
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