

# 2020-2021

# Bluefield State College



# Academic Catalog

\*Changes to the catalog can be made throughout the academic year. Please check online for the most up to date information. Last updated 4/20/2021

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# Correspondence Directory

To be assured of a prompt reply, correspondence should be addressed as indicated below

Bluefield State College  
 219 Rock Street  
 Bluefield, West Virginia 24701-2198  
 Telephone: (304) 327-4000  
 WV Residents 1(800) 344-8892  
 Out of State 1(800) 654-7798  
 Fax (304) 325-7747  
 Website [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

Correspondence should be addressed as follows:

Chief Administrator	President
Academic Matters	Provost/Vice President for Academic & Student Affairs
Admissions	Director of Admissions
Student Affairs Matters	Provost/Vice President for Academic & Student Affairs
Athletics	Director of Athletics
Fees	Vice President for Financial and Administrative Affairs
Financial Aid	Director of Financial Aid
Job Placement	Director of Career Services
Registration and Transcripts	Registrar

## Catalog Adherence Policy

Bluefield State College reserves the right to change, delete, supplement or otherwise amend at any time the information, course offerings, degree requirements, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine and shall apply to both present and prospective students. It is the student's responsibility to secure a catalog and comply with college policies.

## Equal Opportunity Policy

It shall be the policy of Bluefield State College to provide equal employment opportunities to all qualified employees and applicants and to prohibit discrimination or harassment against any such individuals on the basis of protected characteristics. The College considers race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status as protected characteristics and will not permit discrimination or harassment against any employee or applicant for employment on the basis of any such characteristic. The College will conform both to the letter and the spirit of the law and regulations with respect to prohibiting any such discrimination or harassment and will engage in

affirmative action to employ, advance in employment and treat all qualified persons without discrimination in any employment practices. Full language for Bluefield State College Policy No. 55 "Equal Opportunity and Affirmative Action" may be found at <http://bluefieldstate.edu/hrpolicies>. Inquiries regarding the College's equal opportunity/affirmative action policy may be directed to the Office of Human Resources, Bluefield State College, 219 Rock St., Bluefield, WV 24701.

Copies of the above referenced policy, the Affirmative Action Plan and the Bluefield State College Section 504 Self Evaluation and Transition Plan are available for review in the William B. Robertson Library. Grievance procedures for students are printed in the Bluefield State College Student Handbook and Academic Planner. Accessibility to programs and facilities for disabled students should be directed to the Vice President for Student Affairs and Enrollment Management, Bluefield State College, 219 Rock St., Bluefield, WV 24701.

## President's Welcome

It is truly a privilege to welcome you to Bluefield State College. Here, you will be greeted by an outstanding, dedicated faculty and staff who will support you in the pursuit of your professional and personal goals.

You will select from a range of dynamic programs in Bluefield State's Schools of Business, Education, Humanities and Social Sciences, STEM, and Nursing and Allied Health. Our on-campus degree programs include online options that enhance the flexibility and accessibility of your educational endeavors designed to prepare you for the career and profession that you are pursuing.

You will be a vital participant in the exciting era into which the College has entered. Our student robotics team is preparing to seek another world championship, and our Nursing programs are rated #1 in the state and have recently celebrated landmark anniversaries (Associate Degree-50 years, Baccalaureate Degree-30 years). BSC students and faculty are conducting world class research, and student teams from each school are excelling in the classroom, in academic competitions, and in volunteer initiatives throughout the campus and community.

Bluefield State College offers a comprehensive college experience with more than 30 campus organizations, along with a robust selection of student activities, support services, volunteer initiatives, and ten intercollegiate sports programs. Your success IS our top priority.

In 2020, Bluefield State will celebrate the 125<sup>th</sup> anniversary of its founding. The College's core values of excellence, community, diversity, and growth have served BSC faithfully since the College's opening in 1895. Here you will learn in a setting that is both exciting and challenging. You will also receive support, encouragement, and direction that will strengthen your ability to do great things. You will graduate as a leader who is prepared to make a positive difference in the region and the world!

Sincerely,

Robin C. Capehart

President



# Academic Calendar 2020-2021

## Fall Semester 2020

Tuesday	August 11	Financial Aid Distribution
Tuesday- Wednesday	August 11-12	TO BE ANNOUNCED AT A LATER DATE
Wednesday	August 12	New Faculty Orientation
Thursday	August 13	Scheduling for New and Returning Students
		Faculty Return/Faculty-Staff Institute
		First Day of Classes
		1st 8-Week Compressed Session Starts
		All Non-Paid Student (N) will be Purged @ 4 P.M.
Wednesday	August 12	In addition, students are considered Non-Paid if their FASFA is not on file or not completed with the Financial Aid Office.
		Last Day for Registration, Adding Classes
Friday	August 21	Registration Late Fee Begins- \$50
Monday	August 24	Labor Day- NO CLASSES-COLLEGE CLOSED
Monday	September 7	\$500 Late Fee Begins for Students with Outstanding Documentation to complete their Financial Aid Process
Monday	September 28	<b>MARKS THE 8th WEEK OF SCHOOL-FALL 2020 TERM</b>
Monday	September 28	Mid-Semester Grades are Due- Report ALL Letter Grades
Monday	October 5	2nd 8-week Compressed Session Starts
Monday	October 5	Pre-registration for Spring 2021 Semester for <b>Currently Enrolled Students</b>
Monday-Friday	October 19-October 30	Registration for the Spring 2021 term is now <b>OPEN</b> for transfer, new, etc.
Monday	November 2	Last Day to Drop a class and receive a grade of "W"
Friday	November 6	Graduation Applications (on-line) due for May 2021
Friday	November 6	Last Day of Classes
Wednesday	November 18	Last day to Officially Withdraw from the College <b>AND Faculty Early Alert Drops</b>
Wednesday	November 18	Fall 2020 Final Exams
Thursday- Wednesday	November 19-25	Final Grades are due in Faculty Web Self-Service or to the Registrar by noon
Wednesday	December 2	

## Winter Intersession 2020-2021

### 5-Week Term

Monday	November 30	<b>Classes Begin/Scheduling/Fee Payment</b> <b>*You must confirm Financial Aid prior to attending class</b> <b>Last Day to Add classes</b> <b>ATTENDANCE TRACKING</b> <b>DEADLINE:</b> Final Attendance will be taken for each class in which students are registered. Students not in attendance <b>may</b> be withdrawn from that specific class. Financial Aid will be reduced based on the courses students are reported to be attending. <b>REMEMBER</b> students are responsible for tuition and fees for all classes attended.
Thursday	December 3	<b>Last Day to Drop Classes</b>
Friday	December 4	Payment & Fees or Payment Plan: Due by 4:00 p.m.

Wednesday	December 23	Students must accept terms & condition of your Financial Aid online by going to Student Resources in myBSC.
Saturday	January 2	<b>CAMPUS CLOSED</b> until January 4, 2021 Last Day of Winter Intersession Classes Last Day to pay outstanding balances for Winter Intersession
Monday	January 4	*Outstanding balances must be paid before Spring classes begin <b>Grades are due by 4:00 p.m.</b>
<b>Spring Semester 2021</b>		
Tuesday	January 5	New Faculty Orientation
Wednesday	January 6	Faculty-Staff Institute
Thursday- Friday	January 7-8	Scheduling for New and Returning Students
Monday	January 11	First Day of Classes
Friday	January 15	Last Day for Registration, Adding Classes
Friday	January 15	Last day of Payment of <b>FEES</b> for <b>ALL</b> students in order to avoid \$50 Late Fee
Monday	January 18	Martin Luther King Jr. Day - <b>NO CLASSES</b>
Tuesday	January 19	Registration Late Fee Begins -\$50
		<b>ATTENDANCE TRACKING</b>
Monday	January 25	<b>DEADLINE-</b> Final Attendance will be taken for each class for which a student is registered. Students not in attendance <b>may</b> be withdrawn from that specific class. Financial Aid will be reduced based on the courses students are not reported to be attending.
Monday	March 1	MARKS THE 8th WEEK OF SCHOOL - SPRING 2021 TERM
Monday	March 1	\$500 Late Fee Begins for Students with Outstanding 2020-2021 financial aid documentation
Friday	March 5	Mid-Semester Reports Due - Report ALL Letter Grades
Monday-Friday	March 8-19	Pre-Registration for Summer 2021 and Fall 2021 for Currently Enrolled Students
Monday	March 22	Registration for the Summer 2021 and Fall 2021 is <b>OPEN</b> for new transfer, readmit, ect.
Friday	March 26	Applications for December 2021 Graduation Due
Friday	March 26	Last Day to Drop with a "W" or withdraw from the College
Friday	April 23	Last Day of Classes
Friday	April 23	Last Day to Officially Withdraw from the College and Faculty Early Alert Drops
Monday-Friday	April 26-30	Spring 2021 Final Exam Week
Saturday	May 1	Commencement @ 10:00 am
Tuesday	May 3	Final Grades Due in Faculty Web-Self Serve or to the Registrar by Noon
<b>Summer Sessions 2021</b>		
<u>First Summer and Ten-Week Terms</u>		
Monday	May 18	Scheduling/Fee Payment/Classes Begin
Thursday	May 21	Last Day for Registration/Payment of Fees
Friday	May 22	College Closed- Holiday
Monday	May 25	Memorial Day-No Class
Friday	May 29	Classes Meet make-up of Memorial Day
Thursday	June 11	Last Day to Drop with a "W" 1st Summer
Thursday	June 18	Last Day of Classes 5-Week Sessions

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Friday	June 19	1st Summer Session Ends/Final Exams
<u>Second Summer and Ten-Week Terms</u>		
Monday	June 22	Scheduling/Fee Payment/Classes Begin
Thursday	June 25	Last Day for Registration/Payment of Fees
Thursday	July 16	Last day to drop with a "W" for 2nd Summer Session and 10-Wk classes
Thursday	July 23	Last Day of Classes-2nd 5-Week session
Friday	July 24	2nd Summer Session Ends/Final Exams

# Inclement Weather Schedule & BSC Alert Text Message System

## Inclement Weather Late Schedule

### M/W/F Classes

#### Regular

8:00 or 8:30 a.m.  
 9:00 or 9:30 a.m.  
 10:00 a.m.  
 11:00 or 11:30 a.m.  
 12:00 or 12:30 p.m.  
 1:00 p.m.  
 2:00 or 2:30 p.m.  
 3:00 p.m.

#### Late

10:00 a.m. - 10:40 a.m. for 40 minutes  
 10:45 a.m. - 11:25 a.m. for 40 minutes  
 11:30 a.m. - 12:10 p.m. for 40 minutes  
 12:15 p.m. - 12:55 p.m. for 40 minutes  
 1:00 p.m. - 1:45 p.m. for 40 minutes  
 1:45 p.m. - 2:25 p.m. for 40 minutes  
 2:30 p.m. - 3:10 p.m. for 40 minutes  
 3:15 p.m. - 3:55 p.m. for 40 minutes

### T/TH Classes

#### Regular

7:30 a.m. or 8:00 a.m.  
 9:30 a.m. or 10:00 a.m.  
 11:00 a.m. or 11:30 a.m.  
 12:00 p.m. or 12:30 p.m.  
 1:00 p.m. or 1:30 p.m.  
 2:00 p.m. or 2:30 p.m.

#### Late

10:00 a.m. for 55 minutes  
 11:00 a.m. for 55 minutes  
 12:00 p.m. for 55 minutes  
 1:00 p.m. for 55 minutes  
 2:00 p.m. for 55 minutes  
 3:00 p.m. for 55 minutes

**Evening classes (4:00pm 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 scheduled meeting time.

### During Final Examinations

#### Regular

8:00 a.m. to 9:50 a.m.  
 10:00 a.m. to 11:50 a.m.  
 1:00 p.m. to 2:50 p.m.

#### Late

10:00 a.m. to 11:50 a.m.  
 1:00 p.m. to 2:50 p.m.  
 3:00 p.m. to 4:50 p.m.

## Bluefield State College 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 Bluefield State College. Check with your service provider to determine if there is a charge for incoming text messages.*

To receive the messages through your cell phone and/or email you must complete a form accessible through the Bluefield State College home page <http://www.bluefieldstate.edu/bsc-alert> and validate your account by following directions posted online. As a reminder, access Bluefield State College's most current weather-related class schedule changes for the Bluefield Campus location by calling (304) 327-4350, and information regarding weather related schedule changes for Bluefield State College's Beckley campus at the Erma Byrd Higher Education center can be obtained by calling (304) 817- 6015.

# 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, a historically black institution, is to prepare students for diverse professions, informed citizenship, community involvement, and public service in an ever-changing global society by providing an affordable, accessible opportunity for public higher education through certificate, associate, bachelor, and master degree programs.

## 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.

## Core Values

### 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

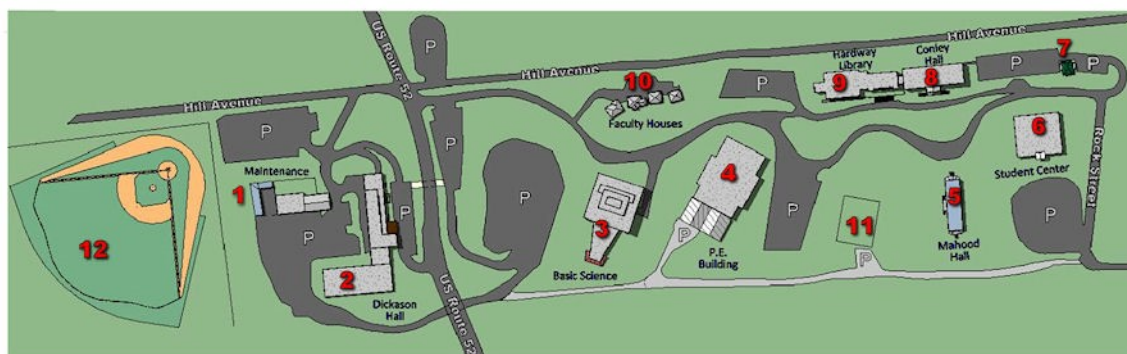
We value and are dedicated to the intellectual, personal, ethical, and cultural growth of our faculty, staff, and students and to providing those opportunities for growth and continuous improvement throughout our community.

## Academic Organization

Bluefield State College is organized into five schools: W. Paul Cole, Jr. School of Business; School of Education, Humanities and Social Sciences; School of Science, Technology, Engineering and Mathematics (STEM); and School of Nursing and Allied Health. Courses and degree programs are offered in Bluefield and Beckley. 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. [Click here to view a campus map.](#)

### Erma Byrd Higher Education Center-Beckley



Bluefield State College offers associate degrees and courses toward baccalaureate degrees in the Beckley area at the 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, Nursing and Imaging Science. For information regarding the competitive admission process to the Nursing and Radiologic Technology Programs, contact the Admissions Office on the Bluefield Campus. [Click here for more information about the Erma Byrd Higher Education Center-Beckley.](#)

# 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 three 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 of governance. Representatives are comprised of elected officers from the three constituent groups. 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

The Federally funded Title III Higher Education Program for Historically Black Colleges and Universities has substantially strengthened many areas of the College's academic and support structure. Its valuable contributions benefit students, faculty, staff, community, and administration in countless ways. [Click here for more information.](#)

## Accreditation and Affiliation

The Higher Learning Commission accredits Bluefield State College. The Commission may be contacted at <https://www.hlcommission.org>

The following Engineering technology programs are accredited by the Accreditation Board for Engineering and Technology 415 North Charles Street, Baltimore, MD 21201, telephone (410) 347-7700, and <http://www.abet.org>. (A.S.) Civil Engineering Technology, Electrical Engineering Technology, Mechanical Engineering Technology; (B.S.) 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 Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, GA, 30326, telephone (404) 975-5000. <http://www.acenursing.org>

The baccalaureate degree in nursing at Bluefield State College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001 (202) 887-6791.

The Associate Degree Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, (JRCERT) 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, telephone (312) 704-5300.

Programs in Teacher Education are accredited by the to the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th Street NW, Suite 400, Washington, D.C. 20036, telephone (202) 223-0077, 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 Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Suite 420, Overland Park, Kansas 66213, 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. More information can be found on the Alumni Association webpage or inquiries should be sent to Bluefield State College Alumni Association, 219 Rock St., Bluefield, West Virginia 24701.

## Expenses and Financial Aid

### Tuition, Fees and Expenses

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, Discover and American Express. Online payments are also accepted. Payments are due at the time of registration, prior to the first day of classes, or at the time of financial aid distribution.

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, Metro, and Out-of-state. Metro fees apply to those students whose place of residence is in a county which borders on and touches West Virginia or is in a designated county in Southwest Virginia. These counties include:

**Virginia**-Albemarle, Alleghany, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Charlotte, Clark, Craig, Culpepper, Dickenson, Fairfax, Floyd, Franklin, Frederick, Fauquier, Giles, Grayson, Greene, Halifax, Henry, Highland, Lee, Loudoun, Madison, Montgomery, Nelson, Page, Patrick, Pittsylvania, Prince Edward, Prince William, Pulaski, Rappahannock, Roanoke, Rockingham, Rockbridge, Russell, Scott, Shenandoah, Smyth, Tazewell, Warren, Washington, Wise, and Wythe;

**Maryland**- Allegany, Fredrick, Garrett, Montgomery, Prince George and Washington;

**Ohio**-Athens, Belmont, Carroll, Columbiana, Gallia, Guernsey, Harrison, Hocking, Jackson, Jefferson, Lawrence Mahoning, Meigs, Monroe, Morgan, Noble, Perry, Scioto, Stark, Vinton, and Washington;

**Pennsylvania**- Allegheny, Beaver, Butler, Fayette, Greene, Lawrence, Somerset, Washington, and Westmoreland;

**Kentucky**-Boyd, Carter, Elliott, Floyd, Greenup, Johnson, Knott, Lawrence, Letcher, Magoffin, Martin, Morgan, and Pike;

**North Carolina**-Alamance, Allegheny, Ashe, Caswell, Durham, Forsyth, Granville, Guilford, Orange, Pearson, Rockingham, Stokes, Surry, Wake, Wilkes, Yadkin

**Tuition, fees and expense schedules are published annually and are available in the Business Office, the Office of Academic Affairs, and on our website.**

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

## 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 examinations but they will receive no credit for the course or courses. Any full-time college staff member will be exempt from paying Audit Fees if he/she chooses to audit a course.

## 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. 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.

Each student driving on the Bluefield State College campus will need a parking hang tag/permit. This is obtained in the Office of Public Safety by bringing the vehicle registration document and completing the necessary paperwork. The permit needs to be updated annually or anytime a different vehicle than the one on file is used. Students should familiarize themselves with the areas where student parking is allowed. Fire lanes, handicap parking (unless permit is provided), and faculty/staff areas are illegal to park in and could result in a citation.

## ACBSP Fee for Business Students

The ACBSP fee is \$175.00 per semester for students majoring in Business Administration 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	\$550.00 /semester
LPN to RN Nursing	\$575.00/summer session
A.S. Radiologic Technology	\$275.00 per semester, but only once during summer session
B.S. Nursing	\$35.00 per credit hour
B.S Imaging Science	\$35.00 per credit hour

## Lab Fees for Engineering Technology and Computer Science

A laboratory fee of \$35.00 per credit hour for laboratory-based courses is scheduled for selected courses and is used to offset the costs of consumable supplies/equipment/lab operations for prefixes of ARET, CIET, COSC, ELET, EGMT, MIET, ENGR, GNET, and MEET.

## Lab Fees for Sciences

A laboratory fee of \$45.00 per credit hour will be assessed for courses with the following prefixes: BIOL, CHEM, PHYS, PHSC, NASC, and ENSC.

## Education Accreditation Fee

There is an education programmatic fee of \$175.00 per semester for education majors.

## Arts Fee

A fee for \$40.00 per credit hour is assessed for ARTS 105 and 220.

## 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 \$35.00 per credit hour. A complete schedule of all college fees is available from the Bluefield State College Business Office.

## Enhancement Fee

There is a \$150.00 per semester fee for all degree-seeking students.

## Regents Bachelor of Arts Program

There is a \$325.00 programmatic fee. There is a \$300.00 program portfolio fee, plus a \$15.00 per credit hour posting fee when a portfolio is submitted.

## 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 \$50.00. Mid-Term Late Payment Fee-\$500.00. Any exception occasioned by an irregular registration must be approved by the Registrar.

## Credit Card Fee

There is a Nonrefundable Credit/Debit card-processing fee of 2.25%.

## 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.

All student charges are payable at the time of general 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 may result in withholding the student's grades, transcript of credits, graduation, and official reports. Any outstanding and unpaid financial obligation to the College may result in other collection activities.

## VA Pending Payment Compliance

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, we will not:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

## Transcripts

A fee of \$15.00 is charged for each additional transcript. Ordinarily, transcripts are prepared at the time the request is received or within 48 hours of an approved payment. Full payment should accompany each request. No transcript will be issued for a student who is not in good financial standing with the College.

Requests for transcripts should be addressed to the Registrar's Office, 219 Rock Street, Bluefield, WV 24701; the form can be accessed at <http://www.bluefieldstate.edu/transcript-request>. A fax request will be accepted at (304) 327-4330 when it includes the required information and is signed. An application for a transcript of credit hours should give the date of the last attendance at Bluefield State College and the student's identification number. Married women should provide both their maiden and married names.

We are pleased to announce that you can now order your Bluefield State College Academic Transcript online 24 hours a day, 7 days a week. Transcript Ordering, a service of the National Student Clearinghouse, offers a fast, simple and secure way to order copies of your transcript via the Web. You will be guided through the easy step-by-step process and receive email updates on your order, which you can also track online. A \$2.50 service fee is applied for each successful transcript delivery, with an additional \$1.00 fee applied for a digitally signed pdf document. You may pay for your transcript order with any major credit or debit card. You are not charged until your transcript has been sent. You can have your transcript delivered electronically or held in the Registrar's Office for pickup\*, or mailed to a recipient of your choice.

\*Person picking up transcript must provide proof of identification. Any person other than the requestor picking up the transcript, must have permission granted in writing by the requestor to the Registrar's Office.

## 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 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 from 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.

## Bookstore Return Policy

Books can be returned only if the following conditions are met:

1. Students **MUST** present a sales receipt. **NO EXCEPTIONS.**
2. Purchases made with a credit card require an original receipt and the credit card used to make the purchase, to receive a refund or process an exchange.
3. New books cannot be written in and must be in **NEW** condition.
4. Books sold in shrink-wrap (plastic) or boxed set cannot be returned if opened. Bookstore personnel has the right to inspect and refuse refund if packaging is not properly sealed.
5. Access Codes are non-returnable.
6. With the original receipt, a full refund will be processed up to one business day following the add/drop date of the term. Textbooks purchased for a compressed term (5-week term or 8-week term) may be accepted for refund/exchange during the first five (5) days of the current term.
7. Textbook returns period begins one week prior to the beginning of the semester and ends the Monday following the Add/Drop Date. Textbooks purchased outside of this timeframe are **NON-RETURNABLE.**
8. **NO RETURNS ON SUPPLY AND GIFT ITEMS.**
9. The Bookstore Staff is the sole judge in determining whether a book is in "new" or "used" condition and if the shrink wrap or boxed bundle is in acceptable condition to accept for return.

## Checks Not Covered by Sufficient Funds

A service charge of \$25.00 is assessed for each check returned. The Business Office will send written notice of returned checks. Unredeemed checks will be submitted to the local magistrate for collection.

## Financial Aid Programs

Bluefield State College's financial aid programs assist 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 Bluefield State College's tuition and fees, coupled with the various financial aid programs, makes a college education accessible and possible for students from families of all income levels. See the Financial Aid Office for additional information.

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. Financial Aid Office personnel can make most corrections electronically. 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 based on 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 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 certified by the State of West Virginia, eligible by the West Virginia HSTA program and who are enrolled as a full-time student would receive a partial waiver of tuition for up to eight semesters. Must maintain a GPA of 2.5 or better and complete 30 credit hours per academic year. The tuition waiver may not cover the full tuition cost at Bluefield State College.

**Promise Scholarship Program** - This scholarship is based on high school academic performance and satisfactory progress toward completion of a degree. The scholarship amount covers a portion of mandatory fees required as a condition of Enrollment by all students. For additional information, visit the Promise Scholarship website at <http://www.wvhepc.edu/tag/promise-scholarship/>

**West Virginia Higher Education Adult Part-Time Student Grant Program (HEAPS)** - These grants are available on a limited basis to students enrolled between 3-11 hours. Eligible students must demonstrate financial need, maintain at least a 2.0 GPA, be a West Virginia resident and meet academic progress.

**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 the following year.

## Special Scholarship Funds

Students wishing to be considered for an academic or special scholarship listed below should complete a general scholarship application and submit it to the Vice President for Student Affairs and Enrollment Management by March 15. Eligibility for general academic or special scholarships is determined by that office and awards are made based on the various scholarship criteria.

**Bartlett-Welker Foundation Scholarship** - Awarded to a female student who is at least 25 years of age and is a West Virginia resident. Student must have completed at least 1 year of college, be a full-time student and maintain a GPA of 2.0 and complete 30 credit hours per year.

**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 Bluefield State College who are registered full time and earning a minimum GPA of 2.75.

**Bluefield State College Foundation Scholarships** - Scholarships are granted annually based on academic achievement. Within the Foundation scholarship program, certain scholarships are designated and/or named for persons or organizations that have made substantial contributions to the college. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Bluefield State College 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. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**BSC Auxiliary Scholarships** - Scholarships are awarded to incoming new students who demonstrate academic promise through their test scores and high school or college GPA. Awards are made for one year and students who are successful at Bluefield State College may apply for other scholarships in subsequent years.

**Carl P. and Selba Meadows Boyd Scholarship** - Awarded to students from Tazewell County (VA) or McDowell County (WV) with a minimal GPA of 2.5. Must have completed at least 24 credit hours of college level work toward a declared major, demonstrate financial need.

**Broady Family Scholarship** - This scholarship is awarded to Bluefield State College students in Teacher Education with a demonstration of need and 2.5 GPA. Must complete 30 credit hours per year.

**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 is made exclusively by the Alumni Association.

**Morgan Campbell Scholarship** - Awarded to members of the Bluefield State College Baseball Team, Tazewell County Virginia or Mercer County West Virginia respectively. In the event there are no available candidates from either county, any other student from any

other school may be selected. Home schooled students are eligible. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Carter Family Foundation Scholarship** - Awarded to a student majoring in Education with financial need with preference given to students from Raleigh County. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Central Area of The Links, Inc. Scholarship** - Women's organization with a long and rich history of supporting HBCUs. Provides financial assistance to students with demonstrated financial need and who have a GPA of 3.0 or better. Must complete 30 credit hours per year.

**Charles Jasper Smothers Endowed Scholarship** - Non-traditional student entering the Criminal Justice field, preferably from Mercer or McDowell Counties in West Virginia. Student must be planning to stay in the southern West Virginia area and work in law enforcement specifically drug task force related work. Student must also be willing to work with the drug task force as a mentor to other students during their studies at Bluefield State College. Must maintain GPA of 3.0 or better and complete 30 credit hours per year.

**Cole Harley-Davidson Scholarship** - Scholarship awarded to a Business major who is a resident of WV, graduate of Bluefield High School, and whose individual or family income is 125 percent or less of the federal poverty level. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**W. Paul Cole, Jr. Leadership Scholarship** - Awarded to a student in his or her third or fourth year of the Business Program. Must major in Business Administration or Accountancy. Show financial need as determined by the Bluefield State College Financial Aid Office. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**CONSOL Energy Scholarship** - The Southern Appalachian Region of Consolidation Coal Company provides scholarships for students interested in engineering technology programs. Requirements are a 3.0 or better GPA and demonstrated interest in mining careers. Must complete 30 credit hours per year.

**Stelio Betty Corte Scholarship** - Awarded to student with financial need who meets BSC entrance criteria and qualification.

**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 Civil, Electrical and Mechanical Engineering; Computer Science; Nursing; Biology; Chemistry; Mathematics or other Physical Science or Pre-Medical program. Must maintain a GPA of 2.5 or better and complete 30 credit hours per year.

**Credit Bureau of the Virginias** - Awarded to residents within the nine counties surrounding Bluefield State College (VA and WV). Focuses on financially needy students with min. GPA of 2.0. Maintain a GPA of 2.0 and complete 30 credit hours per year.

**Dalton Scholarship** - Scholarship available to residents of West Virginia who demonstrate ability to succeed and whose income is 125% or less of the federal poverty level. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Julia Ann Daugherty and Lucille Wilson Goodwin Scholarship** - Awarded to students from local high schools within Mercer County, West Virginia and Tazewell County, Virginia; must have financial need and meet all BSC criteria and qualification.

**Thomas and Charlotte Deskins Scholarship** - Awarded to a student from McDowell County WV who is in Civil Engineering and demonstrates financial need as determined by Financial Aid. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**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. Must maintain a GPA of 2.5 or better and complete 30 credit hours per year.

**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** - Awarded to a rising junior student athlete with a minimum GPA of 2.5 who is NCAA certified and 2-year letterman at Bluefield State College.

**Grants Supermarket Scholarship** - Awarded to a student with an individual or family income that is 125 percent or less of the federal poverty level and a resident of West Virginia. Must maintain a GPA of 3.0 and complete 30 credit hours per year.

**Hamilton-Hatter Scholarship** - Awarded to an underrepresented student aspiring to have a career in research; parents are Bluefield State College alumni. Must maintain a 3.0 or higher GPA.

**Frank Hart Endowed Scholarship** - Awarded to a resident of West Virginia or Virginia with a 3.0 GPA majoring in Engineering Technology or Computer Science. Must maintain a 3.0 or better GPA and complete 30 credit hours per year.

**William Hight Scholarship** - Annual scholarship award based on financial need. Must maintain a 3.0 GPA or better and complete 30 credit hours per year.

**Holyfield Endowment Scholarship** - Awarded to a minority student, resident of West Virginia, demonstrated ability to succeed in college, demonstrated financial need as determined by Financial Aid Department, prior or current community service or campus involvement. A student majoring in Education, and or Sciences and minimum GPA of 2.5.

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

**Prema Krishnan Scholarship in Nursing** - Awarded to a non-traditional student in the second or subsequent year of the Nursing program who is a West Virginia resident from a rural county with a minimum GPA of 3.0. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Krotseng "Go for Graduation" Annual and Endowed Scholarships** - Awarded to a rising senior or fifth year student with economic hardship and a GPA in major and overall GPA of 2.0 or higher that meet graduation requirements.

**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. Must maintain a 2.5 GPA and complete 30 credit hours per year.

**Sieglinde Lawson Scholarship** - This scholarship is awarded to students from Southwest Virginia (Bland or Wythe counties) or a transfer from Wytheville Community College who have financial need and show academic ability to succeed. Must maintain a 3.0 GPA and complete 30 credit hours per year.

**Rhonda Grace Linkous Scholarship** - Awarded to a student with an individual or family income that is 125 percent or less of the federal poverty level, who is a resident of West Virginia and majoring in Education. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**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. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

#### **Benjamin and Almeta Martin Scholarship**

**A.T. Massey Foundation Scholarship** - This Foundation provides 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.

**Audrey Mayberry** - This scholarship is awarded to a Junior or Senior who is a graduate of Bluefield or Princeton High School. Must maintain a college GPA of 2.5 and complete 30 credit hours per year.

**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. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Nicolas McCroskey Scholarship** - Awarded to a deserving engineering student with strong work ethic and of good character. Must maintain a GPA of 3.0 or better and complete 20 credit hours per year.

**Billy G. Moore Scholarship** - 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. Must complete 30 credit hours per year.

**Dr. Pat Mulvey Scholarship** - Awarded to member of Pi Gamma Mu Honor Society majoring in Humanities and planning to attend graduate school. A non-renewable scholarship that must be applied for each year by March 15.

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

**June Oblinger Shott Scholarship** - A scholarship awarded to a member of the Bluefield State College Baseball Team, the student must be a full-time student from Southern West Virginia or Southwest Virginia 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. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Martha Oblinger Scholarship** - This scholarship is awarded to students from Tazewell County, Virginia with minimum GPA of 3.0 who are active in their local Christian church. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Neighborhood Investment Program Scholarships** - Awarded to students based on financial need through a program sponsored by the West Virginia Development Office. Must maintain a GPA of 3.0 and complete 30 credit hours per year.

**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. Must maintain a GPA of 3.0 and complete 30 credit hours per year.

**Princeton Health Care Center Annual Nursing Scholarship** - Awarded to a student, who is in the second year of the nursing program, have financial need and a GPA of 3.0 or higher. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Roy E. Pruett, Jr. Scholarship** - Scholarship for student majoring in Electrical Engineering and who are student athletes, WV residents and with an income 125 percent or less of the federal poverty limit. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**John J. and Sheila Belcher Rinehart Scholarship** - Scholarship for students in Electrical Engineering major who are WV residents with an income 125 percent or less of the federal poverty limit. Full time student maintaining a GPA of 3.0 or better and complete 30 credit hours per year.

**Robinson Study Abroad Scholarship** - Awarded to student who has been accepted into an established study abroad program, minimum GPA 2.5, must submit an essay on how the program will enhance their field of study.

**Akhtar Safder Scholarships** - Scholarships granted to mechanical engineering technology junior and senior students. Award based on financial need, performance in class, and community service. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Greg Shrewsbury Memorial Scholarship** - Awarded to a graduate of Bluefield High School who demonstrates good character through participation in school and community activities. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Taylor Family Scholarship** - Available to a female student who is a mother of one or more children, whose major is Nursing or Engineering, with a minimum high school GPA of 3.5 and/or a minimum college GPA of 3.0. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Elisabeth MacClarence 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 or better, demonstrated financial need and passing score on each test.

**Laurence E. Tierney Educational Foundation** - Awarded to students of Bluefield State College who have demonstrated evidence of academic or creative promise. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Nannie P. Walls Scholarship** - Awarded to a student majoring in Business with a 3.0 or better GPA or higher with financial need. Must maintain a GPA of 3.0 and complete 30 credit hours per year.

**Wellington Swindall** - Book scholarship for minority students who show great academic promise. Must maintain a 3.0 GPA or better and complete 30 credit hours per year.

**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. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Mae Jerolee White Scholarship** - Awarded to a non-traditional student in the second or subsequent year of the nursing program who is a West Virginia resident from a rural county with a minimum GPA of 3.0 or better. Must maintain a GPA of 3.0 or better and complete 30 credit hours per year.

**Mae Jerolee White BSN Scholarship** - Awarded to a full-time BSN student in the second semester of the first year of the BSC BSN program, who is a WV resident with a minimum GPA of 3.0.

## Web Self-Service

Bluefield State College offers a Web Self-Service module which is accessed from the college portal "my BSC" Bluefield State College homepage at [www.bluefieldstate.edu](http://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. In addition, 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, change addresses and phone numbers.

## Student Affairs and Enrollment Management

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 admissions, alumni affairs, counseling, testing, and advising, financial aid, health and wellness, housing, retention, student life, student support services and suicide prevention programs. To meet these needs, the Division is organized into two broad categories: Student Affairs and Enrollment Management.

## 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 growth. The mission of the Division of Student Affairs and Enrollment Management is to support Bluefield State College'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 Division 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 Division 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, 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 Academic Catalog, more detailed information is published in the Student Handbook, in the Student Athlete Handbook, and the Student Organization Handbook.

## 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. The Student Handbook, containing a statement of Student Rights and Responsibilities, is available on the Bluefield State College website at <http://bluefieldstate.edu/student-life/student-handbook>.

## Academic Success Center

The Academic Success Center, funded through Title III, is designed to provide educational assistance, counseling services, and a variety of cultural activities to any student at Bluefield State College. The goals of the program are to improve academic performance and to increase graduation and retention rates of participants in the program. The Academic Success Center provides the following services to program participants:

- Peer and professional tutoring
- Peer mentoring and coaching
- Personal, academic, financial, graduate, and career counseling
- Academic recovery for students with GPAs below a 2.0 or below standards for selective admissions programs
- Academic Advising
- Access to a computer lab funded by the Academic Success Center and assistance for computer related issues
- Seminars and workshops for academic and personal development
- Referrals to appropriate agencies for outreach services, and
- Cultural enrichment activities

The Academic Success Center is located on the first floor of the Basic Science Building. Applications for services can be completed in BS 113 from 8 AM - 4 PM, Monday - Friday.

## 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 healthcare.

The focus of care includes health education, health promotion, and care for common health problems, health referral, and first aid for minor injuries. The Center offers physical exams and women's health care services. The Health Center is a service provided through the Student Affairs Office not the School of Nursing and Allied Health.

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.

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 adopted Policy No. 50 "Drug and Alcohol-Free Campus and Workplace."

Section 2.1 of this policy indicates, "Bluefield State College is committed to maintaining a drug and alcohol-free campus, workplace and prohibits the unlawful manufacture, distribution, dispensing, possession or use of controlled substances and illicit drugs. All employees and students will receive a copy of and must adhere to this policy. Each employee agrees to notify his/her immediate supervisor within five days after being convicted under any criminal drug statute." Full language for this policy may be found at <http://www.bluefieldstate.edu/resources/board-governors>

The College Policies and Resources for Alcohol and Other Drugs are provided to all students, staff, faculty, and administration of Bluefield State College. Other means of communication on these topics include notices accompanying payroll, the intra-campus television monitors, *The Bulletin*, *The Bluefieldian*, *the Student Handbook*, *the 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 by accessing Bluefield State College policies at <http://www.bluefieldstate.edu/resources/board-governors>.

## Notice of Violence Against Women Reauthorization Act

Notice of Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. L. 113-4), which, among other provisions, amended section 485(f) of the HEA, otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety-and security-related requirements as a condition of their participation in the Title IV, HEA programs. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Summary of the Major Provisions of the Regulatory Action: The final regulations will require institutions to maintain statistics about the number of incidents of dating violence, domestic violence, sexual assault, and stalking that meet the definitions of those terms; Clarify the very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" and require institutions to report to the Department and disclose in the annual security report the number of "unfounded" crime reports;

Revise the definition of "rape" to reflect the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident-Based Reporting System;

Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into separate categories;

Require institutions to provide to incoming students and new employees and describe in their annual security reports primary prevention and awareness programs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in these final regulations; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs;

Require institutions to provide, and describe in their annual security reports, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;

Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction;"

Require institutions to describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;

Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;

Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;

Require institutions to provide for a prompt, fair, and impartial disciplinary proceeding in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt timeframe; (5) the accuser and accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

Define the terms "proceeding" and "result;" and Specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Source: Federal Register 10/20/2014

## 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, Bluefield State College 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, and are dedicated to assisting students 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.

## Othello Harris-Jefferson Student Center

Under the management of the Student Life Office, the Othello Harris-Jefferson Student Center houses the Offices of Student Activities, Publications, Off-Campus Housing, Intramurals and Recreation, the College cafeteria, Student Government Office, game room, 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.

## Event Calendar & Faculty Scheduling

The College Calendar of Events is maintained in the Student Life Office. Dates for activities are available through this office.

The following facilities are scheduled through the Student Life Office:

- Private Dining Room
- Hebert Art Gallery
- Cafeteria
- Othello Harris-Jefferson Student Center Game Room
- Greek Lounge
- Veteran's Lounge
- Pool/Fitness Center
- Basic Science Auditorium
- Lobby and Terrace

Remaining facilities are scheduled through the following offices:

- Classrooms (campus-wide)-Academic Deans
- Gymnasium-Athletic Director
- Athletic Field-Athletic Director
- Tennis Courts-Athletic Director
- Tierney Conference Center and Tierney Auditorium- School of Nursing and Allied Health

## Student Government Association

The purposes of the Student Government Association are as follows: represent the students in the decision-making process directly affecting students and Bluefield State College; 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 Bluefield State College Alumni Association; and, promote student responsibility and leadership. The SGA is composed of 20 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 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-recreational 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 Othello Harris-Jefferson Student Center.

## Housing Assistance

The Offices of Student Life located in the Othello 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 editions of news, sports and other features in and around the campus community. *The Bluefieldian* accepts 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.

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 Bluefield State College 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 Bluefield State College and are reviewed for inclusion by a literary magazine committee. Submissions are required on disk and 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 & Social Organizations/Honor Societies

- ASCE - American Society of Civil Engineers
- Baptist Student Union
- Big Blue Pride
- Bio Med Club
- BSC Fishing Club
- BSC Society of Manufacturing Engineering
- BSC Robotics Team
- Computer Society
- Emerging Leaders Institute

- ENACTUS
- Engineers Without Borders
- Forever Friends Rescuing Effort
- Gamma Beta Phi (honor and service)
- International Student Organization
- Kappa Delta Pi - National Education Honor Society
- Lambda Alpha Epsilon
- Lambda Nu
- Phi Eta Sigma - Freshman Honor Society
- Pi Gamma Mu, International Honor Society of Social Sciences
- Roteract
- Social Science Research Club
- Student Association of Radiographers
- Student Athlete Advisory Committee
- Student Government Association
- Student Nurses Association
- Student Nurses Association-Beckley
- SPAC Suicide Prevention & Awareness Club
- Tau Alpha Pi National Honor Society for Engineering
- The BSC Drama Kings & Queens
- The Business Club
- USS Yeager Chapter-Starfleet
- VSO Veteran Students Organization

## Intercollegiate Athletics

The Bluefield State College athletic program is a member of the Eastern College Athletic Conference (ECAC) 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.

## Athletic Department

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 conferences 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.

## Office of Public Safety

The Office of Public Safety is located in Conley Hall Room G-03. The Office of Public Safety is responsible for the enforcement of federal, state, and local laws; college rules and regulations; parking; and for the safety and security of the campus. In the event of an emergency, call 911. The Office of Public Safety can be reached at campus extension 4180. The Office of Public Safety is operated by the

City of Bluefield Police Department and may be contacted at (304) 323-8921 or (304) 327-6101. The Office of Public Safety assists students with escorts, lockout, and vehicle jumpstarts, secures all lost and found, and enforces all laws and rules without prejudice and the use of racial profiling is prohibited. The campus is under 24-hour video-surveillance. 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 or other weapons 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 available in the Student Handbook, on the website, or in the Office of Public Safety.

## Enrollment Management

### 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, and distributing the College Catalog and other marketing publications to current and prospective students.

### 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.

### Career Resource Center

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 experience. The Center is organized so that students can easily locate much of the information they seek, yet counselors can assist students who many need help.

The resources of the Center include:

- Encyclopedia of Careers and Vocational Guidance
- Catalogs, guides, and indexes to other educational programs
- Information on BSC academic programs
- Occupational Outlook Handbook
- Regional employment and salary outlooks
- Career Resources for differently abled individuals
- Career Planning Resources

## Counseling Center

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.

## Personal Counseling

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-for new or returning students, and (3) to reduce students' anxiety and show students ways of coping with life situations.

College students, regardless of age or background, are changing individuals engaged in a series of intellectual, social, and personal learning experiences. Change is the substance of students' environment. Such an environment can quite naturally and inevitably lead to occasional confusion and conflict. Counselors are available weekdays from 8:00 a.m. until 4:00 p.m. or by appointment for students needing assistance. Appointments can be made by calling the Counseling Center (304) 327-4016 or (304) 327-4444 in Conley Hall, Room 305. All services are free and confidential to currently enrolled students.

## Referral Services

The Counseling Center will make referrals to appropriate community or private counseling agency when counselors determine it is 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.

## Academic Advising

Counselors serve as academic advisors for students requiring 101L, 109L, or 115L courses and students with undeclared majors. Individual advising is provided to help students assess educational skills, program choices, options and alternatives necessary to facilitate growth and development as well as to enhance the overall educational process.

## Testing Services

Bluefield State College is an approved testing center for the American College Testing Program (ACT), the College Level Examination Program (CLEP), and Test of English as a Foreign Language (TOEFL) and Test of Essential Academic Skills (ATI TEAS). Information concerning registration and administration of these examinations can be obtained from the Counseling Center. Test results will not be given over the telephone. The Center offers free proctoring to Bluefield State College students who must take correspondence, licensure and certification examinations.

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.

## ATI TEAS Admission Test

Bluefield State College offers the Test of Essential Academic Skills (ATI TEAS). The exam consists of reading, math (no calculator allowed), science and English tests. The exam is for those students who have applied for admission to the Associate Degree Nursing and/or Radiologic Technology programs, TEAS scores are valid for two years from the current date. Contact the Admissions Office or Counseling Center for additional test information.

## TOEFL

The TOEFL iBT exam, delivered by the internet, measures the English proficiency of non-native 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](http://www.ets.org/toefl).

## Testing

Bluefield State College is an approved testing center for the American College Testing Program (ACT), the College Level Examination Program (CLEP), ACCUPLACER, National League for Nursing (NLN), the Test of English as a Foreign Language, Internet-Based Test (TOEFL iBT), and Test of Essential Academic Skills (ATI TEAS). To earn credit by CLEP examination, a student must meet the following criteria:

### DANTES (DSST) & CLEP

Bluefield State College (BSC) is a testing center for the CLEP and DANTES (DANTES Subject Standardized Test) exams. CLEP and DANTES score reports are mailed to the examinee two weeks after the completion of the exam(s). A score report is also forwarded to the Registrar. Requests for an official transcript copy of your score report(s) should be directed to CLEP or DANTES; the score report(s) is sent directly from ETS or Prometric. Non-BSC students can test at BSC but must indicate during test registration the institution that should receive the score report.

### TEST RESTRICTIONS

1. Student must be regularly enrolled in Bluefield State College or have been accepted by the College; continuing, freshmen, transfer, and recently accepted students must enroll in and pass at least 3 credit hours at Bluefield State to be eligible for CLEP or DANTES credit from Bluefield State College.
2. Student must meet the prerequisites for the equivalent course(s) when testing for credit via CLEP or DANTES test(s).
3. Student may not receive CLEP or DANTES credit for an equivalent course for which credit has already been earned.
4. Student cannot use the CLEP or DANTES credit for the purpose of overcoming a deficient grade.
5. Student is not eligible to take the CLEP or DANTES test if currently enrolled in an equivalent course.
6. Student is eligible for a maximum of 31 hours of credit (five tests) within the CLEP General Examinations.
7. Student must meet the re-test guidelines of either CLEP or DANTES before retaking the same test; scores that are in violation of the retest guidelines will be canceled by Bluefield State College.
8. Student may take two tests on the same day, yet exceptions may be granted by the Director of Testing.

### TESTING INSTRUCTIONS

Arrange a test date with the Director of Counseling in Room 304-B, Conley Hall. Testing will begin promptly at 8:30 a.m. *If you are late, you may not be permitted to sit for the exam. Please let the Counseling Center know if you need to test at another time.* A photo ID is required to test.

### CREDIT BY EXAMINATION

*Credit is awarded when a score of at least 50 on the CLEP or at least 400 on the DANTES is attained. The passing scores are based upon the American Council of Education (ACE), however passing scores are subject to change.*

## DSST

DSST Subject Exam	Score	BSC Course Equivalent
<b>MATH</b>		
Fundamentals of College Algebra**	400	MATH 109 - Algebra
Principles of Statistics**	400	MATH 210 Elementary Statistics
<b>SOCIAL SCIENCE</b>		
Substance Abuse	400	CRMJ 252 - Substance Abuse and the Criminal Justice System
Criminal Justice	400	CRMJ Elective
Art of the Western World	400	ARTS 205 - Art History
Western Europe since 1945	400	HIST Elective
Human/Cultural Geography	400	GEOG 150 - Introduction to Geography
Rise and Fall of the Soviet Union	400	HIST Elective
A History of the Vietnam War	400	HIST Elective
The Civil War and Reconstruction	400	HIST Elective
Foundations of Education	400	EDUC Elective
Life-Span Developmental Psychology	400	PSYC 210 - Life Span Human Development
General Anthropology	400	SOCI Elective
Introduction to Law Enforcement	400	CRMJ 151 - Introduction to Criminal Justice
Fundamentals of Counseling	400	PSYC 300 - Introduction to Counseling
<b>HUMANITIES</b>		
Ethics in America	400	HUMN Elective
Introduction to World Religions	400	SOCI Elective
Principles of Public Speaking	400	COMM 208 - Fundamentals of Speech (Prerequisite: A grade of "C" or better in ENGL 101)
<b>BUSINESS</b>		
Introduction to Computing	400	COSC 102 Computers and Society
Personal Finance**	400	BUSN Elective
Management Information Systems	400	BUSN Elective
Principles of Finance**	400	BUSN Elective
Principles of Financial Accounting**	400	ACCT Elective
Human Resource Management	400	MGMT 326 - Human Resources
Organizational Behavior	400	MGMT 330 - Organizational Behavior
Principles of Supervision	400	MGMT Elective
Business Law II	400	BUSN Elective
Introduction to Business	400	BUSN Elective
Money and Banking	400	BUSN Elective
Business Mathematics**	400	BUSN Elective
<b>PHYSICAL SCIENCE</b>		
Here's to Your Health	400	HLTH Elective

Environment and Humanity: Race to Save The Planet	400	NASC Elective
Principles of Physical Science I	400	PHSC 101 - Physical Science Survey I only
Physical Geology	400	PHSC Elective
<b>TECHNOLOGY</b>		

\*\* Candidates may choose to use a nonprogrammable, non-graphing scientific calculator on these DSST examinations.

## CLEP Exams

<b>CLEP GENERAL EXAM</b>	<b>SCORE</b>	<b>BSC COURSE EQUIVALENT</b>
College Composition *	50	ENGL 101 - Composition I plus 3 hours Elective (Prerequisite: ACT English main score 22/Reading score 17 or SAT equivalent score ERW 550/Reading score 23)
Humanities (6 hours)	50	ARTS 101 - Introduction to Visual Arts MUSC 150 - Introduction to Music
Mathematics **	50	MATH 101 - General Mathematics plus 3 hours Elective -OR- GNET 115 - Technical Mathematics I plus 3 hours Elective
Natural Sciences	50	BIOL 101 and BIOL 102 General Biology (labs must be taken separately) -OR- PHSC 101 and PHSC 102 Physical Science Survey (labs must be taken separately)
Social Sciences and History	50	HIST 101 and HIST 102 World Civilization
<b>CLEP SUBJECT EXAM</b>	<b>SCORE</b>	<b>BSC COURSE EQUIVALENT</b>
<b>BUSINESS</b>		
Financial Accounting **	50	ACCT 201 - Principles of Accounting I
Introductory Business Law	50	BUSN 310 - Applied Business Statistics
Principles of Management	50	MGMT 210 - Principles of Management
Principles of Marketing	50	MRKT 210 - Principles of Marketing
Principles of Macroeconomics	50	ECON 211 - Principles of Economics I Macroeconomics
Principles of Microeconomics	50	ECON 212 - Principles of Economics II Microeconomics
<b>COMPUTER SCIENCE</b>		
Information Systems and Computer Applications	50	COSC 102 - Computers and Society
<b>EDUCATION</b>		
Introduction to Educational Psychology	50	EDUC 330 - Theories of Learning and Classroom Management (plus professional lab experience on campus)
Human Growth and Development	50	EDUC 200 - Child/Adolescent Growth and Development
<b>LANGUAGE ARTS</b>		
American Literature	50	ENGL 300 - Major American Authors
English Literature	50	ENGL 302 - Major British Authors
French Language (College)	50	FREN 101 - Elementary French I & FREN 102 - Elementary French II

College Composition Modular (with CLEP Essay) *	50	ENGL 101 - Composition I (Prerequisite: ACT English main score 18/Reading score 17 or SAT equivalent score ERW 480 or above/Reading score 23 or above or Accuplacer equivalent score 250 or above/Reading score 252 or above)
Spanish Language (College)	50	SPAN 101 - Elementary Spanish I. & SPAN 102 - Elementary Spanish II.
<b>NATURAL SCIENCE</b>		
General Biology	50	BIOL 101 & BIOL 102 General Biology and BIOL 103L & BIOL 104L
General Chemistry **	50	CHEM 101 - General Chemistry I (lab must be taken separately on campus)
<b>MATHEMATICS</b>		
College Algebra **	50	MATH 109 - Algebra
Calculus with Elementary Functions **	50	MATH 220 - Calculus I
Pre-Calculus	50	MATH 110 - Trigonometry
<b>SOCIAL SCIENCE</b>		
Introductory Psychology	50	PSYC 103 - General Psychology
Introductory Sociology	50	SOCI 210 - Principles of Sociology
Western Civilization I	50	HIST 101 - World Civilization I
Western Civilization II	50	HIST 102 - World Civilization II
History of the US I	50	HIST 105 - American History I
History of the US II	50	HIST 106 - American History II
American Government	50	POSC 200 - American National Government

# Admissions 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 Admission Standards

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



## Regular Admission

### General Admission for Associate Degree Level Study

Associate's Degree Program admission to Bluefield State College is open to any person who has a high school diploma or meets General Educational Development (GED) requirements and overall grade point average (GPA) of 2.00. Other persons may be admitted on a conditional basis but shall be evaluated at the conclusion of each semester of enrollment to determine whether college-level academic performance indicates an ability to continue their studies. Neither regular nor conditional admission shall not ensure the entry of applicants into specific programs.

### General Admission for Bachelor Degree Level Study

Bachelor's Degree Program admission to Bluefield State College is open to any person who meets the General Educational Development (GED) requirements or has a high school diploma, overall grade-point average (GPA) of at least 2.0 and a composite score of at least 18 on the ACT, or a 3.0 GPA may be admitted on a regular admission basis. Students will normally be expected to sit for the ACT. However, in instances where students have taken the Scholastic Aptitude Test (SAT), these scores may be substituted for the ACT. SAT scores will be converted to ACT equivalents by using an appropriate conversion chart authorized by the chancellor. These students will not be required to take the ACT at a later time. Neither regular nor conditional admission shall not ensure the entry of applicants into specific programs.

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. In addition to GPA and ACT requirements, students must successfully complete the following minimum academic core unit requirements prior to admission:

#### Required Units (Years)

- 4 English (including English 12CR and courses in grammar, composition, literature)
- 3 Social Studies (including U.S. History)

- 4 Mathematics\* (three units must be Algebra I and higher or Math I or higher; Transitional Math for seniors will also be accepted)
- 3 Science\* (all course to be college preparatory laboratory science, preferably including units from biology, chemistry, and physics)
- 1 Arts
- 2 Foreign Language (two units of the same foreign language, sign language is also acceptable)
- Elective Units -- It is recommended that the remaining elective units be chosen from the academic core (English/language arts, mathematics, science, social studies) or subjects such as computer science, fine arts, humanities, and typing/keyboarding.

Home-Instructed/Home Schooled - Students who provide appropriate ACT composite scores as outlined above and meet institutional requirements may be admitted on a regular basis.

All students who have graduated from high school with a GPA of 2.00 or higher or completed GED requirements more than five years prior to seeking admission to Bluefield State College may have the requirement for ACT or SAT scores exempted.

## Admission of Non-Degree Students

Bluefield State College may admit students on a non-degree basis. By definition, such students are not seeking and/or not eligible to pursue a certificate or degree at the institution.

## Admission of Transfer Students.

Students seeking transfer admission to Bluefield State College must be academically eligible to return to the institution from which they wish to transfer. Students seeking transfer admission or readmission to the college must meet the institution's basic admission standards: a completed application for admission, high school transcripts (if transferring fewer than 26 hours), official transcripts from all colleges attended, and a copy of ACT, SAT or COMPASS test scores. Students with more than 32 hours credit must have an overall 2.0 GPA on all coursework.

## Admission of International Students

International students are required to abide by the same freshman and/or transfer admission requirements as previously stated above. International students are not required to present ACT or SAT scores for admission purposes, but should do so to be considered for scholarship awards. International students from a non-English-speaking country must submit proof of successful completion of an ESL program or a TOEFL score of 500 or better, Computer TOEFL score of 173 or better, Internet TOEFL score of 64 or better, or IEL test band score of 6.0 or better. International Students who do not have passing English scores may apply for possible acceptance into the **English for International Students** Program of the Office of International Initiatives.

## 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 freshman 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.

## Basic Admission Standards for Early College or Non-Matriculating Students

Bluefield State College will admit students on a non-matriculating basis. By definition, these students are not seeking a specific degree or degree-related certificate and may take courses for which they have satisfied required prerequisites. If these 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 by students in the categories listed below:

- A. **Continuing Education for Teachers:** Post-degree students seeking West Virginia teacher certification or certification renewal must provide official college transcripts and a completed application admission form.
- B. **Early College:** 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.

## Residency

All students will be classified in one of three residency categories: (1) WV Residents (2) Metro Area residents (3) Out-of-State residents.

1. West Virginia residents for the purposes of tuition and fees are defined by Series 25 of the West Virginia Higher Education Policy Commission, and requires one year of residency within the state for purposes other than attending school, in addition to documented evidence of such as but not limited to lease agreements, driver's licenses, proof of employment, and tax records. Applications and qualifications for change in residency are available in the Office of the Chief Enrollment Officer.
2. Metro Area residents are from counties that border WV. A Metro Area resident must have residency in one of the following counties:
  - **Virginia-**Albemarle, Alleghany, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Charlotte, Clark, Craig, Culpepper, Dickenson, Fairfax, Floyd, Franklin, Frederick, Fauquier, Giles, Grayson, Greene, Halifax, Henry, Highland, Lee, Loudoun, Madison, Montgomery, Nelson, Page, Patrick, Pittsylvania, Prince Edward, Prince William, Pulaski, Rappahannock, Roanoke, Rockingham, Rockbridge, Russell, Scott, Shenandoah, Smyth, Tazewell, Warren, Washington, Wise, and Wythe;
  - **Maryland-** Allegany, Fredrick, Garrett, Montgomery, Prince George and Washington;
  - **Ohio-**Athens, Belmont, Carroll, Columbiana, Gallia, Guernsey, Harrison, Hocking, Jackson, Jefferson, Lawrence Mahoning, Meigs, Monroe, Morgan, Noble, Perry, Scioto, Stark, Vinton, and Washington;
  - **Pennsylvania-** Allegheny, Beaver, Butler, Fayette, Greene, Lawrence, Somerset, Washington, and Westmoreland;
  - **Kentucky-**Boyd, Carter, Elliott, Floyd, Greenup, Johnson, Knott, Lawrence, Letcher, Magoffin, Martin, Morgan, and Pike;
  - **North Carolina-**Alamance, Allegheny, Ashe, Caswell, Durham, Forsyth, Granville, Guilford, Orange, Pearson, Rockingham, Stokes, Surry, Wake, Wilkes, Yadkin

Out-of-State residency consists of all students who are not considered WV residents or Metro Area residents.

## Admission Process

ALL INTERNATIONAL STUDENTS ARE REQUIRED TO BE AT BLUEFIELD STATE COLLEGE THE MONDAY BEFORE CLASSES BEGIN FOR TESTING, ORIENTATION, CLASS AND SEVIS REGISTRATION.

ALL INTERNATIONAL STUDENTS MUST REPORT TO THE OFFICE OF INTERNATIONAL INITIATIVES (BASIC SCIENCES, ROOM 308) TO UPDATE SEVIS RECORDS AND TO REGISTER EVERY SEMESTER.

## New 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.

## Change of Residency

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

Application for change of status should be made to the Chief Enrollment Officer. 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 Chief Enrollment Officer to the Provost and 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:

Civil 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.

## Restricted Enrollment Programs

In order to comply with accreditation standards, it is necessary to restrict enrollment in the programs of Nursing, Radiologic Technology, Imaging Science with a Sonography concentration and Education. Students are admitted to these restricted 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. Application to RN to BSN program is online and available year-round, the fall class will be accepted beginning in the spring semester of the year for which admission is sought. 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.

## Re-Admission

Returning Bluefield State College students who have not attended during the past semester must apply for re-admission. Applications are available on the Bluefield State College website at <https://bluefieldstate.edu/admissions/apply>, in the Office of Admissions, or an application can be mailed on request.

## Office of International Initiatives (OII)

Bluefield State College realizes its Mission of preparing "students for diverse professions informed citizenship, community involvement, and public service in an ever-changing global society" and its Vision by "embracing the diversity that shapes our world" through the Office of International Initiatives.

The Office of International Initiatives is responsible for International Student Recruitment, Integration, and Retention and internationalizing the College's Curriculum.

International Student Recruitment, Integration, and Retention: Working collaboratively with the office of Student Affairs/Enrollment Management; Equity, Diversity, and Inclusion; and, Title III, the Office of International Initiatives

Recruits international students through WV HEPC's Study WV portal, BSC's English for International Students program and EducationUSA Offices worldwide;  
Assists with the College's SEVIS Certification process;  
Maintains and updates international students' SEVIS records (attendance verification, transfer out, dependents, status monitoring if enrolled less than full time, extension of degree program, authorization to drop below full time, financial information, personal information, updating I-20s);  
Ensures adherence to SEVIS regulations prior to approving Curriculum Practical Training;  
Helps international students to prepare Optional Practical Training applications for submission to ICE;  
Ensures compliance with Department of Homeland Security's policies related to online courses;  
Encourages international students' participation in campus and off-campus experiences-welcome reception, UN Day celebration, trips to The Greenbrier and Washington, D.C., International Students Organization;  
Provides logistical support for international students' community involvement and public service activities; and,  
Updates the online International Students Handbook annually at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

Internationalizing the College's Curriculum: In collaboration with the VP for Academic Affairs/Provost and the Schools of Arts and Sciences, Business, Education, Engineering Technology and Computer Science, and Nursing and Allied Health, the Office of International Initiatives

Provides academic advising and guidance to international students relating to academic matters;  
Incorporates international and intercultural perspectives into the College's curriculum through presentations by visiting international scholars;  
Broadens the scope of the College's curriculum with study abroad exchanges, faculty-led study abroad, and non-BSC study abroad programs with the College's international institutional partners;  
Facilitates research collaboration and faculty exchanges with the College's international institutional partners;  
Exposes Study Abroad Points of Contact in the College's Schools to best practices in Study Abroad;  
Oversees the College's J1 Exchange Scholars program.

Coordinator: Sudhakar R. Jamkhandi, Ph.D.,

SEVIS Designated School Official and Alternate Responsible Office, J1 Exchange Scholar Program  
Email: [sjamkhandi@bluefieldstate.edu](mailto:sjamkhandi@bluefieldstate.edu); [oii@bluefieldstate.edu](mailto:oii@bluefieldstate.edu); [efis@bluefieldstate.edu](mailto:efis@bluefieldstate.edu)  
Phone: 304-327-4036

Study Abroad Points of Contact: Betty Nash, Bill Bennett, Roy Pruett, Darrel Malamisura, Michele Cofer, Bonnie Reese, Colin Cavell, and Rebekah Hatch.

# Registration Information

All continuing students are expected to early-register by consulting with their faculty 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. Early registration also assures financial aid and scholarships are available at the beginning of the term. 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 \$50 is assessed. Financial aid may be impacted for the students who register late.

## Academic Advising

All students should meet with their advisor prior to registering. Academic advisors will provide information regarding specific advising requirements. If you have questions, please call the Advising Center at (304) 327-4444.

## Student Academic Advisors

Each degree-seeking student who is admitted to the College is assigned a faculty advisor in her/her major field of study. The advisor is expected to provide the student with careful guidance in the pursuit of his/her degree. The duties of the advisor are to render academic assistance, prepare students' course schedules, explain academic regulations and degree requirements, and maintain academic records for each advisee. The student advisee is expected to consult with his/her assigned advisor for all academic issues. 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 pursuit 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 to complete the change of major form. Any advisor changes are processed in the Counseling Center.

All undeclared majors and students requiring 101L courses are advised in the Counseling and Advising Center. Special attention is given to provide career exploration for these undecided students.

## Degree Works Academic Audit

Bluefield State College provides an on-line degree audit program for the use of students and faculty advisors. DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion. Degree Works combines Bluefield State College's degree requirements and the course work students have completed with an easy-to-read worksheet that lists courses that have been completed and how they count toward degree requirements. The requirements are displayed in blocks and have a different look than the original check sheets. The program is accessible 24/7 through Web Self-Service module from myBSC. Students are advised to seek guidance relative to their degree requirements for graduation from their academic advisor and not to rely solely on the Degree Works audit. Questions concerning the use of this program should be directed to the Registrar's Office.

## Updating your Address

It is the responsibility of every student to ensure that an accurate permanent address is on file in the Office of the Registrar. Address information may be updated in person or by written notification mailed to the Office of the Registrar or on the Registrar's Office webpage. Additionally, students must provide updated phone contacts for purposes of communication.

## Schedule Changes

Bluefield State College reserves the right to alter this publication and to cancel a course when the enrollment is not sufficient to warrant its continuance, divide a class if enrollment is too large for efficient instruction, change the meeting time or day(s), or change instructors if necessary. Should schedules be changed the students will be notified prior to the start of the term in which the change occurred.

After registering for the semester, a student may neither add nor drop courses, change hours or day of recitation, change instructors or make any other changes in this schedule without permission of his/her advisor or the Dean of the respective school. All changes must be made by the fifth instructional day of the Fall/Spring semester or second instructional day of the summer term. After the add/drop period has ended, a student must also obtain the signature of the course instructor (or appropriate Dean, if instructor unavailable), and of the Provost and 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.

## 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.

## Numbering of Courses

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 levels 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. Courses with a 101L designation require academic advising to be conducted within the office of counseling and advising.

## Pre-requisite and Co-requisite

The Catalog lists in each course description the course or courses that are required as prerequisites or co-requisites for the described course. It shall be the responsibility of the student to have successfully completed prerequisite courses and to be enrolled in co-requisite courses when enrolling for any course. (Exceptions to this rule may be made only with the approval of the instructor, or the Dean of the School in which the course is to be taken. Failure to comply, without approved exceptions, with pre- and co-requisite 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. Note that courses designated as 101L in English and mathematics courses specify the exact course sections in which the student should be co-enrolled.

## 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 15 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 Provost and Vice President for Academic Affairs to carry one or two additional hours. Although student loads may exceed 18 credit hours in regular semesters when justified and approved, students are advised to refrain from registering for credit loads in excess of 21 hours.

## Classification of Students

### Regular students are classified as follows:

Freshmen	Completed fewer than 32 semester hours credit
Sophomores	Completed a minimum of 32, but fewer than 64 semester hours credit
Juniors	Completed a minimum of 64, but fewer than 96 semester hours credit
Seniors	Completed a minimum of 96 semester hours of credit

## Registrar's Office



The Registrar's Office is responsible for the integrity of student records for the College, the planning and execution of registering of students each semester and summer session, maintaining grades, issuing transcripts, developing and maintaining articulation agreements, processing forms such as a program waivers, drop/add, transient, attendance, academic forgiveness and reinstatement, certification of degree requirements for students, mailing diplomas to graduates, and maintenance of the computerized student databases, verifying enrollment, veterans certifications, loan deferments, and insurance verifications.

## 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.

## Notice of Family Educational Rights and Privacy Act (FERPA) Annual Notification

Each year Bluefield State College is required to give notice of the various rights accorded to parents and students pursuant to the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by Bluefield State College.
2. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties, with certain limited exceptions. It is the intent of this institution to limit disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information, which you have not refused to permit disclosure, or under the provisions of FERPA, which allow disclosure without prior written consent.
3. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading, or otherwise in violation of your rights. This includes the right to a hearing to present evidence that the record should be changed if Bluefield State College decides not to alter the education records according to your request.
4. **RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., S.W., Washington, DC 20202-4605, concerning this institution's failure to comply with FERPA; telephone (202) 260-3887 and Fax (202) 260-9001.

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written institutional policy adopted by Bluefield State College in compliance with FERPA. A copy may be obtained in person or by mail from the Vice President for Student Affairs and Enrollment Management, Bluefield State College, 219 Rock Street, Bluefield, WV 24701; Telephone (304) 327-4567.

## Notice of Designation of Directory Information (FERPA)

Bluefield State College has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) educational level and/or credits earned, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) the most recent previous educational agency or institution attended by the students, and (12) a photograph.

Directory information may be disclosed by this institution for any purpose in its discretion, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Registrar's Office, Conley Hall, on or before the last day of regular registration each semester. Forms for this purpose are available at the Registrar's Office webpage or in the office.

In the event a refusal is not filed, this institution assumes that neither a parent of a student or eligible student objects to the release of designated directory information.

## Graduation Rates

Graduation rates for Bluefield State College are published in *West Virginia Higher Education Report Card*, which can be reviewed [www.wvhepc.com](http://www.wvhepc.com). Visit the Bluefield State College Registrar's Office webpage to find out how to get information about the "Student Right-To-Know" graduation rates.

Student Right-to-Know Disclosure

Graduation and persistence rate information can be found on the West Virginia Higher Education Policy Commission web page at [www.wvhepc.com](http://www.wvhepc.com).

## 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 Provost and 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 Provost and 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.

## 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 will conduct a brief exit interview with the student to facilitate his/her positive action, whether that means withdrawing, remaining, or planning to return 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. 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 during the regular withdrawal period and receive a grade of "W." During an eight (8) week course, the "W" period ends on the Friday immediately following the fourth week. Withdrawing from courses after the "W" deadline date may be approved only through action by the Provost and Vice President for Academic Affairs. The Registrar will accept and process change in schedule forms during the period only as authorized by the Provost and Vice President for Academic Affairs.

## **Courses Taken 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.

## **Procedures Related to Dismissal from a Program**

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 Provost and 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.

## **Probation, Suspension, Dismissal and Academic Good Standing**

### **Probation**

A descriptive term for a 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. A 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. A 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. A 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 - a 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.

## Suspension

Temporary withdrawal of the privilege to enrollment and admittance.

1. A student with a cumulative deficit of 18 quality points or more shall be suspended for a period of one fall or spring semester. This rule shall not apply to first semester freshmen or to students who have not been on academic probation for one semester. 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.
2. A student suspended for poor scholarship and subsequently readmitted shall be required to adhere to the following restrictions:
  - 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 fewer 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.
  - d. 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 Provost and Vice President for Academic Affairs.

## Dismissal

Permanent withdrawal of the privilege of enrollment and attendance.

A second suspension shall be regarded as permanent dismissal. 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.

## 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.

## 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 Bluefield State College Student Handbook. The committee will make its recommendation to the Provost and Vice President for Academic Affairs.

## 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 their Advisor and Dean. The student wishing to change catalogs should come to the Registrar's office for a Change of Catalog Request Form.

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. Students changing their major are subject to the provisions of the catalog in effect at that time. 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.

## Veterans Services

All veteran students, veteran dependents and those students eligible for Veteran Educational Benefits must contact the Registrar's Office to meet with the Veterans Representative upon admission to Bluefield State College.

## Compliance with Military Selective Service Act

State Law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et seq. and the amendments thereto). Males between the ages of 18 and 25 must be in compliance with the Military Selective Service Act to be eligible to enroll. Also, a male person may not receive a loan, grant, scholarship or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act. Selective Service Act registration information should be available at all U.S. Postal Service facilities and may be available at some high schools.

## Course Equivalencies

### College Credit for Prior Learning

Prior Learning Assessment (PLA) is defined as the assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college credit.

Bluefield State College recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that colleges and universities have the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

In order to request course credit for PLA as set forth in BSC Policy 60, it is necessary to complete the Prior Learning Assessment Evaluation Petition Form in its entirety including all supporting documentation. Credit will only be awarded based upon the assessments noted in Policy 60. Award of PLA credit will be based on the approval of a subject matter expert, the Dean of the school for which the credit may be applied, the Registrar, and the Provost/Vice President of Academic Affairs. Credit for PLA is not guaranteed. Students denied specific course credit may follow the appeal process as set forth in Policy 60, Section 8.3. Should credit be denied based on the assessment review, the student shall have 30 days from the date of receipt of the denial to file an appeal of credit to the Academic Appeals Committee.

Bluefield State College, in accordance with the HEPC policy for prior learning will evaluate each request for credit based on PLA on an individual basis. Students seeking to obtain credit through such assessments must meet with the Dean of the respective school in which their major is contained. The student must provide the completed PLA Form requesting credit as well as all documentation related to the request. A recommendation for credit shall be made to the Provost/Vice President of Academic Affairs or designee and in accordance with Bluefield State College's PLA guidelines.

## Award of Advanced Placement Credit

The West Virginia Higher Education Policy Commission (HEPC) and the West Virginia Council for Community and Technical College Education (CCTE) are committed to initiatives such as the Advanced Placement program of the College Board, which encourage prospective college students to aspire to higher intellectual achievements. The Commission and Council recognize the Advanced Placement program as one which will allow high school students to master college subject matter and to document their intellectual achievements through successful completion of Advanced Placement examinations.

Beginning with the 1994-95 academic year, the State College and University Systems, and subsequently the HEPC and CCTCE, implemented a policy which will enable students who have successfully completed any Advanced Placement exams to receive academic credit at all public undergraduate institutions in West Virginia. Among the provisions of the policy are:

1. High school students completing advanced placement examinations of the College Board with a minimum score of 3 will receive credit at any institution in the West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia;
2. When the examination is in the area of the student's major, the institution will award credit toward the major of core curriculum;
3. An academic department within the institution, upon approval of the institutional faculty, may require a higher score than 3 on an Advanced Placement test if the credit is to be used toward meeting a course requirement for a major in the department; and
4. Credits awarded by regionally accredited institutions of higher education for successful completion of Advanced Placement exams are transferable to the other state colleges and universities in accordance with the Advanced Placement policy of the receiving institution.

Listings of awards of Advanced Placement credit for each of the state higher education institutions are on the pages that follow. Minimum scores, number of credits awarded, and available course equivalents are indicated. If the institution does not have an equivalent course, then no course is indicated in the course equivalent column. Credit is awarded, however, for successful completion of any College Board Advanced Placement examination. Credits are awarded once an official score report is received and the student is enrolled in the receiving institution.

Any questions on Advanced Placement credits should be directed to the institution or to:

Academic Affairs Office  
 West Virginia Higher Education Policy Commission  
 1018 Kanawha Boulevard, East, Suite 700  
 Charleston, West Virginia 25301-2827PH  
 304.558.0261- FX 304.558.0089  
 crosier@hepc.wvnet.edu

## Advanced Placement Credit Awarded

Examination	Min. Score	Credit Hours		Bluefield State College Course Equivalent
<b>Art (Studio)</b>				
Drawing Portfolio	3	3	ARTS 220	Drawing
General Portfolio	3	3		Elective
Art History	3	3	ARTS 205	Art History
Biology	3	8	BIOL 101-BIOL 103L BIOL 102-BIOL 104L	General Biology & Lab General Biology & Lab
Chemistry	3	8	CHEM 101-CHEM 103L CHEM 102-CHEM 104L	General Chem. & Lab General Chem. & Lab
<b>Computer Science</b>				
Computer Science A	3	3	COSC 111	Intro to Computers
Computer Science AB (6 units maximum for both tests)	3	6		COSC 111, Elective
<b>Economics</b>				
Macroeconomics	3	3	ECON 211	Principles of Economics I
Microeconomics	3	3	ECON 212	Principles of Economics II
<b>English</b>				
English Composition and Literature	3	3	ENGL 101	Composition I
	3	3	ENGL 102	Composition II
English Language and Composition		3	ENGL 101	Composition I
<b>Foreign Language</b>				
French Language	3	6	FREN 101-FREN 102	Elementary French I & II
French Literature	3	6		Elective
German Language	3	6		Elective
Spanish Language	3	6	SPAN 101-SPAN 102	Elementary Spanish I & II
<b>Geography</b>				
Human Geography	3	3	GEOG 301	World Physical Geography
<b>Government &amp; Politics</b>				
United States	3	3	POSC 200	American National Government
<b>History</b>				
United States	3	6	HIST 105-HIST 106	American History
European	3	6		Elective
World	3	6	HIST 101-HIST 102	World Civilization
<b>Mathematics</b>				
Calculus AB or Sub score	3	4	MATH 220	Calculus I
Calculus BC: AB Sub score			MATH 220	Calculus I
Calculus: BC	3	8	MATH 220-MATH 230	Calculus I & II
Statistics	3	3	MATH 210	Elementary Statistics
<b>Music</b>				
Theory	3	3	MUSC Elective	Theory I
<b>Physics</b>				
Physics B	3	8	PHYS 201 /PHYS 203L PHYS 202 /PHYS 204L	General Physics I (Algebra based) & Lab General Physics II (Algebra based) & Lab
Physics C Mechanics	3	4	PHYS Elective	General Physics I (Calculus based) & Lab
Physics C Electricity and Magnetism	3	4	PHYS Elective	General Physics II (Calculus based) & Lab
<b>Psychology</b>				
Introductory Psychology	3	3	PSYC 103	General Psychology

## Credit Hours

## Credit Transfer and Evaluation of 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 or a 600 score or above on the SAT test are eligible to enroll in MATH 220.

Students with an ACT score of 22 or above on the English main section, and a score of 17 on the Reading main portion of the ACT, or a 550 on the SAT ERW section and 23 on the Reading section are eligible to take the English CLEP test and receive three (3) hours credit for ENGL 101 plus 3 hours of English elective hours provided they (1) are not enrolled in ENGL 101, (2) they have not previously received a grade other than "W" in ENGL 101, and (3) have not already been institutionally exempt from ENGL 101. Students must take the English CLEP test (with essay), score 50 or higher on the exam, and receive credit for ENGL 101 before enrolling in ENGL 102. CLEP information is available from the Counseling 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 Counseling 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 official scores and enrollment in the college. Scores are to be sent from CEEB to the Counseling Center.

## Freshman Course Placement

By combining standardized test scores with the student's chosen course of study, freshmen at Bluefield State College are strategically placed into the courses best suited to their curricular goals. Important in this strategic placement is not only the appropriate selection of individual courses, but also the complementary co-requisite pairing of courses as required. Selection and pairing of courses enable the accelerated-learning and contextual-learning strategies required for successful student completion of gateway courses in the freshman curriculum. These policies reflect changes to Series 21 of Title 133 of the West Virginia Higher Education Policy Commission "Freshman Assessment and Placement Standards."

ENGLISH. Students may enroll in ENGL 101 (Composition I) if they meet the minimum score on both the English and Reading tests for any of the following:

- SAT Evidence Reading and Writing (ERW) 480 or higher
- SAT Reading 23 or higher
- ACT English Main 18 or higher
- ACT English Reading 17 or higher
- ACCUPLACER Writing 250 or higher
- ACCUPLACER Reading 252 or higher

MATHEMATICS. Students may enroll in Math 101, Math 109, or GNET 115 if they meet the minimum score on any of the following tests:

- SAT Math 530 or higher\* 510 or higher\*\*
- ACT Math 21 or higher\* 19 or higher\*\*
- ACCUPLACER (QAS) 260 or higher\* 250 or higher\*\*

\*Track A: Math 109, 110 or GNET 101, 102, 115

\*\*Track B: Math 101, 109

Bluefield State College offers the following Transitional Studies courses in English and Math:

- ENGL 101L - Composition I with Lab: Practice in the techniques of effective academic writing with an emphasis on the writing process, including rhetorical methods, patterns of organization, and an introduction to APA formatting. Additional lab time meant to assist students with acquiring writing skills necessary for successful completion of the course. Required of students scoring below the minimum scores on the SAT, ACT, and ACCUPLACER tests.
- GNET 115L Tech Math I with Lab 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. Required of students in GNET Math, i.e. students of Engineering Technology who have scored 15 to 18 inclusive on ACT Mathematics, 340-450 inclusive on SAT Math, or 25-75 inclusive on the ACCUPLACER elementary algebra test.
- MATH 101L - General Mathematics with Lab: Study of natural numbers, integers, rational numbers, real numbers, equations, and inequalities; ratio, proportion and variation; graphs, interest; introduction to elementary statistics. Additional lab time meant to assist students with acquiring math skills that are necessary for successful completion of the course. Required for students in Math Track B (i.e., students of Humanities, Social Science, Education, Nursing, or Criminal Justice) scoring 0-18 inclusive on ACT Mathematics, 200-500 inclusive on SAT Math, or 200-249 inclusive on the ACCUPLACER (QAS) test.
- MATH 109L - Algebra with Lab: Study of real numbers, exponents, roots and radicals, polynomials, first and second-degree equations and inequalities; functions and graphs, Additional lab time meant to assist students with acquiring math skills that are necessary for successful completion of the course. Required of students in Math Track A, i.e., students of Radiologic Science, Applied Science, Accountancy, Business Administration, Business Information Systems, Education, or Health Services Management, who have scored 0 to 20 inclusive on the ACT Mathematics, 200-520 inclusive on the SAT Math, or 200-259 on the ACCUPLACER (QAS).
- BSCS 100 - Building Successful College Skills. 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. This course is a required co-requisite for students enrolled in any of the previous four courses

## West Virginia Core Coursework Transfer Agreement

The Higher Education Policy Commission is charged by statute with ensuring that undergraduate core coursework completed at any of its institutions is transferable as general studies to all other state institutions of higher education in West Virginia for credit with the grade earned. Though system policy provides that undergraduate coursework is generally transferable among state institutions, there is no requirement that courses transferred will meet the general studies requirements at receiving institutions.

The purpose of this procedure is to establish a process and format which will enable students who transfer from one state college or university to another to transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions. To facilitate the discharge of this statutory responsibility, the following agreement for transfer of core coursework at state higher education institutions in West Virginia and listing of institutional courses that are acceptable for transfer under this agreement has been developed.

## Core Coursework Transfer Agreement

To remedy the problem of transfer of core coursework and to meet the statutory mandate, this core coursework agreement will assure that students who transfer from one state college or university to another will receive credit for specified general studies courses at the receiving institutions. Under the terms of the agreement, a student may transfer up to thirty- five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general

studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty-five hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement. The hours of core coursework that are acceptable counting toward fulfillment of general studies requirements are as follows:

- **English Composition** - 6 hours  
Communication and Literature - 6 hours  
Speech/Oral Communication - 3 hours  
Literature - 3 hours
- **Fine Arts Appreciation** - 3 hours  
Art, Music, Drama, or Theater Appreciation
- **Mathematics** - 3-5 hours  
College Math including General Math, Algebra, Trigonometry or Calculus
- **Natural Science** - 8-10 hours  
Lab Science including Biology, Chemistry, Geology, Physics or Physical Science
- **Social Science** - 9 hours  
History, Political Science, Psychology, Sociology or Economics with no more than six hours from any one area

## Implementation

The Director of the Academic Affairs office of the Higher Education Policy Commission and the Council for Community and Technical College shall annually appoint a core coursework committee to advise on matters relating to the agreement and listing of courses. The committee may recommend modifications in the agreement or in the list of courses, as it deems necessary. It shall also have the responsibility for publishing and disseminating a transfer guide, which includes the State coursework agreement, and the list of approved core courses at each of the institutions. This committee shall meet at least once a year and file a report annually to the Chancellor.

## Institutional Responsibility

Each institution shall have the responsibility of implementing the agreement and distributing the transfer guide to faculty advisers and to students. The agreement and listing of courses acceptable for transfer as general studies credit should be included in the student handbook and other appropriate publications. It is imperative that each institution in disseminating information relating to the core coursework transfer agreement inform students that the agreement assures the transfer of courses for general studies credit for any of the courses listed in the agreement and does not limit the number of credit hours that a student may transfer in general studies. A student, in accordance with the Higher Education Policy Commission Series 17, Policy Regarding the Transferability of Credits and Grades at the Undergraduate Level, and the policies of the receiving institution, may transfer credit for general studies courses that are not included in the agreement and may also transfer more than thirty-five hours of general studies credit.

## Student Responsibility

It is the responsibility of the student who is transferring from a state college or university to another state institution to be aware of the specific program requirements at the receiving institution. Occasionally, in an academic program, such as engineering or other professional field, there may be a requirement for completion of a particular general studies course(s). Though the core coursework transfer agreement

provides for uniform acceptance of up to thirty-five hours of core coursework, the student must still complete all program requirements for his/her course of study.

## 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 48 semester credits, of the 120 required for a baccalaureate degree, must have been earned from a baccalaureate degree-granting institution (the minimum number will be higher if more than 120 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. 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. Bluefield State College is a member of the American Council on Education (ACE), College Credit Recommendation Service. ACE Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.

## 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.

Students who plan to take a correspondence course can obtain the form, Permission to Earn Credits at Another Institution, from the Registrar's Office. The completed form must be filed with the Registrar prior to registering/enrolling in such course(s) to ensure the correspondence credit will be accepted. All correspondence exams or proctored work must be taken under the supervision of the Counseling Center staff, or a person designated by the Registrar. Students can locate correspondence courses through the Counseling Center.

Correspondence work will be included in the student's semester course load at Bluefield State College. Successful correspondence work/credit will not be accepted if the total resident hours plus correspondence hours exceeds the normal course load (18 hours), unless the Provost and Vice President for Academic Affairs had approved a course overload.

## 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

## 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 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"
I	
P	Satisfactory completion of courses (for AD Nursing clinical courses only)
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
K	Indicates a grade that is counted in hours attempted, but not in hours earned toward a degree. 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

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 Provost and Vice President for Academic Affairs.

## Incomplete Grade

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

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

1. The student has informed the instructor prior to the final examination and the instructor considers the reason valid.
2. The instructor files with the Registrar along with the grade report:
  - a. An Incomplete Grade Status Report in duplicate stating under "Reasons for 'I' Grade" exactly the same reason given by the student.
  - b. Instructor who is not returning the following semester will also file a copy of the final examination with a key indicating the score at which the student would earn each letter grade. This material is to be filed with the Vice President for Academic Affairs.
3. Incomplete Grade Extension

## 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.

## 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](http://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 at Bluefield State College (excluding developmental level courses), earn a grade point average for the semester of 3.8 or better, and receive no "D" or "F" grades. Transfer course work will not be accepted within the minimum 12 semester hours required.

## Dean's List

To be eligible for the Dean's List, a student must carry a minimum of 12 semester hours (excluding developmental level courses) at Bluefield State College, earn a grade point average for the semester of 3.25 or better, and fail no courses. Transfer course work will not be accepted within the minimum 12 semester hours required.

## 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.

## Repeated Course Grade Policy

Bluefield State College has a D/F repeat policy for undergraduate students who have not received their initial baccalaureate degree. If a student earns a D or F in a course at Bluefield State College or at any school in the WV State System and the course is taken no later than the semester or summer term in which the student completes the sixtieth hour (including any class in which the student earns a grade and transfer classes), the student may "D/F repeat" that course. Hours from the Intensive English Program do count towards the sixty hours. Students have only one opportunity to improve their original grades under the D/F repeat policy. The new grade becomes the grade that counts toward the student's cumulative GPA and credit hours for graduation, even if the repeated course grade is lower than the original grade in the course. The D/F repeat policy will be enacted any time an eligible course is repeated. 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.

When a course is repeated due to the receipt of a grade of D/F, the following procedure occurs:

- The original grade is disregarded for determining the overall GPA; it is marked as excluded (E) in the semester that the student originally took the course.
- The original grade is not deleted from the student's permanent record.
- The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.

## Courses Repeated Not Related to the Grade of D/F

Courses repeated, but not eligible for the provisions of the D/F repeat policy, follow this procedure:

- The original grade is included in determining the overall GPA. It is excluded from earned or degree hours and is marked with an (A).
- The second grade is entered on the student's transcript and marked as included (I) in the semester that the course was repeated.
- Courses repeated more than once are handled the same way with the final attempt carrying earned or degree hours. All attempts are used for determining the GPA.

## Academic Forgiveness Policy

Under the following conditions, Bluefield State College will extend academic forgiveness to a student. The policy provides that certain "D," "F," and "FIW" or "WF" grades will be disregarded in the calculation of the student's grade point average for graduation requirements but does not apply to requirements for graduation with honors, nor to requirements for professional certification that may be within the province of licensure boards or external agencies.

Students who have received an associate or baccalaureate degree are not eligible for academic forgiveness. Academic forgiveness may only be granted once.

1. The student must not have enrolled as a full-time student in any college or university during the four consecutive academic years immediately preceding the readmission semester. If the student attended on a part-time basis during the four-year period, a 2.0 GPA is required for all course work attempted.
2. The student will be admitted on a probationary status. Academic Forgiveness will be applied after the student has earned at least 12 credit hours with grades of "C" or above in all course work and applies, in writing, to the Registrar for Academic Forgiveness.
3. Only "D," "F," and "FIW" or "WF" grades taken for courses at least four years prior to the request may be disregarded for grade point average computation, and these grades will not be deleted from the student's permanent record.
4. All "D" grades to be disregarded must be identified by the student at the time of applying for Academic Forgiveness, and the credit earned for those courses will also be disregarded.
5. The Registrar will notify the student of the decision regarding the request for academic forgiveness within four weeks following the request.
6. The college maintains the right to accept or not accept actions of other institutions regarding academic forgiveness. Other institutions may or may not recognize academic forgiveness extended by Bluefield State College.

A student in the RBA degree program may elect to receive academic forgiveness under the terms of this policy or have grades for some courses forgiven under these terms and those of the rules of the RBA degree program. The student should contact the RBA Program Director for additional information.

## 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. The student shall assure that the proper transcripts are provided to the office of the registrar to receive credit.

## Evaluation for Degree Requirements

A student who has completed 90 semester hours of credit toward a baccalaureate degree 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 that must be completed for the degree and/or certification sought. The academic advisement software program, Degree Works, may substitute for the 45- and 90- hour evaluations. After an evaluation has been completed, the student should keep a copy and have it available on registration days.

A Degree Works evaluation may substitute for the 45 and 90-hour evaluations. Students should consult with their assigned academic advisor regarding use of this program to assure accuracy for graduation requirements.

Students who need an evaluation to determine what courses to take during the summer sessions should request an 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 satisfying any of them.

## 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.

## 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.

## 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 concentrations(s) at Bluefield State College

The School of Business specifies that at least one-half of all 300 and 400 business core courses and one half of all courses 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.

## 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 21 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 12 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 A.S. degrees and two B.S. 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 120 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. Among the exceptions is Teacher Education, which requires a 2.75 or better overall GPA, a grade of C or better in all professional education courses and a student's 5-9 content area. 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 majors/minors).

Most associate degrees granted have the same minimum requirements with regard to semester credit hours and grade point average. The minimum requirement is 60 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 Imaging 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.

Any student graduating with a B.S. in a field that also has an A.S. degree as part of the B.S. degree requirements will automatically be awarded an A.S. degree when they receive their B.S. degree. The student must meet eligibility requirements for the A.S. degree and will not be awarded an A.S. degree if they have already received an Associate degree in a field similar to the A.S. degree at Bluefield State College from another institution.

All Bluefield State College first-time students are strongly recommended to take BSCS 100, this 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 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.

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, 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 areas used to fulfill graduation requirements.

## **Requirements for Bachelor of Science in Education Degree (B.S. in Ed.)**

**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 specialization in one or more of the following disciplines: 5-9 General Science, 5-9 English/Language Arts, 5-9 Mathematics and 5-9 Social Studies and K-6 Special Education Multi-Categorical BD, MI, SLD (excluding autism). Students must complete a minimum of 120 credit hours, successfully complete student teaching the professional semester, and take and pass the required Praxis II examinations. The grade point average for program admission is 2.75.

## Academic Standards

### 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 Bluefield State College Board of Governors Policy 15: Students Academic Rights.

If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously, or prejudicially, he/she must register, 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. For descriptions of the above terms and their relationship to final course grades please see below:

- An arbitrarily assigned grade is deemed to have been awarded solely by the instructor's discretion without comparison to an established course metric or calculation by a clearly defined standard as outlined by the course policy sheet or syllabus.
- A capriciously assigned grade is deemed to have been awarded impulsively by the instructor with no clear explanation as to the legitimacy of the grade.
- A prejudicially assigned grade is deemed to have been awarded by the instructor acting upon a preconceived opinion or feeling toward the student based on a student's age, race, color, national origin, religious affiliation, political affiliation, disability, sexual orientation, or gender.

The student must provide the Dean of the School with 1) a written statement including the reason for the appeal (computational error, arbitrary grading practices, discrimination, etc.); 2) copies of all relevant graded work (course assignments, tests, quizzes, lab reports, etc.); and/or 3) a list of relevant work not in the student's possession but maintained by the instructor of the course, that illustrate the student's success in the course. The Dean will return all documentation to the student after the appeal process is completed.

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 business 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 Provost and Vice President for Academic Affairs requesting to convene a meeting of the Academics Committee. The student must complete the request form available in the office of the Provost/Vice President of Academic Affairs. Appeals hearings will occur within 5 days of the beginning of the semester. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within 5 business days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will ask the Provost and Vice President for Academic Affairs to have the grade modified in accordance with the findings of the Committee. Grade appeals shall end at the institutional level. Under no circumstances will a grade appeal initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.

### 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 Provost and Vice President for Academic Affairs.

## Appeal of Prior Learning Assessments

A student may appeal the denial of credit for prior learning assessment submission within 30 days from the date of the receipt of the denial. The student has the responsibility to complete all paperwork required requesting award of credit for prior learning as detailed in the BSC Board of Governors policy #60. To request an appeal the student should complete the academic appeal committee request form available in the office of the Provost/Vice President of Academic Affairs. The form will then be conveyed to the chair of the institutional appeals committee for review. Proof must be provided that the denial was based on an arbitrary, capricious, or prejudicial decision. The decision of the academic appeals committee will be provided within 14 days of receipt of the request.

## Assessment of Student Learning

Institutions under the West Virginia Higher Education Policy Commission are committed to excellence in instruction and to programming, which 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 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. The degrees granted by the College are Bachelor of Arts, Bachelor of Science and Associate of Science. All bachelor's degrees require a minimum of 120 semester hours (some degrees require more) and all associate degrees require a minimum of 60 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 120 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 Bluefield State College.

The baccalaureate degrees in Nursing and Imaging Science are based upon successful completion of an appropriate associate degree. An associate degree in Engineering Technology in a technical field approved by the Dean of the School of Engineering Technology and Computer Science is required to obtain a Bachelor of Science in Engineering Management. 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.

## 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 Provost and 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 Provost and 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 the 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.

## 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 of this catalog.

## 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 Provost and Vice President for Academic Affairs. The case may be resolved at this level, or if considered by the Provost and 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:

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

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

## Student Honor Code

Each Student should read and adhere to the Honor Code Statement, shown below, as instructed, for each course in which he/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.**

## Academics

**Degree program:** A degree program is an area of study approved as such by the institution and the Commission and listed on the official Commission inventory of degree programs, e.g. English, Social Work, and Physical Education. The degree, which is an award signifying a

rank or level of educational attainment and which is conferred on students who have successfully completed a degree program, is represented by the official degree designation, e.g. B.A. - Bachelor of Arts, B.S. - Bachelor of Science, A.S. - Associate of Science, etc. The degree program completed would be listed on the student's diploma.

**Majors:** A major is a field of study within an approved degree program, having its own curriculum. A degree program may have more than one major. An institution may elect to include the major(s) on the student's diploma.

**Minors:** A baccalaureate minor is earned in a specific subject area of study and must be composed of at least fifteen (15) credit hours or more of course work. A student may not earn a baccalaureate minor in a subject area in which he/she is earning a baccalaureate major.

**Area of emphasis:** An area of emphasis is a specific subject area of study, which has defined course offerings within an approved degree program and major. Normally, a minimum of twelve (12) and no more than eighteen (18) hours would be expected for an area of emphasis within a baccalaureate degree program and a minimum of six (6) and no more than twelve (12) credit hours would be expected for an area of emphasis within a graduate degree. Typically, a minimum of six (6) and no more than nine (9) credit hours would be expected for an area of emphasis within an associate degree program. Areas of emphasis completed would appear on the student's transcript. See Regents Areas of Emphasis for program specific guidelines.

**Accreditation:** Accreditation means that a college has been carefully evaluated and approved in its governance, in each curriculum, in the quality of its faculty, in the adequacy of facilities, library, equipment, and laboratories. To assure its stature and academic excellence, a university obtains accreditation from both regional and national agencies and joins certain accrediting organizations. Bluefield State College is accredited by The Higher Learning Commission, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, (800) 621-7440 x105, <https://www.hlcommission.org/>.

## Library Services

**William B. Robertson Library:** The William B. Robertson Library provides library support for the instructional programs of the Bluefield and Beckley campuses. The Robertson Library is open a total of 58 hours, Sunday through Saturday, during the Fall and Spring Semesters, and is staffed by two full-time librarians. A goal of the library is to lead the campus in providing access to information as well as education in research skills. The library offers digital literacy instruction and personal assistance to students and researchers in the use of its collections. Many library resources are available 24 hours a day through the myBSC campus network portal with a valid user name and password.

The Robertson library is a member of the West Virginia Library Network (WVLN), a network of 70 academic and public library systems in West Virginia. The network provides access to the book collections of member libraries via the Sierra online library system, which is available through the myBSC campus network portal. Students and faculty seeking specific book titles not found in the Robertson Library may request those items from other libraries via Interlibrary Loan. In addition, BSC library cards are accepted by any of the WVLN member libraries.

From the myBSC portal, students and faculty can access numerous journal articles through the library's collection of online databases and e-journals. These resources provide students at the Bluefield and Beckley campuses with access to up-to-date information on a variety of topics.

Professional assistance in the use of any of these resources is available in person, by phone (304-327-4056), or by e-mail <https://bluefieldstate.edu/academics/library/contact> during regular library hours. Web address: <https://bluefieldstate.edu/academics/library>

**Bluefield State Archives Collection:** The BSC Archives Collection was established in 1992. Its mission is to collect, care for, promote, and make available the unique historical resources of the college. These materials document the history of administrative and academic units as well as the activities of our faculty, staff, and students. The collection is open to the public by appointment, and is located on the second floor of the Robertson Library.

Location: Building adjacent to Conley Hall

Hours: Fall/Spring semesters:

8:00 a.m. - 7:00 p.m. Monday - Thursday

8:00 a.m. - 4:00 p.m. Friday

10:00 a.m. - 3:00 p.m. Saturday

Vacation/Summer hours: 8 a.m. - 4 p.m. Monday - Friday

Closed on public holidays and selected other days as posted

Academic programs at Bluefield State College are supported by the William B. Robertson Library. The Library's collections are designed to be of particular relevance to the students and staff of the college, and contain approximately 72,579 volumes, 664,020 microforms, and 38 print journals and 23 e-journals. With access to 25 electronic databases, via the internet, the library provides professional assistance, training and information literacy instruction classes in the use of these and other information resources. These databases can be accessed through myBSC portal.

## Online Education

### Extended Learning

Bluefield State College offers time-bound and place-bound students extended learning opportunities through the Instructional Technology Center (ITC). 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 and asynchronous distance learning. Interactive video courses are available over Bluefield State College's Interactive Video Network (IVN) and utilize two-way audio and video between Bluefield and Beckley. 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 with the Moodle administrative office 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 recommended specifications for computers that students will use in completion of online courses.

<b>Minimum</b>	<b>Recommended</b>
Intel Core I7 Processor	2nd Generation Intel Core I7 Processor
Windows 7	Windows 8.1
4 GB Ram	8 GB Ram
200 GB Hard Drive or higher	500 GB Hard Drive or higher
Wireless-N network card	Wireless-N network card
Ethernet Network card	Ethernet Network card
17" Flat panel display	19" Flat panel display

Mouse

Sound card and Speakers

DVD-ROM

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

Mouse

Sound card and Speakers

DVD-ROM/DVD-WRITER

Please note: the minimum requirements are suggested for individuals who already possess a personal computer. The "recommended" 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 Wi-Fi connection, or Wireless Internet. To access the Wi-Fi 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 from local electronics stores.

## Computer Laboratories (Labs) on Campus

The Computer Center is located on the first floor of Dickason Hall. There are three computer labs on the first floor. The Instructional Technology Center is located on the fourth (main) floor of the Ned Shott P.E. Building. The labs their house numerous computers for student use Monday through Friday from 8:00 a.m. - 4:00 p.m.

Lab computers are also available in 311 Mahood Hall, the William B. Robertson Library, and the Basic Science Building.

There are Wi-Fi capabilities throughout the campus for use with personal laptop computers that contain wireless network cards.

Students are responsible for the update and maintenance of their personal computers. Keeping computers virus free is very important. Free software that may protect their computers from viruses can be downloaded at <http://download.cnet.com/>. A software source that gives discounted prices to student, staff, and faculty is [www.JourneyEd.com](http://www.JourneyEd.com) or call 1-800-874-9001.

Bluefield State College has arranged a purchasing program with DELL computers in order to help students save money on hardware purchases. Visit <http://www.dell.com/bluefield1> for more details on how to obtain a discount on new computers.

Students also have free access to download and use Microsoft Office 365 Pro Plus using their Bluefield State Office 365 Live email address. Access to this product is available to currently enrolled students.

## Technical Support

Students may contact technical support Monday-Friday 8:00 a.m. - 5:00 p.m. for General Technical Support at (304) 327-4090.

## Internet Course (Moodle) 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, Mozilla Firefox, or Google Chrome
- A word-processor program such as Microsoft Word or WordPad
- Most online courses utilize the following free software
- Adobe Acrobat Reader
- Shockwave Flash Player
- Java Virtual Machine

## 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.

## Requirements for Degree Minors

Bluefield State College offers the following minors for students who wish to develop expertise in a specific area. The requirements for minors are as follow:

- African American History Minor
- Applied Mathematics & Statistics Minor
- Biology Minor
- Chemistry Minor
- Criminal Justice Minor
- Environmental Science Minor
- Forensic Science Minor
- History Minor
- Humanities Minor
- International Studies Minor
- Mathematics Minor
- Organizational Leadership Minor
- Pre-Law Minor
- Political Science Minor
- Psychology Minor
- Sociology Minor

## Business Minor

The School of Business offers the following minor for students who are non-business majors who wish to develop expertise in the following areas. Please refer to the W. Paul Cole, Jr. School of Business section in the Academics section for further information on these minors.

- Accounting Minor (for students majoring in Business Administration): 12 hours chosen from the Accounting major
- Business Minor (for students outside of the School of Business): 15 hours
- Entrepreneurship Minor (for School of Business students and students with majors outside of the School of Business): 12 or 18 hours
- Finance Minor (for students majoring in Business Administration): 14 hours
- Health Services Management Minor (for School of Business students and students with majors outside of the School of Business): 12 hours
- Information Systems Minor (for students majoring in Business Administration): 14 hours
- Management Minor (for students majoring in Business Administration): 12 hours chosen from the Management major

- Marketing Minor (for students majoring in Business Administration): 12 hours chosen from the Marketing major
- Sports Management Minor (for students majoring in Business Administration): 12 hours chosen from the Sports Management major

## 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 learning outcomes, which should be demonstrated by all graduates upon completion of any academic program.

1. Communication: Students will communicate effectively both orally and in writing.
2. Information Literacy: Students will select appropriate resources, prioritize information in terms of relevance and reliability, question and evaluate the complexity of the information environment, and use information in an ethical manner.
3. Technology Literacy: Students will be able to demonstrate the ability to use appropriate technology for communicating, problem solving, and decision-making.
4. Mathematical Literacy: Students will use mathematical problem-solving skills to investigate, model, and solve real-world problems at an appropriate level.
5. Social, Artistic, and Cultural Literacy: Students will analyze and compare diverse social and cultural patterns, texts and performances and will evaluate them from a global perspective.
6. Scientific Literacy: Students will understand and apply scientific concepts and develop science inquiry and research skills.
7. Critical and Ethical Reasoning: Students will interpret, analyze, and construct ethical arguments.
8. Wellness: Students will be able to apply skills necessary to maintain physical and mental wellness.

## 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 (6 Credit Hours)

- ENGL 101 - Composition I **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**

#### Mathematics (3 Credit Hours)

- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MATH 101 - General Mathematics **Credit Hour(s): 3**
- MATH 101L - General Mathematics with Lab **Credit Hour(s): 4**
- MATH 109 - Algebra **Credit Hour(s): 3**
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**
- MATH 110 - Trigonometry **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**

#### Technology Literacy (3 Credit Hours)

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**

- any COSC-prefix course
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**

### Communication (3 Credit Hours)

- COMM 201 - Basic Communications **Credit Hour(s): 3**
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**

### Total Credit Hours: 15

## Core Skills Component

### Literature (3 Credit Hours)

- ENGL 201 - World Literature I **Credit Hour(s): 3**
- ENGL 205 - World Literature II **Credit Hour(s): 3**

### Fine Arts/Humanities/Social Science (9 Credit Hours)

(Selected from a minimum of 2 disciplines)

#### Architecture

- ARET 205 - History of Architecture **Credit Hour(s): 3**

#### Economics

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

#### Fine Art

- ARTS 101 - Introduction to Visual Arts **Credit Hour(s): 3**
- ARTS 205 - Art History **Credit Hour(s): 3**

#### Foreign Language

- FREN 101 - Elementary French I **Credit Hour(s): 3**
- FREN 102 - Elementary French II **Credit Hour(s): 3**
- SPAN 101 - Elementary Spanish I. **Credit Hour(s): 3**
- SPAN 102 - Elementary Spanish II. **Credit Hour(s): 3**

#### Geography

- GEOG 150 - Introduction to Geography **Credit Hour(s): 3**

#### History

- HIST 101 - World Civilization I **Credit Hour(s): 3**
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**

#### Humanities

- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**  
or
- HUMN 223 - Introduction to Ethics **Credit Hour(s): 3**

#### Music

- MUSC 150 - Introduction to Music **Credit Hour(s): 3**

#### Political Science

- POSC 200 - American National Government **Credit Hour(s): 3**
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**

#### Psychology

- PSYC 103 - General Psychology **Credit Hour(s): 3**

## Sociology

- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

## Theater

- THEA 200 - Introduction to Theater **Credit Hour(s): 3**

## Health & Wellness (2-3 Credit Hours)

- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**
- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**
- HLTH 333 - Health and Safety in Schools **Credit Hour(s): 2** (Only open to Education majors)
- all 2-hour PHED (Excluding PHED 212)

## Physical and Biological Sciences (8 Credit Hours)

(Must include laboratory courses)

### Biology

- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- BIOL 202 - Microbiology **Credit Hour(s): 3**
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**

### Chemistry

- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- CHEM 102 - General Chemistry II **Credit Hour(s): 3**
- CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**

### General Engineering Technology

- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

### Environmental Science

- ENSC 201 - Environmental Science I **Credit Hour(s): 3**
- ENSC 203L - Environmental Science I Laboratory **Credit Hour(s): 1**
- ENSC 202 - Environmental Science II **Credit Hour(s): 3**
- ENSC 204L - Environmental Science II Laboratory **Credit Hour(s): 1**

### Physical Science

- PHSC 101 - Physical Science Survey I **Credit Hour(s): 3**
- PHSC 103L - Laboratory for Physical Science Survey I **Credit Hour(s): 1**
- PHSC 102 - Physical Science Survey II **Credit Hour(s): 3**
- PHSC 104L - Laboratory for Physical Science Survey II **Credit Hour(s): 1**

### Physics

- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3**
- PHYS 203L - General Physics I Lab **Credit Hour(s): 1**

- PHYS 202 - General Physics II algebra-based **Credit Hour(s): 3**
- PHYS 204L - General Physics II Lab **Credit Hour(s): 1**

**Total Credit Hours: 37-38**

## Associate Degrees

All candidates for an associate of science degree are required to successfully complete a minimum of 23 semester hours in general studies. Students must conform to pre-requisite/co-requisite requirements before enrolling in any listed courses:

### Basic Skills Component

#### Composition (6 Credit Hours)

- ENGL 101 - Composition I **Credit Hour(s): 3**
- ENGL 101L - Composition I with Lab **Credit Hour(s): 4**
- ENGL 102 - Composition II **Credit Hour(s): 3**

#### Mathematics (3 Credit Hours)

- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MATH 101 - General Mathematics **Credit Hour(s): 3**
- MATH 101L - General Mathematics with Lab **Credit Hour(s): 4**
- MATH 109 - Algebra **Credit Hour(s): 3**
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**
- MATH 110 - Trigonometry **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**

#### Technology Literacy (3 Credit Hours)

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- COSC 201 - PC Software Applications **Credit Hour(s): 3**

**Total Credit Hours: 12**

### Core Skills Component

#### Fine Arts/Humanities/Social Science (3 Credit Hours)

##### Architecture

- ARET 205 - History of Architecture **Credit Hour(s): 3**

##### Economics

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

##### Fine Art

- ARTS 101 - Introduction to Visual Arts **Credit Hour(s): 3**
- ARTS 205 - Art History **Credit Hour(s): 3**

##### Foreign Language

- FREN 101 - Elementary French I **Credit Hour(s): 3**
- FREN 102 - Elementary French II **Credit Hour(s): 3**

- SPAN 101 - Elementary Spanish I. **Credit Hour(s): 3**
- SPAN 102 - Elementary Spanish II. **Credit Hour(s): 3**

### Geography

- GEOG 150 - Introduction to Geography **Credit Hour(s): 3**

### History

- HIST 101 - World Civilization I **Credit Hour(s): 3**
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**

### Humanities

- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**

### Music

- MUSC 150 - Introduction to Music **Credit Hour(s): 3**

### Political Science

- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**

### Psychology

- PSYC 103 - General Psychology **Credit Hour(s): 3**

### Sociology

- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

### Theater

- THEA 200 - Introduction to Theater **Credit Hour(s): 3**

### Physical and Biological Sciences (8 Credit Hours)

(Must include laboratory courses)

#### Biology

- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**

#### Chemistry

- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- CHEM 102 - General Chemistry II **Credit Hour(s): 3**
- CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**

#### Physical Science

- PHSC 101 - Physical Science Survey I **Credit Hour(s): 3**
- PHSC 103L - Laboratory for Physical Science Survey I **Credit Hour(s): 1**

- PHSC 102 - Physical Science Survey II **Credit Hour(s): 3**
- PHSC 104L - Laboratory for Physical Science Survey II **Credit Hour(s): 1**

### Physics

- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3**
- PHYS 203L - General Physics I Lab **Credit Hour(s): 1**
- PHYS 202 - General Physics II algebra-based **Credit Hour(s): 3**
- PHYS 204L - General Physics II Lab **Credit Hour(s): 1**

### General Engineering Technology

- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

### Environmental Science

- ENSC 201 - Environmental Science I **Credit Hour(s): 3**
- ENSC 203L - Environmental Science I Laboratory **Credit Hour(s): 1**
- ENSC 202 - Environmental Science II **Credit Hour(s): 3**
- ENSC 204L - Environmental Science II Laboratory **Credit Hour(s): 1**

**Total Credit Hours: 23**

## Academic Programs



## **W. Paul Cole, Jr. School of Business**

The W. Paul Cole, Jr. School of Business at Bluefield State College offers a variety of baccalaureate degree programs, including Accountancy, Business Administration, Health Services Management, and the Regents Bachelor of Arts. The Business degrees also offer further specializations in five majors and ten minors. If your goal is to sharpen skills or get needed new skills for job opportunities quickly, the Cole School offers two certificates that can be completed in one or two semesters. The W. Paul Cole, Jr. School of Business is housed in an ultra-modern facility with state-of-the-art technology. All eight classrooms in the building are completely electronic. Faculty utilize tablets to record all lectures, giving students the ability to listen to the lecture and ask questions while in class and to review later on YouTube. All of the courses taught at the W. Paul Cole, Jr. School of Business can be taken via Moodle and the internet. This provides distance learning students with an educational experience equivalent to that offered in the traditional classroom.

The baccalaureate degree programs offered at the W. Paul Cole, Jr. School of Business provide preparation for immediate employment or entry into graduate school. Possible graduate programs would include MBA, Masters of Accountancy, or Masters of Health Service Management. The two certificates offered at the W. Paul Cole, Jr. School of Business are designed for those people in the workforce that want to change careers or sharpen existing skills, but do not need a baccalaureate degree.

The W. Paul Cole, Jr. School of Business takes tremendous pride in the fact that its baccalaureate Business Administration and Accountancy programs are accredited nationally by the Accreditation Council for Business Schools and Programs (ACBSP), the premier accrediting agency for business schools focused on teaching excellence. The W. Paul Cole, Jr. School of Business was the third business school in West Virginia to receive national accreditation, following West Virginia University and Marshall University. The School is fully committed to maintaining a culture focused on continuous improvement and has established systematic processes for identifying opportunities for improving teaching, curricula and business processes. The contact information for ACBSP is as follows: 11520 West 119 Street, Overland Park, KS 66213; Phone: 913-339-6226.

Note: All students majoring in Business Administration and Accountancy are required to take a major field test prior to graduating.

# Majors

## Accountancy, B.S.

The Bachelor of Science in Accountancy program provides students with an intensive examination of all facets of Accounting and enables them to pursue various career opportunities within the profession. Students in the B.S. Accountancy program must complete the General Studies curriculum, the 36 credit hours Business Core required for Accountancy majors and the Accountancy curriculum requirements. Students must have an aggregate 2.0 grade-point average in all Accounting (ACCT) courses taken at Bluefield State College in order to graduate with a B.S. in Accountancy.

Note: Students planning to sit for the West Virginia Certified Public Accountants examination must complete 150 hours of collegiate study. All of the courses required to be eligible to sit for the exam are included in the B.S. Accountancy program.

### Business Core - Accountancy Major

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

Total Credit Hours: 36

**Note:** Accountancy majors are also required to successfully complete the following courses, all of which satisfy General Studies requirements

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

Total Credit Hours: 15

### Accountancy Core Curriculum

- ACCT 301 - Intermediate Accounting I **Credit Hour(s): 3**
- ACCT 302 - Intermediate Accounting II **Credit Hour(s): 3**

- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- ACCT 306 - Cost Accounting **Credit Hour(s): 3**
- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- ACCT 350 - Advanced Taxation **Credit Hour(s): 3**
- ACCT 430 - Advanced Accounting **Credit Hour(s): 3**
- ACCT 431 - Auditing Principles **Credit Hour(s): 3**
- ACCT 440 - Governmental and Not-for-Profit Accounting **Credit Hour(s): 3**
- BUSN 302 - Business Law for Professional Accountants **Credit Hour(s): 3**
- FINC 390 - Financial Planning & Analysis **Credit Hour(s): 3**

Total Credit Hours: 33

### Restricted Accounting Electives

Choose any 2 of 3\*\*

- ACCT 424 - Accounting Information Systems **Credit Hour(s): 3**
- ACCT 432 - Advanced Auditing **Credit Hour(s): 3**
- ACCT 490 - Topics in Accounting **Credit Hour(s): 3**

Total Credit Hours: 6

### Elective Credit Requirements

Students majoring in Accountancy must also successfully complete two business electives (these courses must be 200-level or above and permission of the Accounting faculty and/or Dean is required). In addition, they must complete one additional elective course in order to have the 120 hours required for graduation.

\*\* Others with permission of Accounting faculty and/or Dean of the School of Business.

## Academic Plan of Study

### Semester One

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3** (elective credit)
- MGMT 210 - Principles of Management **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Two

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Three

- ACCT 301 - Intermediate Accounting I **Credit Hour(s): 3**
- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**

or

- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15**

#### Semester Four

- ACCT 302 - Intermediate Accounting II **Credit Hour(s): 3**
- ACCT 306 - Cost Accounting **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**

or

- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Semester Five

- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- BUSN 302 - Business Law for Professional Accountants **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- Health and Wellness or PHED **Credit Hour(s): 2-3**

**Total Credit Hours: 15-16**

#### Semester Six

- ACCT 350 - Advanced Taxation **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- Restricted Business Electives **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### Semester Seven

- ACCT 430 - Advanced Accounting **Credit Hour(s): 3**
- ACCT 431 - Auditing Principles **Credit Hour(s): 3**
- Restricted Accounting Elective **Credit Hour(s): 3**
- Restricted Business Elective **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Semester Eight

- ACCT 440 - Governmental and Not-for-Profit Accounting **Credit Hour(s): 3**
- ACCT - Restricted Accounting Elective **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- FINC 390 - Financial Planning & Analysis **Credit Hour(s): 3**

**Total Credit Hours: 15**

**Note:** At least 50% of all 300- and 400-level BUSN and ACCT courses must be completed within the W. Paul Cole, Jr. School of Business.

## **Business Administration - Accounting, B.S.**

Bachelor of Science Degree Business Administration

Students in the Bachelor of Science in Business Administration program must complete the General Studies curriculum, the Business Administration Core curriculum (39 credit hours), an 18- or 24-credit hours major and a minor consisting of 12-14 credit hours. Areas from which a major may be selected include Accounting, Entrepreneurship, Management, and Marketing. Minors are selected from among Accounting, Entrepreneurship, Information Systems, Health Services Management, Management and Marketing. Students must complete a minimum of 120 credit hours in order to graduate with a baccalaureate degree.

Business administration students who are majoring in Accounting and planning to sit for the West Virginia Certified Public Accountant examination must complete 150 hours of collegiate study. These students must take ACCT 304 Business Law for Professional Accountants, ACCT 431 Auditing Principles and either ACCT 432 Advanced Auditing or ACCT 424 Accounting Information Systems among their 300- and 40-level accounting electives in order to satisfy the West Virginia CPA examination requirements.

**Note: Students must take at least 50% of all 300- and 400- level courses in the Business Administration Core and their major/minor areas of study within the W. Paul Cole, Jr. School of Business.**

## Business Administration Core

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 39**

Note: Business administration majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15**

## Accounting Major (24 credit hours)

- ACCT 301 - Intermediate Accounting I **Credit Hour(s): 3**
- ACCT 302 - Intermediate Accounting II **Credit Hour(s): 3**
- ACCT 304 - Business Law for Professional Accountants **Credit Hour(s): 3**
- ACCT 306 - Cost Accounting **Credit Hour(s): 3**
- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- ACCT 424 - Accounting Information Systems **Credit Hour(s): 3**
- ACCT 430 - Advanced Accounting **Credit Hour(s): 3**

- ACCT 431 - Auditing Principles **Credit Hour(s): 3**

Total Credit Hours: 24

## Academic Plan of Study

### Semester One

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- Phys. or Bio. Sciences I & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

Total Credit Hours: 16

### Semester Two

- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- FA/H/SS Gen Ed Curriculum **Credit Hour(s): 3**

Total Credit Hours: 16

### Semester Three

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**
- Health and Wellness or PHED **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Five

- ACCT 301 - Intermediate Accounting I **Credit Hour(s): 3**
- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- BUSN 302 - Business Law for Professional Accountants **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Six

- ACCT 302 - Intermediate Accounting II **Credit Hour(s): 3**
- ACCT 306 - Cost Accounting **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**

- Business Minor Course **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Semester Seven

- ACCT 430 - Advanced Accounting **Credit Hour(s): 3**
- ACCT 431 - Auditing Principles **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Semester Eight

- ACCT 424 - Accounting Information Systems **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- Elective or Acct. Elective **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

## **Business Administration - Entrepreneurship, B.S.**

### Bachelor of Science Degree Business Administration

Students in the Bachelor of Science in Business Administration program must complete the General Studies curriculum, the Business Administration Core curriculum (39 credit hours), an 18- or 24-credit hours major and a minor consisting of 12-14 credit hours. Areas from which a major may be selected include Accounting, Entrepreneurship, Management, and Marketing. Minors are selected from among Accounting, Entrepreneurship, Information Systems, Health Services Management, Management and Marketing. Students must complete a minimum of 120 credit hours in order to graduate with a baccalaureate degree.

Business administration students who are majoring in Accounting and planning to sit for the West Virginia Certified Public Accountant examination must complete 150 hours of collegiate study. These students must take ACCT 304 Business Law for Professional Accountants, ACCT 431 Auditing Principles and either ACCT 432 Advanced Auditing or ACCT 424 Accounting Information Systems among their 300- and 40-level accounting electives in order to satisfy the West Virginia CPA examination requirements.

**Note: Students must take at least 50% of all 300- and 400- level courses in the Business Administration Core and their major/minor areas of study within the W. Paul Cole, Jr. School of Business.**

### Business Administration Core

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**

- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 39**

Note: Business administration majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15**

**Entrepreneurship Major (18 credit hours)**

- ENTR 312 - E-commerce for Entrepreneurs **Credit Hour(s): 3**
- ENTR 341 - Small Business Accounting & Financial Management **Credit Hour(s): 3**
- ENTR 350 - Marketing for Entrepreneurs **Credit Hour(s): 3**
- ENTR 460 - Lessons in Innovation and Entrepreneurship **Credit Hour(s): 3**
- ENTR 488 - Experiential Entrepreneurship **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**

**Total Credit Hours: 18**

**Academic Plan of Study**

**Semester One**

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- Phys. or Bio. Sciences I & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 16**

**Semester Two**

- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**  
Phys. or Bio. Sciences II & Lab **Credit Hour(s): 4**

**Total Credit Hours: 16**

**Semester Three**

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 205 - World Literature II **Credit Hour(s): 3**  
or
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

Total Credit Hours: 15

#### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

Total Credit Hours: 15

#### Semester Five

- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- ENTR 312 - E-commerce for Entrepreneurs **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

#### Semester Six

- MRKT 372 - Selling/Sales Management **Credit Hour(s): 3**
- MRKT 381 - Consumer Behavior **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s):3**

Total Credit Hours: 15

#### Semester Seven

- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s):3**
- Business Minor Course **Credit Hour(s):3**
- Elective **Credit Hour(s): 3**
- Elective **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

#### Semester Eight

- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**  
Business Minor Course **Credit Hour(s): 3**
- ENTR 460 - Lessons in Innovation and Entrepreneurship **Credit Hour(s): 3**
- ENTR 488 - Experiential Entrepreneurship **Credit Hour(s): 3**

Total Credit Hours: 15

## **Business Administration - Management, B.S.**

Bachelor of Science Degree Business Administration

Students in the Bachelor of Science in Business Administration program must complete the General Studies curriculum, the Business Administration Core curriculum (39 credit hours), an 18- or 24-credit hours major and a minor consisting of 12-14 credit hours. Areas from which a major may be selected include Accounting, Entrepreneurship, Management, and Marketing. Minors are selected from among Accounting, Entrepreneurship, Information Systems, Health Services Management, Management and Marketing. Students must complete a minimum of 120 credit hours in order to graduate with a baccalaureate degree.

Business administration students who are majoring in Accounting and planning to sit for the West Virginia Certified Public Accountant examination must complete 150 hours of collegiate study. These students must take ACCT 304 Business Law for Professional Accountants, ACCT 431 Auditing Principles and either ACCT 432 Advanced Auditing or ACCT 424 Accounting Information Systems among their 300- and 40-level accounting electives in order to satisfy the West Virginia CPA examination requirements.

**Note: Students must take at least 50% of all 300- and 400- level courses in the Business Administration Core and their major/minor areas of study within the W. Paul Cole, Jr. School of Business.**

## Business Administration Core

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 39**

Note: Business administration majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15**

## Management Major (18 credit hours)

- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**
- MGMT 482 - Collective Bargaining and Labor Relations **Credit Hour(s): 3**
- MGMT 488 - Current Issues in Management: Topical Coverage **Credit Hour(s): 3**
- or

- BUSN 490 - Topics in Business **Credit Hour(s): 1-3**

**Total Credit Hours: 18**

## Academic Plan of Study

### Semester One

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Semester Two

- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**
- FA/HUNM/SS Gen Ed Curriculum **Credit Hour(s): 3**
- Phys or Biol Sciences II & Lab **Credit Hour(s): 4**

**Total Credit Hours: 16**

### Semester Three

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15-6**

### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Semester Five

- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- Health & Wellness or PHED **Credit Hour(s): 2-3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

### Semester Six

- FINC 350 - Financial Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**

- MGMT 344 - Small Business Management **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Seven

- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- MGMT 482 - Collective Bargaining and Labor Relations **Credit Hour(s): 3**
- MGMT 488 - Current Issues in Management: Topical Coverage **Credit Hour(s): 3**  
or
- BUSN 490 - Topics in Business **Credit Hour(s): 1-3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Eight

- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

## Business Administration - Marketing, B.S.

### Bachelor of Science Degree Business Administration

Students in the Bachelor of Science in Business Administration program must complete the General Studies curriculum, the Business Administration Core curriculum (39 credit hours), an 18- or 24-credit hours major and a minor consisting of 12-14 credit hours. Areas from which a major may be selected include Accounting, Entrepreneurship, Management, and Marketing. Minors are selected from among Accounting, Entrepreneurship, Information Systems, Health Services Management, Management and Marketing. Students must complete a minimum of 120 credit hours in order to graduate with a baccalaureate degree.

Business administration students who are majoring in Accounting and planning to sit for the West Virginia Certified Public Accountant examination must complete 150 hours of collegiate study. These students must take ACCT 304 Business Law for Professional Accountants, ACCT 431 Auditing Principles and either ACCT 432 Advanced Auditing or ACCT 424 Accounting Information Systems among their 300- and 40-level accounting electives in order to satisfy the West Virginia CPA examination requirements.

**Note: Students must take at least 50% of all 300- and 400- level courses in the Business Administration Core and their major/minor areas of study within the W. Paul Cole, Jr. School of Business.**

### Business Administration Core

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**

- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

### Total Credit Hours: 39

Note: Business administration majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

### Total Credit Hours: 15

### Marketing Major (18 credit hours)

- MRKT 331 - Retailing **Credit Hour(s): 3**
- MRKT 352 - Integrated Marketing Communication **Credit Hour(s): 3**
- MRKT 372 - Selling/Sales Management **Credit Hour(s): 3**
- MRKT 381 - Consumer Behavior **Credit Hour(s): 3**
- MRKT 442 - Marketing Research **Credit Hour(s): 3**
- MRKT 450 - Marketing Management **Credit Hour(s): 3**

### Total Credit Hours: 18

## Academic Plan of Study

### Semester One

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

### Total Credit Hours: 16

### Semester Two

- ENGL 102 - Composition II **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- FA/HUMN/SS Gen Ed Curriculum **Credit Hour(s): 3**

### Total Credit Hours: 16

### Semester Three

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or

- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

Total Credit Hours: 15

#### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

Total Credit Hours: 15

#### Semester Five

- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- Health and Wellness or PHED **Credit Hour(s): 2-3**
- MRKT 331 - Retailing **Credit Hour(s): 3**
- MRKT 352 - Integrated Marketing Communication **Credit Hour(s): 3**

Total Credit Hours: 14-15

#### Semester Six

- MRKT 372 - Selling/Sales Management **Credit Hour(s): 3**
- MRKT 381 - Consumer Behavior **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

Total Credit Hours: 15

#### Semester Seven

- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Elective **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

#### Semester Eight

- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- MRKT 442 - Marketing Research **Credit Hour(s): 3**
- MRKT 450 - Marketing Management **Credit Hour(s): 3**

Total Credit Hours: 15

## **Business Administration-Sport Management B.S.**

Bachelor of Science Degree Business Administration

Students in the Bachelor of Science in Business Administration program must complete the General Studies curriculum, the Business Administration Core curriculum (39 credit hours), an 18- or 24-credit hours major and a minor consisting of 12-14 credit hours. Areas from which a major may be selected include Accounting, Entrepreneurship, Management, and Marketing. Minors are selected from among Accounting, Entrepreneurship, Information Systems, Health Services Management, Management and Marketing. Students must complete a minimum of 120 credit hours in order to graduate with a baccalaureate degree.

Business administration students who are majoring in Accounting and planning to sit for the West Virginia Certified Public Accountant examination must complete 150 hours of collegiate study. These students must take ACCT 304 Business Law for Professional Accountants, ACCT 431 Auditing Principles and either ACCT 432 Advanced Auditing or ACCT 424 Accounting Information Systems among their 300- and 40-level accounting electives in order to satisfy the West Virginia CPA examination requirements.

**Note: Students must take at least 50% of all 300- and 400- level courses in the Business Administration Core and their major/minor areas of study within the W. Paul Cole, Jr. School of Business.**

## Business Administration Core

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 39**

Note: Business administration majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

**Total Credit Hours: 15**

## Sports Management Major (18 credit hours)

- SPMT 328 - Sport Management & Marketing **Credit Hour(s): 3**
- SPMT 333 - Sport Facility & Event Management **Credit Hour(s): 3**
- SPMT 346 - Legal Issues & Liability in Sport **Credit Hour(s): 3**
- SPMT 355 - Sport Finance & Economics **Credit Hour(s): 3**
- ENTR 312 - E-commerce for Entrepreneurs **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**

**Total Credit Hours: 18**

## Academic Plan of Study

### Semester One

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

Total Credit Hours: 16

### Semester Two

- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**  
or
- BUSN 260 - Microsoft Access **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- Phys or Biol Sciences I & Lab **Credit Hour(s): 4**
- FA/HUMN/SS Gen Ed Curriculum **Credit Hour(s): 3**

Total Credit Hours: 16

### Semester Three

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**

Total Credit Hours: 15

### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**

Total Credit Hours: 15

### Semester Five

- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- BUSN 375 - International Business **Credit Hour(s): 3**
- Health and Wellness or PHED **Credit Hour(s): 2-3**
- SPMT 328 - Sport Management & Marketing **Credit Hour(s): 3**
- SPMT 333 - Sport Facility & Event Management **Credit Hour(s): 3**

Total Credit Hours: 14-15

### Semester Six

- SPMT 346 - Legal Issues & Liability in Sport **Credit Hour(s): 3**
- SPMT 355 - Sport Finance & Economics **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**

- Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

### **Semester Seven**

- BUSN 380 - Production/Operations Management **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Elective **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

### **Semester Eight**

- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**
- BUSN 494 - Business Strategy **Credit Hour(s): 3**
- ENTR 312 - E-commerce for Entrepreneurs **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- Business Minor Course **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Health Services Management, B.S.**

The goal of the Bachelor of Science in Health Services Management degree program is to provide students with foundational business and specialized health services management knowledge and skills to enter into or advance within the field of healthcare administration. The program's mission is to develop competent and ethical managers and leaders who are capable of effectively managing healthcare organizations and facilitating change in a complex and continually evolving industry.

This career-oriented program also prepares those students wanting to pursue a Master's Degree in Health Care Administration or some other related field. Additionally, it provides currently employed allied health practitioners with an opportunity to explore various managerial aspects of the healthcare profession, thereby enabling them to further advance in their careers.

Students in the 120 credit hours Bachelor of Science degree program in Health Services Management must complete the General Studies curriculum, the 30 credit hours Business Core curriculum required for Health Services Management majors and the 33 credit hours Health Services Management curriculum. They must also successfully complete COSC 201 PC Software Applications and 17-18 elective credit hours.

### **Business Core - Health Services Management Major**

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- FINC 350 - Financial Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 33**

Note: Health Services Management majors are also required to successfully complete the following courses, all of which satisfy

General Studies requirements:

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**  
or
- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

### Health Services Management Core Curriculum

- HLTH 203 - Medical Terminology **Credit Hour(s): 3**
- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**
- HSMT 302 - Healthcare Organization Management **Credit Hour(s): 3**
- HSMT 306 - Quality Improvement and Quantitative Techniques. **Credit Hour(s): 3**
- HSMT 308 - Healthcare Finance and Economics **Credit Hour(s): 3**
- HSMT 402 - Long-term Care Administration **Credit Hour(s): 3**
- HSMT 403 - Healthcare Services Management Internship **Credit Hour(s): 4**
- HSMT 404 - Ambulatory Care Administration **Credit Hour(s): 3**
- HSMT 405 - Healthcare Law and Ethics **Credit Hour(s): 3**
- HSMT 407 - Healthcare Strategy and Marketing **Credit Hour(s): 3**

**Total Credit Hours: 30**

### Academic Plan of Study

#### Semester One

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### Semester Two

- ENGL 102 - Composition II **Credit Hour(s): 3**
- BUSN 240 - Microsoft Excel **Credit Hour(s): 3**
- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**  
or
- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**
- HLTH 203 - Medical Terminology **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**

**Total Credit Hours: 15-16**

#### Semester Three

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Semester Four

- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- BUSN 310 - Applied Business Statistics **Credit Hour(s): 3**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Semester Five

- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**  
or
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- HSMT 302 - Healthcare Organization Management **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Semester Six

- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- HSMT 306 - Quality Improvement and Quantitative Techniques. **Credit Hour(s): 3**
- HSMT 308 - Healthcare Finance and Economics **Credit Hour(s): 3**
- Elective **Credit Hour (s): 3**

**Total Credit Hours: 15**

### Semester Seven

- HSMT 402 - Long-term Care Administration **Credit Hour(s): 3**
- HSMT 404 - Ambulatory Care Administration **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- Elective **Credit Hour(s): 6**

**Total Credit Hours: 15**

### Semester Eight

- HSMT 403 - Healthcare Services Management Internship **Credit Hour(s): 4**
- HSMT 405 - Healthcare Law and Ethics **Credit Hour(s): 3**
- HSMT 407 - Healthcare Strategy and Marketing **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 13**

Note: At least 50% of all 300- and 400-level business core courses and HSMT courses must be completed within the W. Paul Cole, Jr. School of Business.

## Regents Bachelor of Arts Degree Program B. A.

**A non-traditional Bachelor of Arts Degree Program oriented to the adult student.**

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

The Regents Bachelor of Arts Degree Program is an accredited and innovative baccalaureate degree initially 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 non-traditional learning experiences. In the Regents Bachelor of Arts Degree Program, students can plan individualized programs of study tailored to meet personal goals.

The Regents Bachelor of Arts Degree Program is of excellent academic quality; whereas, 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 critical element of the Regents Bachelor of Arts Degree Program. Credit awarded conventionally 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 Bachelor of Arts Degree Program are judged on their 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 the early years, however, should not preclude the admission of a candidate who has demonstrated the ability to acquire and use knowledge.

## A Brief Synopsis of the Regents Bachelor of Arts Degree System

The Regents Bachelor of Arts Degree Program is different from other baccalaureate degree plans:

- College credit for work and other applicable nontraditional learning experiences may count toward the Regents Bachelor of Arts Degree requirements.
- While the program is designed to ensure the Regents Bachelor of Arts 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 including the West Virginia Remote Online Collaborative Knowledge System (WVROCKS).
- Admission to the Regents Bachelor of Arts 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 Bachelor of Arts Degree Program is operated on the same level of academic quality as other more traditionally structured baccalaureate degree programs.
- The Regents Bachelor of Arts Degree Program has been designed as a mechanism suitable for adults who are interested in obtaining a four-year college degree.

## Area of Emphasis Options in the Regents Bachelor of Arts Program

Eleven specific "Regents area of emphasis" options have been established within the Regents Bachelor of Arts Program at Bluefield State College. These areas of emphasis permit Regents Bachelor of Arts students to take 15-to-16 semester hours of upper-level coursework (numbered 300-499) and three-to-eight semester hours of lower-level coursework in designated academic areas (the precise number of specialized credits depends on emphasis selected). When the Regents Area of Emphasis is satisfied and verified, it will appear on the student's Bluefield State transcript. Regents Area of Emphasis options include Business, Criminal Justice Administration, English, History, Imaging Science, Natural Science, Organizational Leadership, Political Science, Psychology, Sociology, and Special Education.

Students should contact the Regents Bachelor of Arts Degree Program Director for specific "Regents Area of Emphasis" course requirements at [rba@bluefieldstate.edu](mailto:rba@bluefieldstate.edu).

### Regents Bachelor of Arts Degree Requirements

#### General Education

##### Communications

- ENGL 101 - Composition I **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**

or

- equivalent English Composition courses, Speech, Basic Communication, Journalism or Foreign Language

Total Credit Hours: 6

#### Humanities

- Literature, Religion, Philosophy, Art, Music, History, Humanities, Theatre

Total Credit Hours: 6

#### Natural Science

- Chemistry, Physics, Geology, Astronomy, Physical Science, Biology, Zoology, Mathematics

Total Credit Hours: 6

#### Mathematical or Computer Applications

- Mathematics, Statistics, Computer Applications, Computer Programming Language

Total Credit Hours: 3

#### Social Sciences

- Sociology, Psychology, Economics, Anthropology, Political Science, Social Science, Geography, Criminal Justice

Total Credit Hours: 6

#### Other

- Communications, Humanities, Natural Science, Social Science, Mathematical Sciences, Computer Applications

Total Credit Hours: 9

Total Credit Hours: 36

#### Upper Division Courses

These classes may be selected from upper-level division courses numbered 300-499 in any academic area. However, students must meet all prerequisites or obtain written consent from the instructor.

Total Credit Hours: 39

#### Unrestricted Courses or Credits

Students may earn remaining credit by completing additional courses (upper and/or lower-level) or by presenting CLEP or military credits. Standard awards for credit are possible upon review of certifications and licenses that the WV Regents BA Degree Program has established as credit-bearing.

Total Credit Hours: 45

Total Credit Hours: (Minimum) 120

*Students must complete a residency requirement of 24 hours of course work taken at one or more institutions in the WV Public Higher Education System. At least 12 of the 24 hours must be earned from Bluefield State College.*

Note: Students must have graduated from high school four (4) or more years prior to enrolling in the RBA program. All requests for credit-based learning other than college course work must be reviewed by the Regents BA Degree Program Director.

Total Semester Credit Hours Required: 120

Candidates for the Regents Bachelor of Arts Degree must earn a minimum of 120 semester hours to include 36 hours of general education, 39 upper-division hours and 45 earned hours of unrestricted electives. A cumulative grade point average of 2.0 or higher is required for graduation.

#### General Education Distribution Requirements: 36 Credit Hours

Of the 120 credit hours required for the Regents Bachelor of Arts Degree, a minimum of 36 semester hours must be distributed as follows: Communications (6); Humanities (6); Natural Science (6) \*; Social Sciences (6); Math/Computer Applications (3); and Additional hours chosen from any of the General Education areas (9).

\*Additional credit hours are necessary to complete an emphasis in Natural Science. Contact the RBA Director for details.

## Upper Level Division Requirements: 39 Credit Hours

Regents Bachelor of Arts students must attain a minimum of 39 semester hours of upper division/level courses. "Upper Division/Level" refers to junior and senior level courses numbered 300 through 499. All upper-division courses are electives unless specified for an area of emphasis option.

## Unrestricted Courses or Credits: 45 Credit Hours

These electives are courses students choose to take outside of their general education requirements, upper-level division course requirements, and selected area of emphasis options, if applicable.

## Residency Requirements: 24 Credit Hours

Completion of 24 semester hours from accredited West Virginia state public institutions (including community and technical colleges) is required. Twelve (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

To be considered for admission to the Regents Bachelor of Arts Degree Program, it is necessary to submit the appropriate undergraduate application for admission to the Office of Admissions. To be eligible for admission to the Regents Bachelor of Arts Degree Program, the student must have graduated from high school at least four years before the application. If the student has passed a high school equivalency examination (GED), admission to the Regents Bachelor of Arts Degree Program must be at least four years after the student's high school class graduated.

Prospective applicants are advised to contact the Regents Bachelor of Arts Degree Program Director for an appointment to discuss individual program objectives, learn about program requirements, guidelines and procedures, and 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 Bachelor of Arts 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 Bachelor of Arts Degree Program and another baccalaureate degree program. Students with an accredited baccalaureate degree are excluded from admission to the Regents Bachelor of Arts Degree Program.

## Tuition and Fees

No application fee is required for admission into the Regents Bachelor of Arts Degree Program at Bluefield State College. Tuition, service, and programmatic fees for course enrollment are assessed according to the current established fee schedule in effect at Bluefield State College.

A fee of \$300 is charged for portfolio evaluation and is assessed each time a portfolio is submitted. An additional transcript-posting fee of \$10 per college-equivalent credit awarded is also assessed. Contact the RBA Degree Program Director for additional information.

## Rules Relating to Grades

All "F" grades received four years or more prior to admission to the program are eligible for forgiveness (not included in the calculation of the student's grade point average) upon written request. 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 an accredited college or university to the Regents Bachelor of Arts 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.

Established policies regarding the transfer of credits between institutions apply to students in the Regents Bachelor of Arts 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. The 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 Bachelor of Arts Degree Program.

## Minors

### Accounting Minor

(for students majoring in Business Administration)

#### Minor Requirements

12 hours chosen from the Accounting major

- ACCT 301 - Intermediate Accounting I **Credit Hour(s): 3**
- ACCT 302 - Intermediate Accounting II **Credit Hour(s): 3**
- ACCT 306 - Cost Accounting **Credit Hour(s): 3**
- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- ACCT 424 - Accounting Information Systems **Credit Hour(s): 3**
- ACCT 430 - Advanced Accounting **Credit Hour(s): 3**
- ACCT 431 - Auditing Principles **Credit Hour(s): 3**
- BUSN 302 - Business Law for Professional Accountants **Credit Hour(s): 3**

### Business Minor

(for students outside of the School of Business)

#### Minor Requirements

##### Requirements for a Minor in Business

The W. Paul Cole, Jr. School of Business offers a Business minor for non-business majors (students with majors outside of the School of Business) who wish to develop a foundational knowledge of business and economics. The requirements for the minor are as follows:

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MRKT 210 - Principles of Marketing **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Entrepreneurship Minor

(for School of Business students and students with majors outside of the School of Business)

#### Minor Requirements

12 or 18 hours

As discussed above, students with majors outside of the School of Business can minor in Entrepreneurship. In addition to successfully completing MGMT 344, ENTR 350, ENTR 460 and ENTR 488, these students must take an additional six hours of coursework. The requirements are ENTR 210 - Accounting and Financial Principles for Entrepreneurs and either BUSN 240 - Microsoft Excel or COSC 201 - PC Software Applications.

These are the classes required for School of Business students to have a minor in Entrepreneurship.

- ENTR 350 - Marketing for Entrepreneurs **Credit Hour(s): 3**
- ENTR 460 - Lessons in Innovation and Entrepreneurship **Credit Hour(s): 3**
- ENTR 488 - Experiential Entrepreneurship **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**

**Total Credit Hours: 12**

## **Finance Minor**

### **Minor Requirements**

- FINC 350 - Financial Management **Credit Hour(s): 3**
- FINC 390 - Financial Planning & Analysis **Credit Hour(s): 3**
- FINC 395 - Money & Banking **Credit Hour(s): 3**
- FINC 400 - Investments **Credit Hour(s): 3**
- FINC 420 - International Finance **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Health Services Management Minor**

(for School of Business students and students with majors outside of the School of Business)

### **Minor Requirements**

12 hours

- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**

**Choose any two of the following:**

- HSMT 302 - Healthcare Organization Management **Credit Hour(s): 3**
- HSMT 306 - Quality Improvement and Quantitative Techniques. **Credit Hour(s): 3**
- HSMT 308 - Healthcare Finance and Economics **Credit Hour(s): 3**
- HSMT 405 - Healthcare Law and Ethics **Credit Hour(s): 3**

**Total Credit Hours: 12**

## **Information Systems Minor**

(for School of Business students and students with majors outside of the School of Business)

### **Minor Requirements**

14 hours - see below

- COSC 131/131L - Computer Programming I **Credit Hour(s): 4**
- COSC 132/132L - Computer Programming II **Credit Hour(s): 4**
- COSC 210 - Visual Basic **Credit Hour(s): 3**
- COSC 224 - Web Programming **Credit Hour(s): 3**

**Total Credit Hours: 14**

## **International Business Minor**

## Minor Requirements

### Requirements for a Minor in International Business

- BUSN 375 - International Business **Credit Hour(s): 3**
- FINC 420 - International Finance **Credit Hour(s): 3**
- INST 491 - Study Abroad Program **Credit Hour(s): 3-5**
- MRKT 460 - International Marketing **Credit Hour(s): 3**
- MGMT 490 - International Management **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Management Minor

(for students majoring in Business Administration)

### Minor Requirements

12 hours chosen from the Management major

- ACCT 305 - Managerial Accounting **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**
- MGMT 482 - Collective Bargaining and Labor Relations **Credit Hour(s): 3**
- MGMT 488 - Current Issues in Management: Topical Coverage **Credit Hour(s): 3**

## Marketing Minor

(for students majoring in Business Administration)

### Minor Requirements

12 hours chosen from the Marketing major

- MRKT 331 - Retailing **Credit Hour(s): 3**
- MRKT 352 - Integrated Marketing Communication **Credit Hour(s): 3**
- MRKT 372 - Selling/Sales Management **Credit Hour(s): 3**
- MRKT 381 - Consumer Behavior **Credit Hour(s): 3**
- MRKT 442 - Marketing Research **Credit Hour(s): 3**
- MRKT 450 - Marketing Management **Credit Hour(s): 3**

## Organizational Leadership Minor

### Minor Requirements

- LEAD 301 - Introduction to Leadership **Credit Hour(s): 3**
- LEAD 303 - Philosophy of Organizational Leadership **Credit Hour(s): 3**
- LEAD 400 - Theories of Leadership **Credit Hour(s): 3**
- LEAD 450 - Ethical Leadership **Credit Hour(s): 3**
- LEAD 460 - Self-Leadership and Personal Growth **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Sports Management Minor

### Minor Requirements

- SPMT 328 - Sport Management & Marketing **Credit Hour(s): 3**
- SPMT 333 - Sport Facility & Event Management **Credit Hour(s): 3**

- SPMT 346 - Legal Issues & Liability in Sport **Credit Hour(s): 3**
- SPMT 355 - Sport Finance & Economics **Credit Hour(s): 3**

**Total Credit Hours: 12**

## Certificates

### Bookkeeping Certification

The certificate for Bookkeeping prepares the successful graduate with employment opportunities in a variety of accounting and general business settings. In order to provide an educational platform to prepare for this pathway, the W. Paul Cole Jr. School of Business offers the following courses to be packaged and upon completion of all 12 hours the student to be awarded a certificate of Bookkeeping. In addition to the certificate, Bookkeepers may require on the job training for better performance.

- The objectives covered within the certificate curriculum may include but are not limited to:
- Applying the Accounting Cycle
- Producing Financial Statements
- Accounting for Service, Retail, and Manufacturing for profit business
- Understanding and working with Computerized Accounting Systems
- Understanding and applying the tax code to personal and business tax situations

Qualities that are important for those choosing this career path include:

- Analytical skills
- Detail oriented
- Interpersonal skills
- Technical skills

The required courses are listed below. Those interested in completion of this certificate are urged to contact the Dean of Business for more information.

### Bookkeeping Certificate

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- ACCT 325 - Taxation for Personal and Business Decision Making **Credit Hour(s): 3**
- ACCT 424 - Accounting Information Systems **Credit Hour(s): 3**

The following classes are required.

### Management Certification

The certificate for Management prepares the successful graduate with employment opportunities in a variety of business settings. In order to provide an educational platform to prepare for this pathway, the W. Paul Cole Jr. School of Business offers the following courses to be packaged and upon completion of all 12 hours the student to be awarded a certificate of Management. In addition to the certificate, Managers may require on the job training for better performance.

The objectives covered within the certificate curriculum may include but are not limited to:

- The management function
- The role of the manager in the organization
- Corporate and Social responsibility

- Diversity and managing in the global arena
- Personnel policies related to human resources
- Understanding group behavior within the organization
- Managing Small Businesses

Qualities that are important for those choosing this career path include:

- Analytical skills
- Detail oriented
- Interpersonal skills
- Technical skills

The required courses are listed below. Those interested in completion of this certificate are urged to contact the Dean of Business for more information.

## Management Certificate

- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- MGMT 326 - Human Resources **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**
- MGMT 344 - Small Business Management **Credit Hour(s): 3**

# School of Education, Humanities & Social Sciences

The School of Education, Humanities & Social Sciences grants Bachelor of Arts degrees in Humanities and Social Sciences. Bachelor of Science degrees are granted in Administration, Criminal Justice Elementary Education (K-6), and Early/Middle Education. The school offers courses in art, criminal justice, education, English, foreign language, geography, history, humanities, music, political science, psychology, social science, sociology, and communications.

The degree programs offered by the School provide preparation for further professional education as well as immediate employment.

A degree in Criminal Justice Administration, Humanities, or Social Sciences 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.

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, English specialization, and restricted electives. A minor in Humanities is available to non-humanities majors.

The education program prepares graduates to teach at the elementary (K-6) grade level and if wanted one of five areas of specializations: 5-9 general sciences, 5-9 social studies, 5-9 English Language Arts, 5-9 general math through algebra 1, and special education multi-categorical-BD, MI, SLD (excluding autism) K-6. The two additional courses required for autism certification are also required.

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

The administrative unit charged with the responsibility for matters relating to the Teacher Education Program is the Educational Personnel Preparation Advisory Committee (EPPAC). The Committee provides the means for faculty from the School of Education and from the academic schools 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.

## Education Program Description

The Teacher Education program at Bluefield State College seeks to enhance both the professional and the individual development of the prospective teacher in the following areas:

1. Essential knowledge in cognitive areas.
2. Expertise and practical experience in the methods and techniques of teaching.
3. Warmth, understanding, and empathy in all areas required for effective teaching.
4. Readiness to assume an active role in the teaching profession.



## 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 can be declared at any time.

### **Admission to Teacher Education will be attained when: "A Declaration of Intent to pursue Teacher Education and admission to Teacher Education."**

1. The student has passed the PRAXIS Core Academic Skills of Educators Test in reading, language, writing, and mathematics. The CORE may be waived if the student has an ACT composite score of 26 or higher or a SAT score of 1170 on the revised SAT using the combined Critical Reading and Math score (effective March 2005 until May 2016) or 1240 on the New SAT using the combined Evidence-Based Reading and Writing + Math (effective May 2016).
2. The student has completed a minimum of 24 semester hours with a grade point average of 2.75 or better. The student has successfully completed EDUC 110 Foundations of Education. The student has completed the 20 hours of observation and submitted documentation for EDUC 110
3. The student has completed 40 hours of approved volunteer service and has submitted all evaluation forms and time logs. A minimum of 10 hours must be completed in a public-school setting.
4. The student has submitted three completed reference checklists for admissions from full-time faculty members (two from professional education faculty and one from content area faculty).
5. The student has completed the formal Application for Admission to Teacher Education form and has submitted the application to the Director of Teacher Education.
6. The candidate has been interviewed by Education Faculty and accepted.

Students must meet all requirements for admission to Teacher Education and be accepted into the program prior to enrolling in restricted courses. Application for admission will normally occur during the sophomore year. The student is responsible for all costs associated with taking required tests.

## Majors

### **Criminal Justice Administration, Concentration Forensic Investigation**

#### **Requirements for Bachelor of Science Degree**

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 concentrations in either Law Enforcement, Corrections or Forensic Investigation.

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 concentration. Up to 72 hours of credit from all regionally accredited

community colleges may be applied toward the degree; all transferred hours will be entered on the transcript and will be calculated in a student's GPA at Bluefield State College.

## Academy Training

Students may petition for up to 13 credit hours upon successfully completing law enforcement training from an accredited, police academy or an accredited state or federal correctional academy by presenting a photocopy of a graduation certificate to the Registrar's Office. Additional credits may be awarded in accordance with articulation agreements made by Bluefield State College and various institutions.

A certified law enforcement academy providing entry-level enforcement training, in-service, and specialty training with full-time staff of instructors possessing criminal justice expertise.

## Forensic Investigation

The Forensic Investigation Concentration is designed to prepare Bluefield State College students for careers in federal and state law enforcement. It is particularly useful for those students seeking specialized positions in these fields which focus on criminal investigations and analyzing evidence. Graduates of this program may find employment in any of the many different law enforcement agencies in the United States. The following courses must be taken in addition to the Criminal Justice Core.

- CRMJ 335 - Forensic Investigation **Credit Hour(s): 3**
- CRMJ 343 - Firearms & Tool Marks **Credit Hour(s): 3**
- CRMJ 414 - Victimology **Credit Hour(s): 3**
- CRMJ 477 - Directed Investigations **Credit Hour(s): 3**
- CRMJ 480 - Sexual Assault Investigations **Credit Hour(s): 3**
- NASC 205 - Introduction to Forensic Science **Credit Hour(s): 4**

**Total Credit Hours: 19**

### First Semester

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 163 - Criminal Law **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Second Semester

- CRMJ 164 - Criminal Procedure and Evidence **Credit Hour(s): 3**
- CRMJ 252 - Substance Abuse and the Criminal Justice System **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Third Semester

- CRMJ 208 - Criminology **Credit Hour(s): 3**
- CRMJ 221 - American Correctional Systems **Credit Hour(s): 3**
- CRMJ 232 - Criminal Justice Writing and Communication **Credit Hour(s): 3**

- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

#### **Forth Semester**

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- CRMJ 292 - Juvenile Delinquency **Credit Hour(s): 3**
- CRMJ 335 - Forensic Investigation **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### **Fifth Semester**

- CRMJ 301 - Probation, Parole, and Community-based Corrections **Credit Hour(s): 3**
- CRMJ 331 - Ethics in Criminal Justice **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Phys. or Bio. Sciences I & Lab **Credit Hour(s): 4**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### **Sixth Semester**

- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- NASC 205 - Introduction to Forensic Science **Credit Hour(s): 4**
- Phys. or Bio. Sciences II & Lab **Credit Hour(s): 4**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**

**Total Credit Hours: 14**

#### **Seventh Semester**

- CRMJ 341 - Contemporary Issues in Criminal Justice **Credit Hour(s): 3**
- CRMJ 343 - Firearms & Tool Marks **Credit Hour(s): 3**
- CRMJ 414 - Victimology **Credit Hour(s): 3**
- CRMJ 477 - Directed Investigations **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### **Eighth Semester**

- CRMJ 312 - Legal Research **Credit Hour(s): 3**
- CRMJ 480 - Sexual Assault Investigations **Credit Hour(s): 3**
- CRMJ 490 - Seminar in Criminal Justice **Credit Hour(s): 3**
- Elective **Credit Hour(s): 4**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**

**Total Credit Hours: 16**

# Criminal Justice Administration, Corrections Concentration, B.S.

## Requirements for Bachelor of Science Degree

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 concentrations in either Law Enforcement, Corrections or Forensic Investigation.

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 concentration. Up to 72 hours of credit from all regionally accredited community colleges may be applied toward the degree; all transferred hours will be entered on the transcript and will be calculated in a student's GPA at Bluefield State College.

## Academy Training

Students may petition for up to 13 credit hours upon successfully completing law enforcement training from an accredited, police academy or an accredited state or federal correctional academy by presenting a photocopy of a graduation certificate to the Registrar's Office. Additional credits may be awarded in accordance with articulation agreements made by Bluefield State College and various institutions.

A certified law enforcement academy providing entry-level enforcement training, in-service, and specialty training with full-time staff of instructors possessing criminal justice expertise.

### Basic Police Academy Training Credit recommendations are:

#### Corrections Concentration

#### Basic Police Academy Training

- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 221 - American Correctional Systems **Credit Hour(s): 3**
- CRMJ 232 - Criminal Justice Writing and Communication **Credit Hour(s): 3**
- HLTH 201 - Safety and First Aid **Credit Hour(s): 2**
- PHED 261 - Strength Training I. **Credit Hour(s): 2**

**Total Credit Hours: 13**

#### Corrections Concentration

The Corrections concentration is designed to prepare Bluefield State College 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 210 - Correctional Management **Credit Hour(s): 3**
- CRMJ 320 - Correctional Counseling **Credit Hour(s): 3**
- CRMJ 400 - Correctional Institutions **Credit Hour(s): 3**
- CRMJ 414 - Victimology **Credit Hour(s): 3**
- CRMJ 492 - Terrorism **Credit Hour(s): 3**
- CRMJ 495 - Special Topics in Criminal Justice **Credit Hour(s): 1-3**

**Total Credit Hours: 18**

## Academic Plan of Study

The following eight-semester recommended schedules are based on current course offerings in the 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.

### First Semester

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 163 - Criminal Law **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Second Semester

- CRMJ 164 - Criminal Procedure and Evidence **Credit Hour(s): 3**
- CRMJ 252 - Substance Abuse and the Criminal Justice System **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Third Semester

- CRMJ 221 - American Correctional Systems **Credit Hour(s): 3**
- CRMJ 208 - Criminology **Credit Hour(s): 3**
- CRMJ 232 - Criminal Justice Writing and Communication **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

### Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- CRMJ 210 - Correctional Management **Credit Hour(s): 3**
- CRMJ 292 - Juvenile Delinquency **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Fifth Semester

- CRMJ 331 - Ethics in Criminal Justice **Credit Hour(s): 3**
- CRMJ 301 - Probation, Parole, and Community-based Corrections **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Sixth Semester

- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- CRMJ 320 - Correctional Counseling **Credit Hour(s): 3**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**

- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 16**

### **Seventh Semester**

- CRMJ 341 - Contemporary Issues in Criminal Justice **Credit Hour(s): 3**
- CRMJ 414 - Victimology **Credit Hour(s): 3**
- CRMJ 495 - Special Topics in Criminal Justice **Credit Hour(s): 1-3**
- CRMJ 492 - Terrorism **Credit Hour(s): 3**
- FREN 101 - Elementary French I **Credit Hour(s): 3**  
or
- SPAN 101 - Elementary Spanish I. **Credit Hour(s): 3**

**Total Credit Hours: 15**

### **Eighth Semester**

- CRMJ 490 - Seminar in Criminal Justice **Credit Hour(s): 3**
- CRMJ 312 - Legal Research **Credit Hour(s): 3**
- CRMJ 400 - Correctional Institutions **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- Elective **Credit Hour(s): 2**

**Total Credit Hours: 14**

**Total Credit Hours: 120-121**

## **Criminal Justice Administration, Law Enforcement Concentration, B.S.**



### **Requirements for Bachelor of Science Degree**

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 concentrations in either Law Enforcement, Corrections or Forensic Investigation.

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 concentration. Up to 72 hours of credit from all regionally accredited community colleges may be applied toward the degree; all transferred hours will be entered on the transcript and will be calculated in a student's GPA at Bluefield State College.

## Academy Training

Students may petition for up to 13 credit hours upon successfully completing law enforcement training from an accredited, police academy or an accredited state or federal correctional academy by presenting a photocopy of a graduation certificate to the Registrar's Office. Additional credits may be awarded in accordance with articulation agreements made by Bluefield State College and various institutions.

A certified law enforcement academy providing entry-level enforcement training, in-service, and specialty training with full-time staff of instructors possessing criminal justice expertise.

### Basic Police Academy Training Credit recommendations are

#### Law Enforcement Concentration

##### Basic Police Academy Training

- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 163 - Criminal Law **Credit Hour(s): 3**
- CRMJ 215 - Criminal Investigation **Credit Hour(s): 3**
- HLTH 201 - Safety and First Aid **Credit Hour(s): 2**
- PHED 261 - Strength Training I. **Credit Hour(s): 2**

Total Credit Hours: 13

#### Law Enforcement Concentration

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 170 - Police and Community Relations **Credit Hour(s): 3**
- CRMJ 215 - Criminal Investigation **Credit Hour(s): 3**
- CRMJ 280 - Police Organization and Administration **Credit Hour(s): 3**
- CRMJ 250 - Police Operations **Credit Hour(s): 3**
- CRMJ 431 - Private Security **Credit Hour(s): 3**
- CRMJ 492 - Terrorism **Credit Hour(s): 3**

Total Credit Hours: 18

## Academic Plan of Study

The following eight-semester recommended schedules are based on current course offerings in the 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.

### First Semester

- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 163 - Criminal Law **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- or
- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**

Total Credit Hours: 15

### Second Semester

- CRMJ 164 - Criminal Procedure and Evidence **Credit Hour(s): 3**
- CRMJ 170 - Police and Community Relations **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- PSYC 103 - General Psychology **Credit Hour(s): 3**

Total Credit Hours: 15

### Third Semester

- CRMJ 215 - Criminal Investigation **Credit Hour(s): 3**
- CRMJ 208 - Criminology **Credit Hour(s): 3**
- CRMJ 232 - Criminal Justice Writing and Communication **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**
- Health/Wellness **Credit Hour(s): 2-3**

Total Credit Hours: 14-15

### Fourth Semester

- CRMJ 280 - Police Organization and Administration **Credit Hour(s): 3**
- CRMJ 292 - Juvenile Delinquency **Credit Hour(s): 3**
- CRMJ 250 - Police Operations **Credit Hour(s): 3**
- CRMJ 252 - Substance Abuse and the Criminal Justice System **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**

Total Credit Hours: 15

### Fifth Semester

- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- CRMJ 331 - Ethics in Criminal Justice **Credit Hour(s): 3**
- CRMJ 221 - American Correctional Systems **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- or

- ENGL 205 - World Literature II **Credit Hour(s): 3**

**Total Credit Hours: 16**

### **Sixth Semester**

- CRMJ 431 - Private Security **Credit Hour(s): 3**
- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**

**Total Credit Hours: 16**

### **Seventh Semester**

- CRMJ 341 - Contemporary Issues in Criminal Justice **Credit Hour(s): 3**
- CRMJ 492 - Terrorism **Credit Hour(s): 3**
- CRMJ 301 - Probation, Parole, and Community-based Corrections **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- SPAN 101 - Elementary Spanish I. **Credit Hour(s): 3**  
or
- FREN 101 - Elementary French I **Credit Hour(s): 3**

**Total Credit Hours: 15**

### **Eighth Semester**

- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- CRMJ 490 - Seminar in Criminal Justice **Credit Hour(s): 3**
- CRMJ 312 - Legal Research **Credit Hour(s): 3**
- Elective **Credit Hour(s): 5**

**Total Credit Hours: 14**

**Total Credit Hours: 120-121**

## Elementary Education/Middle Education B.S.



### Requirements for Bachelor of Science Degree 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 120 semester hours of credit in approved subjects with an overall grade point average of 2.75 or better.

### Elementary Education (K-6) or 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
- K-6 Special Education Multi-Categorical BD, MI, SLD (excluding autism)

### Elementary Education K-6

The following list of courses will satisfy the requirements for both the General Studies and the Elementary Education programs:

- ARTS 105 - Creative Expression **Credit Hour(s): 2**
- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGL 301 - English Grammar **Credit Hour(s): 3**
- ENGL 310 - Children's Literature **Credit Hour(s): 3**
- GEOG 150 - Introduction to Geography **Credit Hour(s): 3**
- HLTH 333 - Health and Safety in Schools **Credit Hour(s): 2**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- or
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**

- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3**
- MATH 106 - Mathematics for Early/Middle Grade Teachers **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- MATH 333 - Math Methods for K-6 Teachers **Credit Hour(s): 3**
- MUSC 130 - Music Skills for Classroom Teachers **Credit Hour(s): 2**
- PHED 333 - Physical Education in K-6 Grades **Credit Hour(s): 2**
- PHSC 101 - Physical Science Survey I **Credit Hour(s): 3**
- PHSC 103L - Laboratory for Physical Science Survey I **Credit Hour(s): 1**
- PHSC 102 - Physical Science Survey II **Credit Hour(s): 3**
- PHSC 104L - Laboratory for Physical Science Survey II **Credit Hour(s): 1**
- POSC 200 - American National Government **Credit Hour(s): 3**

### Professional Education

- EDUC 110 - Foundations of Education **Credit Hour(s): 2**
- EDUC 160 - Diversity and Education **Credit Hour(s): 2**
- EDUC 200 - Child/Adolescent Growth and Development **Credit Hour(s): 3**
- EDUC 280 - General Methods **Credit Hour(s): 2**
- EDUC 321 - Instruction and Technology **Credit Hour(s): 2**
- EDUC 322 - Standards, Planning and Assessment **Credit Hour(s): 2 \*\***
- EDUC 330 - Theories of Learning and Classroom Management **Credit Hour(s): 3**
- EDUC 333 - Teaching Science and Social Studies **Credit Hour(s): 3**
- EDUC 474 - Senior Seminar **Credit Hour(s): 2 \*\***
- EDUC 475 - Student Teaching **Credit Hour(s): 10 \*\***
- READ 371 - Teaching of Reading and Language Arts **Credit Hour(s): 3 \*\***
- READ 270 - The Reading Process **Credit Hour(s): 3**
- READ 360 - Reading in the Content Area **Credit Hour(s): 3 \*\***
- SPED 310 - Introduction to Special Education **Credit Hour(s): 3**
- SPED 311 - Teaching Special Needs Students in Inclusive Classrooms **Credit Hour(s): 3**

### Total Credit Hours: 46

\* READ 270 must be taken before enrolling in READ 371.

All Professional Education Courses must be completed with a grade of "C" or better.

\*\* Restricted to students admitted to the Teacher Education Program and must be completed with a grade of "C" or better. Early/Middle degree students may select at least one additional middle school endorsement from the following:

All courses for a student's 5-9 courses content area must be completed with a "C" or better.

### English/Language Arts (5-9)

- ENGL 300 - Major American Authors **Credit Hour(s): 3**
- ENGL 302 - Major British Authors **Credit Hour(s): 3**
- ENGL 307 - Regional and Ethnic Literature **Credit Hour(s): 3**
- ENGL 308 - Linguistics **Credit Hour(s): 3**
- ENGL 320 - Adolescent Literature **Credit Hour(s): 3**
- ENGL 322 - The Teaching of Composition **Credit Hour(s): 3**
- ARSC 431 - Methods of Teaching in Arts and Sciences **Credit Hour(s): 3**

### Total Credit Hours: 21

### Mathematics (5-9)

- ARSC 431 - Methods of Teaching in Arts and Sciences **Credit Hour(s): 3**
- COSC 330 - Programming Languages **Credit Hour(s): 3**
- or
- COSC 201 - PC Software Applications **Credit Hour(s): 3**
- MATH 110 - Trigonometry **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- or

- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- MATH 211 - Informal Geometry **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**  
or
- MATH 250 - Discrete Mathematics **Credit Hour(s): 3**

**Total Credit Hours: 30-31**

### General Science (5-9)

- ARSC 431 - Methods of Teaching in Arts and Sciences **Credit Hour(s): 3**
- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- BIOL 300 - Ecology **Credit Hour(s): 3**
- CHEM 100 - Introduction to Chemistry **Credit Hour(s): 3**
- COSC 201 - PC Software Applications **Credit Hour(s): 3**

**Total Credit Hours: 26**

### Social Studies (5-9)

- ARSC 431 - Methods of Teaching in Arts and Sciences **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- GEOG 301 - World Physical Geography **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3** and
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 497 - Research Methods in History **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 24**

### Multi-Categorical BD, MI, SLD (excluding autism) K-6

- SPED 312 - Math Strategies for Exceptional Learners **Credit Hour(s): 3**
- SPED 313 - Assessment, Curriculum, and Planning for Exceptional Learners **Credit Hour(s): 3**
- SPED 314 - Behavior Management and Instructional Supports **Credit Hour(s): 3**
- SPED 315 - Trends and Issues in Special Education **Credit Hour(s): 3**

**Total Credit Hours: 12**

### Autism Certification

Autism Certification can be added by taking the following two courses (6 Hours)

- SPED 316 - Characteristics of Autism Spectrum Disorder **Credit Hour(s): 3**
- SPED 317 - Autism: Assessment and Interventions **Credit Hour(s): 3**

### Academic Plan of Study

#### First Semester

- ARTS 105 - Creative Expression **Credit Hour(s): 2**
- EDUC 110 - Foundations of Education **Credit Hour(s): 2**
- EDUC 160 - Diversity and Education **Credit Hour(s): 2**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Second Semester

- COSC 102 - Computers and Society **Credit Hour(s): 3**
- EDUC 200 - Child/Adolescent Growth and Development **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**

- MATH 109 - Algebra **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Third Semester

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- GEOG 150 - Introduction to Geography **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- PHSC 101 - Physical Science Survey I **Credit Hour(s): 3**
- PHSC 103L - Laboratory for Physical Science Survey I **Credit Hour(s): 1**

**Total Credit Hours: 16**

### Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- MATH 106 - Mathematics for Early/Middle Grade Teachers **Credit Hour(s): 3**
- MUSC 130 - Music Skills for Classroom Teachers **Credit Hour(s): 2**
- PHSC 102 - Physical Science Survey II **Credit Hour(s): 3**
- PHSC 104L - Laboratory for Physical Science Survey II **Credit Hour(s): 1**
- POSC 200 - American National Government **Credit Hour(s): 3**

**Total Credit Hours: 15**

After Spring Year Two- Apply for Admission to Teacher Education Program

### Fifth Semester

- EDUC 280 - General Methods **Credit Hour(s): 2**
- EDUC 321 - Instruction and Technology **Credit Hour(s): 2**
- ENGL 301 - English Grammar **Credit Hour(s): 3**
- HLTH 333 - Health and Safety in Schools **Credit Hour(s): 2**
- PHED 333 - Physical Education in K-6 Grades **Credit Hour(s): 2**
- SPED 310 - Introduction to Special Education **Credit Hour(s): 3**

**Total Credit Hours: 14**

### Sixth Semester

- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- SPED 311 - Teaching Special Needs Students in Inclusive Classrooms **Credit Hour(s): 3**
- MATH 333 - Math Methods for K-6 Teachers **Credit Hour(s): 3**
- READ 270 - The Reading Process **Credit Hour(s): 3**
- EDUC 322 - Standards, Planning and Assessment **Credit Hour(s): 2**
- EDUC 333 - Teaching Science and Social Studies **Credit Hour(s): 3**

**Total Credit Hours: 18**

### Seventh Semester

- EDUC 330 - Theories of Learning and Classroom Management **Credit Hour(s): 3**
- ENGL 310 - Children's Literature **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- READ 360 - Reading in the Content Area **Credit Hour(s): 3 \***
- READ 371 - Teaching of Reading and Language Arts **Credit Hour(s): 3 \***

**Total Credit Hours: 15**

### Eighth Semester

- EDUC 474 - Senior Seminar **Credit Hour(s): 2 \***
- EDUC 475 - Student Teaching **Credit Hour(s): 10 \***

**Total Credit Hours: 12**

Total Credit Hours: 120

\*Restricted to students admitted to Teacher Education

## Humanities, B.A.

### Requirements for Bachelor of Arts Degree Humanities

The B.A. degree in Humanities prepares students for post-baccalaureate study in communications, English, journalism, or law and careers in the private, public, or non-profit sectors domestically or abroad. Beyond the general studies requirements, students in the Humanities program must complete 36 hours of Humanities core courses, 33 hours of English specialization, and 12 hours of 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, English specialization, and restricted electives. A minor in Humanities is available to non-humanities majors.

#### Humanities Core

- ARTS 101 - Introduction to Visual Arts **Credit Hour(s): 3**
- ARTS 205 - Art History **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGL 208 - Writing in the Professions **Credit Hour(s): 3**  
or
- ENGL 292 - Advanced Composition **Credit Hour(s): 3**
- ENGL 300 - Major American Authors **Credit Hour(s): 3**
- ENGL 302 - Major British Authors **Credit Hour(s): 3**
- ENGL 305 - Advanced Studies in Fiction **Credit Hour(s): 3**
- ENGL 307 - Regional and Ethnic Literature **Credit Hour(s): 3**
- ENGL 335 - Applied Studies in Language Arts **Credit Hour(s): 3**
- ENGL 390 - Topics in Literature **Credit Hour(s): 3**
- ENGL 409 - Advanced Research **Credit Hour(s): 3**
- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**  
or
- HUMN 223 - Introduction to Ethics **Credit Hour(s): 3**
- HUMN 304 - Critical Theory **Credit Hour(s): 3**
- HUMN 490 - Topics in Humanities **Credit Hour(s): 3**
- HUMN 499 - Projects in Humanities **Credit Hour(s): 3**
- MUSC 150 - Introduction to Music **Credit Hour(s): 3**
- SPAN or FREN 101 Elementary Foreign Language I **Credit Hour(s): 3**
- SPAN or FREN 101 Elementary Foreign Language II **Credit Hour(s): 3**

Total Credit Hours: 36



## English Specialization

- ENGL 208 - Writing in the Professions **Credit Hour(s): 3**
- ENGL 300 - Major American Authors **Credit Hour(s): 3**
- ENGL 301 - English Grammar **Credit Hour(s): 3**
- ENGL 302 - Major British Authors **Credit Hour(s): 3**
- ENGL 305 - Advanced Studies in Fiction **Credit Hour(s): 3**
- ENGL 307 - Regional and Ethnic Literature **Credit Hour(s): 3**
- ENGL 308 - Linguistics **Credit Hour(s): 3**
- ENGL 335 - Applied Studies in Language Arts **Credit Hour(s): 3**
- ENGL 390 - Topics in Literature **Credit Hour(s): 3**
- ENGL 392 - Advanced Composition **Credit Hour(s): 3**
- ENGL 490 - Advanced Topics in Literature **Credit Hour(s): 3**

**Total Credit Hours: 33**

## Restricted Electives

- ARTS 105 - Creative Expression **Credit Hour(s): 2**
- ARTS 220 - Drawing **Credit Hour(s): 3**
- ARTS 290 - Topics in Arts **Credit Hour(s): 3**
- ARTS 310 - Painting **Credit Hour(s): 3**
- ARTS 490 - Topics in Art **Credit Hour(s): 1-3**
- ARTS 495 - Special Topics in Art **Credit Hour(s): 1-6**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- COMM 205 - Interpersonal Communication **Credit Hour(s): 3**
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- COMM 340 - Intercultural Communication **Credit Hour(s): 3**
- ENGL 208 - Writing in the Professions **Credit Hour(s): 3**
- ENGL 291 - Creative Writing **Credit Hour(s): 3**
- ENGL 292 - Advanced Composition **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**
- HUMN 223 - Introduction to Ethics **Credit Hour(s): 3**
- HUMN 306 - Film Studies **Credit Hour(s): 3**
- MUSC 130 - Music Skills for Classroom Teachers **Credit Hour(s): 2**
- THEA 200 - Introduction to Theater **Credit Hour(s): 3**
- THEA 223 - Play Production **Credit Hour(s): 1**

## Academic Plan of Study

### First Semester

- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Second Semester

- ARTS 101 - Introduction to Visual Arts **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- HIST 102 - World Civilization II **Credit Hour(s): 3**

- MUSC 150 - Introduction to Music **Credit Hour(s): 3**
- Health and Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

### Third Semester

- ARTS 250 - Graphic Design **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- Foreign Language I **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Fourth Semester

- ARTS 205 - Art History **Credit Hour(s): 3**
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGL 208 - Writing in the Professions **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**  
or
- HUMN 223 - Introduction to Ethics **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- Foreign Language II **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Fifth Semester

- ENGL 301 - English Grammar **Credit Hour(s): 3**
- ENGL 302 - Major British Authors **Credit Hour(s): 3**
- ENGL 392 - Advanced Composition **Credit Hour(s): 3**
- HUMN 304 - Critical Theory **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Sixth Semester

- ENGL 300 - Major American Authors **Credit Hour(s): 3**
- ENGL 335 - Applied Studies in Language Arts **Credit Hour(s): 3**
- ENGL 305 - Advanced Studies in Fiction **Credit Hour(s): 3**
- ENGL 390 - Topics in Literature **Credit Hour(s): 3**
- Restricted Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Seventh Semester

- ENGL 409 - Advanced Research **Credit Hour(s): 3**
- ENGL 307 - Regional and Ethnic Literature **Credit Hour(s): 3**
- HUMN 490 - Topics in Humanities **Credit Hour(s): 3**
- Restricted Elective **Credit Hour(s): 6**

**Total Credit Hours: 15**

### Eighth Semester

- HUMN 499 - Projects in Humanities **Credit Hour(s): 3**
- Restricted Elective **Credit Hour(s): 6**
- Elective **Credit Hour(s): 8**

Total Credit Hours: 14

## Social Sciences, History Concentration, B.A.

### Requirements for a Bachelor of Arts Degree

The baccalaureate degree program in social sciences is interdisciplinary and draws from all of the social sciences 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 sciences concentration.

Social sciences are disciplines of academic inquiry, which scientifically study the social life of human beings. This information is used in building a system of knowledge about the nature, growth, and functioning of human societies.

Total Number of Hours Required for Graduation with a Degree in Social Sciences: 120 hours.

### Social Sciences Core

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 6**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**  
or
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- SOSC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOSC 230 - Social & Economic Processes **Credit Hour(s): 3**
- SOSC 490 - Seminar in Social Science **Credit Hour(s): 3**

Total Credit Hours: 36

54 Total Hours (Social Sciences Core 36+ Restricted Electives 18)

\*Restricted electives (an additional 9 hours from each of two of the following disciplines, excluding the selected concentration in history, political science, psychology and sociology). At least two courses from each discipline must be 200-400 level.

### History Concentration

Students must take a minimum of 12 additional hours from one concentration above the hours utilized for basic requirements of the major.

- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**

- Restricted Electives (chosen from 300 and 400 level History courses) **Credit Hour(s): 15**

## Total Credit Hours: 24

\*Must use HIST 497 to fulfill Research Methods requirement

## Academic Plan of Study

The following eight-semester recommended schedule is based on current course offerings in the Social Sciences Department. Students are advised to carefully check semester class schedule listings for availability of individual courses.

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**

### Total Credit Hours: 16

### Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- SOSC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

### Total Credit Hours: 16

### Third Semester

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- HIST 105 - American History I **Credit Hour(s): 3**

### Total Credit Hours: 15

### Fourth Semester

- Elective **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- Foreign Language II **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**

### Total Credit Hours: 15

### Fifth Semester

- Health & Wellness **Credit Hour(s): 2-3**
- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- Elective **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**
- HIST - Restricted History Elective **Credit Hour(s): 3 \*\***

**Total Credit Hours: 14-15**

### **Sixth Semester**

- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- Elective **Credit Hour(s): 3**
- HIST 497 - Research Methods in History **Credit Hour(s): 3**
- HIST - Restricted History Elective **Credit Hour(s): 3 \*\***

**Total Credit Hours: 15**

### **Seventh Semester**

- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- Restricted History Elective **Credit Hour(s): 3 \*\***
- Elective **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

### **Eighth Semester**

- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- Restricted Social Sciences Elect **Credit Hour(s): 3 \***
- HIST - Restricted History Elective **Credit Hour(s): 3 \*\***
- SOSC 490 - Seminar in Social Science **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

**Total Credit Hours: 120-121**

\*\*Students must take a minimum of 12 additional hours from the history concentration.

\*\*History Concentration restricted electives

### **History Electives**

- HIST 290 - Topics in History **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**
- HIST 301 - African-American History II **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- HIST 306 - Film Studies **Credit Hour(s): 3**
- HIST 308 - American Colonial History **Credit Hour(s): 3**
- HIST 400 - Recent American History **Credit Hour(s): 3**
- HIST 401 - Diplomatic History of United States **Credit Hour(s): 3**
- HIST 490 - Topics in History **Credit Hour(s): 3**
- HIST 495 - Special Topics in History **Credit Hour(s): 1-3**

### **\*Social Sciences Restricted Electives**

An additional nine hours required from each of two following disciplines: political science, psychology, and sociology (18 hours).

### **\*Social Sciences Restricted Elective List**

- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 290 - Topics in Political Science **Credit Hour(s): 3**
- POSC 300 - Political Thought **Credit Hour(s): 3**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- POSC 404 - American Political Parties and Pressure Groups **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**

- POSC 490 - Topics in Political Science **Credit Hour(s): 3**
- POSC 495 - Special Topics in Political Science **Credit Hour(s): 1-3**
- POSC 498 - Political Science Internship **Credit Hour(s): 1-6**  
or
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- PSYC 290 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- PSYC 312 - The Psychology of Gender and Communication **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 329 - History of Psychology **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 385 - Introduction to Biological Psychology **Credit Hour(s): 3**
- PSYC 401 - Theories of Personality **Credit Hour(s): 3**
- PSYC 402 - Abnormal Psychology **Credit Hour(s): 3**
- PSYC 403 - Cognitive Psychology **Credit Hour(s): 3**
- PSYC 450 - Psychological Tests **Credit Hour(s): 3**
- PSYC 460 - Psychology and the Law **Credit Hour(s): 3**
- PSYC 490 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 495 - Special Topics in Psychology **Credit Hour(s): 1-3**  
or
- SOCI 290 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**
- SOCI 324 - Marriage and Family Relations **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**
- SOCI 490 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 495 - Special Topics in Sociology **Credit Hour(s): 1-3**

## Social Sciences, Political Science Concentration, B.A.

### Requirements for a Bachelor of Arts Degree

The baccalaureate degree program in social sciences is interdisciplinary and draws from all of the social sciences 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 sciences concentration.

Social sciences are disciplines of academic inquiry, which scientifically study the social life of human beings. This information is used in building a system of knowledge about the nature, growth, and functioning of human societies.

Total Number of Hours Required for Graduation with a Degree in Social Sciences: 120 hours.

### Social Sciences Core

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 6**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**

- PSYC 103 - General Psychology **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**  
or
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOSOC 230 - Social & Economic Processes **Credit Hour(s): 3**
- SOSOC 490 - Seminar in Social Science **Credit Hour(s): 3**

**Total Credit Hours: 36**

### 54 Total Hours (Social Sciences Core 36+ Restricted Electives 18)

\*Restricted electives (an additional 9 hours from each of two of the following disciplines, excluding the selected concentration in history, political science, psychology and sociology). At least two courses from each discipline must be 200-400 level.

### Political Science Concentration

Students must take a minimum of 12 additional hours from one concentration above the hours utilized for basic requirements of the major.

- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 300 - Political Thought **Credit Hour(s): 3**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**
- Restricted Electives (chosen from 300 and 400 level Political Science courses) **Credit Hour(s): 12**

**Total Credit Hours: 24**

\*Students can choose from either HIST 497, PSYC 480, or SOCI 300 to fulfill Research Methods requirement

### Academic Plan of Study

The following eight-semester recommended schedule is based on current course offerings in Social Sciences Department. Students are advised to carefully check semester class schedule listings for availability of individual courses.

#### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- Technology Literacy **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**

Total Credit Hours: 16

### Third Semester

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Foreign Language I **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- POSC 300 - Political Thought **Credit Hour(s): 3**

Total Credit Hours: 15

### Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Foreign Language II **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- POSC Restricted POSC Elective **Credit Hour(s): 3**

Total Credit Hours: 15

### Fifth Semester

- Elective **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**
- INST 492 - Soliya Connect Program **Credit Hour(s): 1**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- SOCI 330 - Social Class in America **Credit Hour(s): 3**

Total Credit Hours: 14-15

### Sixth Semester

- Elective **Credit Hour(s): 3**
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**  
or
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- Restricted POSC Elective **Credit Hour(s): 3 \*\***
- Restricted SOSC Elective **Credit Hour(s): 3 \*\***

Total Credit Hours: 15

### Seventh Semester

- Elective **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- POSC - Restricted POSC Elective **Credit Hour(s): 3 \*\***
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- Restricted SOSC Elective **Credit Hour(s): 3 \***

Total Credit Hours: 15

### Eighth Semester

- Elective **Credit Hour(s) 2**
- INST 492 - Soliya Connect Program **Credit Hour(s): 1**
- POSC 405 - International Relations **Credit Hour(s): 3**

- Restricted SOSC Elective **Credit Hour(s): 3 \***
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- SOSC 490 - Seminar in Social Science **Credit Hour(s): 3**

**Total Credit Hours: 15**

**Total Credit Hours: 120-121**

Students must take a minimum of 9 additional hours from political science concentration.

\*\*Political Science (POSC) Concentration Restricted

## POSC Electives

- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- POSC 404 - American Political Parties and Pressure Groups **Credit Hour(s): 3**
- POSC 490 - Topics in Political Science **Credit Hour(s): 3**
- POSC 495 - Special Topics in Political Science **Credit Hour(s): 1-3**
- POSC 498 - Political Science Internship **Credit Hour(s): 1-6**

## Social Sciences Restricted Electives

An additional nine hours required from each of two following disciplines: history, psychology, and sociology (18 hours).

### \*Social Sciences (SOSC) Restricted Elective List

- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 290 - Topics in History **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**
- HIST 301 - African-American History II **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- HIST 306 - Film Studies **Credit Hour(s): 3**
- HIST 308 - American Colonial History **Credit Hour(s): 3**
- HIST 400 - Recent American History **Credit Hour(s): 3**
- HIST 401 - Diplomatic History of United States **Credit Hour(s): 3**
- HIST 490 - Topics in History **Credit Hour(s): 3**
- HIST 495 - Special Topics in History **Credit Hour(s): 1-3**
- or
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- PSYC 290 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- PSYC 312 - The Psychology of Gender and Communication **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 329 - History of Psychology **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 385 - Introduction to Biological Psychology **Credit Hour(s): 3**
- PSYC 401 - Theories of Personality **Credit Hour(s): 3**
- PSYC 402 - Abnormal Psychology **Credit Hour(s): 3**
- PSYC 403 - Cognitive Psychology **Credit Hour(s): 3**
- PSYC 450 - Psychological Tests **Credit Hour(s): 3**
- PSYC 460 - Psychology and the Law **Credit Hour(s): 3**
- PSYC 490 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 495 - Special Topics in Psychology **Credit Hour(s): 1-3**
- or
- SOCI 290 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**

- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**
- SOCI 324 - Marriage and Family Relations **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**
- SOCI 490 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 495 - Special Topics in Sociology **Credit Hour(s): 1-3**

## Social Sciences, Psychology Concentration, B.A.

### Requirements for a Bachelor of Arts Degree

The baccalaureate degree program in social sciences is interdisciplinary and draws from all of the social sciences 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 sciences concentration.

Social sciences are disciplines of academic inquiry, which scientifically study the social life of human beings. This information is used in building a system of knowledge about the nature, growth, and functioning of human societies.

Total Number of Hours Required for Graduation with a Degree in Social Sciences: 120 hours.

### Social Sciences Core

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 6**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**  
or
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOSOC 230 - Social & Economic Processes **Credit Hour(s): 3**
- SOSOC 490 - Seminar in Social Science **Credit Hour(s): 3**

**Total Credit Hours: 36**

**54 Total Hours (Social Sciences Core 36+ Restricted Electives 18)**

\*Restricted electives (an additional 9 hours from each of two of the following disciplines, excluding the selected concentration in history, political science, psychology and sociology). At least two courses from each discipline must be 200-400 level.

## Psychology Concentration

Students must take a minimum of 12 additional hours from one concentration above the hours utilized for basic requirements of the major.

- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 401 - Theories of Personality **Credit Hour(s): 3**
- PSYC 403 - Cognitive Psychology **Credit Hour(s): 3**
- PSYC 450 - Psychological Tests **Credit Hour(s): 3**
- Restricted Electives (chosen from 300 and 400 level Psychology courses) **Credit Hour(s): 9**

**Total Credit Hours: 24**

\*Must use PSYC 480 to fulfill Research Methods requirement.

## Academic Plan of Study

The following eight-semester recommended schedule is based on current course offerings in Social Sciences Department. Students are advised to carefully check semester class schedule listings for availability of individual courses.

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- Technology Literacy **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SOSC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Third Semester

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- Foreign Language I **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Foreign Language II **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Fifth Semester

- Health & Wellness **Credit Hour(s): 2-3**
- PSYC 401 - Theories of Personality **Credit Hour(s): 3**
- PSYC - Restricted PSYC Electives **Credit Hour(s): 3 \*\***
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- SOCI 330 - Social Class in America **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

## Sixth Semester

- Elective **Credit Hour(s): 3**
- PSYC 450 - Psychological Tests **Credit Hour(s): 3**
- PSYC - Restricted PSYC Electives **Credit Hour(s): 3 \*\***
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- Restricted SOSC Elective **Credit Hour(s): 3 \***

**Total Credit Hours: 15**

## Seventh Semester

- Elective **Credit Hour(s): 6**
- PSYC 403 - Cognitive Psychology **Credit Hour(s): 3**
- PSYC - Restricted Psychology Electives **Credit Hour(s): 3 \*\***
- Restricted SOSC Elective **Credit Hour(s): 3 \***

**Total Credit Hours: 15**

## Eighth Semester

- Elective **Credit Hour(s): 3**
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- Restricted SOSC Elective **Credit Hour(s): 6 \***
- SOSC 490 - Seminar in Social Science **Credit Hour(s): 3**

**Total Credit Hours: 15**

**Total Credit Hours: 120-121**

\*\*Students must take a minimum of 9 additional hours from psychology concentration

\*\*Psychology (PSYC) Concentration Restricted

## PSYC Electives

- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- PSYC 312 - The Psychology of Gender and Communication **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 329 - History of Psychology **Credit Hour(s): 3**
- PSYC 385 - Introduction to Biological Psychology **Credit Hour(s): 3**
- PSYC 402 - Abnormal Psychology **Credit Hour(s): 3**
- PSYC 460 - Psychology and the Law **Credit Hour(s): 3**
- PSYC 490 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 495 - Special Topics in Psychology **Credit Hour(s): 1-3**

## Social Sciences Restricted Electives

An additional nine hours required from each of two following disciplines: political science, sociology (18 hours).

### \*Social Sciences (SOSC) Restricted elective list

- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 290 - Topics in History **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**
- HIST 301 - African-American History II **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- HIST 306 - Film Studies **Credit Hour(s): 3**

- HIST 308 - American Colonial History **Credit Hour(s): 3**
- HIST 400 - Recent American History **Credit Hour(s): 3**
- HIST 401 - Diplomatic History of United States **Credit Hour(s): 3**
- HIST 490 - Topics in History **Credit Hour(s): 3**
- HIST 495 - Special Topics in History **Credit Hour(s): 1-3**  
or
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 290 - Topics in Political Science **Credit Hour(s): 3**
- POSC 300 - Political Thought **Credit Hour(s): 3**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- POSC 404 - American Political Parties and Pressure Groups **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**
- POSC 490 - Topics in Political Science **Credit Hour(s): 3**
- POSC 495 - Special Topics in Political Science **Credit Hour(s): 1-3**
- POSC 498 - Political Science Internship **Credit Hour(s): 1-6**  
or
- SOCI 290 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**
- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**
- SOCI 324 - Marriage and Family Relations **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**
- SOCI 490 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 495 - Special Topics in Sociology **Credit Hour(s): 1-3**

## Social Sciences, Sociology Concentration, B.A.

### Requirements for a Bachelor of Arts Degree

The baccalaureate degree program in social sciences is interdisciplinary and draws from all of the social sciences 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 sciences concentration.

Social sciences are disciplines of academic inquiry, which scientifically study the social life of human beings. This information is used in building a system of knowledge about the nature, growth, and functioning of human societies.

Total Number of Hours Required for Graduation with a Degree in Social Sciences: 120 hours.

### Social Sciences Core

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language **Credit Hour(s): 6**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**

- PSYC 103 - General Psychology **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**  
or
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOSOC 230 - Social & Economic Processes **Credit Hour(s): 3**
- SOSOC 490 - Seminar in Social Science **Credit Hour(s): 3**

**Total Credit Hours: 36**

**54 Total Hours (Social Sciences Core 36+ Restricted Electives 18)**

\*Restricted electives (an additional 9 hours from each of two of the following disciplines, excluding the selected concentration in history, political science, psychology and sociology). At least two courses from each discipline must be 200-400 level.

## Sociology Concentration

- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**
- SOCI 324 - Marriage and Family Relations **Credit Hour(s): 3**
- Restricted Electives (chosen from 300 and 400 level Sociology courses) **Credit Hour(s): 18**

**Total Credit Hours: 24**

\*Students can choose from either HIST 497, PSYC 480, or SOCI 300 to fulfill Research Methods requirement.

## Academic Plan of Study

The following eight-semester recommended schedule is based on current course offerings in Social Sciences Department Students are advised to carefully check semester class schedule listings for availability of individual courses.

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- Phys. or Biol. Sciences I & Lab **Credit Hour(s): 4**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- Technology Literacy **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- Phys. or Biol. Sciences II & Lab **Credit Hour(s): 4**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Third Semester

- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**  
or
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**

- Foreign Language I **Credit Hour(s): 3**
- MATH 101 - General Mathematics **Credit Hour(s): 3** or higher
- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- Elective **Credit Hour(s): 3**
- Foreign Language II **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### Fifth Semester

- Elective **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**
- Restricted SOSC Elective **Credit Hour(s): 6 \***
- SOCI 330 - Social Class in America **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

#### Sixth Semester

- Elective **Credit Hour(s): 3**
- HIST 497 - Research Methods in History **Credit Hour(s): 3**  
or
- PSYC 480 - Research Design and Proposal **Credit Hour(s): 3**  
or
- SOCI 300 - Social Research Methods **Credit Hour(s): 3**
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- SOCI - Restricted SOCI Elective **Credit Hour(s): 6\*\***

**Total Credit Hours: 15**

#### Seventh Semester

- Elective **Credit Hour(s): 3**
- Restricted SOSC Elective **Credit Hour(s): 6 \***
- Restricted SOCI Elective **Credit Hour(s): 6 \*\***

**Total Credit Hours: 15**

#### Eighth Semester

- Elective **Credit Hour(s): 9**
- Restricted SOSC Elective **Credit Hour(s): 3 \***
- SOCI 490 - Topics in Sociology **Credit Hour(s): 3**

**Total Credit Hours: 14**

**Total Credit Hours: 120-121**

\*\*Students must take a minimum of 12 additional hours from sociology concentration.

\*\*Sociology (SOC) Concentration Restricted

#### SOCI Electives

- SOCI 290 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 323 - Social Deviance **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**
- SOCI 490 - Topics in Sociology **Credit Hour(s): 3**
- SOCI 495 - Special Topics in Sociology **Credit Hour(s): 1-3**

#### Social Sciences (SOSC) Restricted Electives

An additional nine hours required from each of the two following disciplines: history, political science, or psychology (18 hours).

### \*Social Sciences Restricted Elective List

- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 290 - Topics in History **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**
- HIST 301 - African-American History II **Credit Hour(s): 3**
- HIST 302 - History, Geography, and Government of West Virginia **Credit Hour(s): 3**
- HIST 306 - Film Studies **Credit Hour(s): 3**
- HIST 308 - American Colonial History **Credit Hour(s): 3**
- HIST 400 - Recent American History **Credit Hour(s): 3**
- HIST 401 - Diplomatic History of United States **Credit Hour(s): 3**
- HIST 490 - Topics in History **Credit Hour(s): 3**
- HIST 495 - Special Topics in History **Credit Hour(s): 1-3**
- or
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 290 - Topics in Political Science **Credit Hour(s): 3**
- POSC 300 - Political Thought **Credit Hour(s): 3**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**
- POSC 404 - American Political Parties and Pressure Groups **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**
- POSC 490 - Topics in Political Science **Credit Hour(s): 3**
- POSC 495 - Special Topics in Political Science **Credit Hour(s): 1-3**
- POSC 498 - Political Science Internship **Credit Hour(s): 1-6**
- or
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- PSYC 290 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- PSYC 312 - The Psychology of Gender and Communication **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 329 - History of Psychology **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 385 - Introduction to Biological Psychology **Credit Hour(s): 3**
- PSYC 401 - Theories of Personality **Credit Hour(s): 3**
- PSYC 402 - Abnormal Psychology **Credit Hour(s): 3**
- PSYC 403 - Cognitive Psychology **Credit Hour(s): 3**
- PSYC 450 - Psychological Tests **Credit Hour(s): 3**
- PSYC 460 - Psychology and the Law **Credit Hour(s): 3**
- PSYC 490 - Topics in Psychology **Credit Hour(s): 3**
- PSYC 495 - Special Topics in Psychology **Credit Hour(s): 1-3**

## Minors

### African American History Minor

#### Minor Requirements

- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**

- HIST 301 - African-American History II **Credit Hour(s): 3**
- SOSOC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Criminal Justice Minor**

### **Minor Requirements**

- CRMJ 151 - Introduction to Criminal Justice **Credit Hour(s): 3**
- CRMJ 221 - American Correctional Systems **Credit Hour(s): 3**
- CRMJ 341 - Contemporary Issues in Criminal Justice **Credit Hour(s): 3**
- CRMJ 400 - Correctional Institutions **Credit Hour(s): 3**
- CRMJ 495 - Special Topics in Criminal Justice **Credit Hour(s): 1-3**

**Total Credit Hours: 15**

## **History Minor**

### **Minor Requirements**

- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**  
or
- HIST 106 - American History II **Credit Hour(s): 3**
- HIST 300 - African-American History I **Credit Hour(s): 3**  
or
- HIST 301 - African-American History II **Credit Hour(s): 3**
- HIST 497 - Research Methods in History **Credit Hour(s): 3**
- 200-400 level History Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Humanities Minor**

### **Minor Requirements**

Any five courses from ARTS, ENGL, HUMN, MUSC or THEA at the 200 level or higher (15 Cr.) At least six credits must be at the 300-400 level.

- ARTS 205 - Art History **Credit Hour(s): 3**
- ARTS 220 - Drawing **Credit Hour(s): 3**
- ARTS 290 - Topics in Arts **Credit Hour(s): 3**
- ARTS 310 - Painting **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGL 208 - Writing in the Professions **Credit Hour(s): 3**
- ENGL 291 - Creative Writing **Credit Hour(s): 3**
- ENGL 300 - Major American Authors **Credit Hour(s): 3**
- ENGL 301 - English Grammar **Credit Hour(s): 3**
- ENGL 302 - Major British Authors **Credit Hour(s): 3**
- ENGL 305 - Advanced Studies in Fiction **Credit Hour(s): 3**

- ENGL 307 - Regional and Ethnic Literature **Credit Hour(s): 3**
- ENGL 308 - Linguistics **Credit Hour(s): 3**
- ENGL 310 - Children's Literature **Credit Hour(s): 3**
- ENGL 320 - Adolescent Literature **Credit Hour(s): 3**
- ENGL 322 - The Teaching of Composition **Credit Hour(s): 3**
- ENGL 335 - Applied Studies in Language Arts **Credit Hour(s): 3**
- ENGL 392 - Advanced Composition **Credit Hour(s): 3**
- ENGL 409 - Advanced Research **Credit Hour(s): 3**
- ENGL 490 - Advanced Topics in Literature **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**
- HUMN 223 - Introduction to Ethics **Credit Hour(s): 3**
- HUMN 304 - Critical Theory **Credit Hour(s): 3**
- HUMN 490 - Topics in Humanities **Credit Hour(s): 3**
- HUMN 499 - Projects in Humanities **Credit Hour(s): 3**
- THEA 200 - Introduction to Theater **Credit Hour(s): 3**
- THEA 223 - Play Production **Credit Hour(s): 1**

## International Studies Minor

International Studies Minor Choose INST 491 + additional hours from the following to total 15 hours

### Minor Requirements

15 Hrs. From the Following BSC:

- BUSN 375 - International Business **Credit Hour(s): 3**
- COMM 340 - Intercultural Communication **Credit Hour(s): 3**
- EDUC 160 - Diversity and Education **Credit Hour(s): 2**
- GEOG 301 - World Physical Geography **Credit Hour(s): 3**
- HLTH 303 - Culturally Sensitive Health Care **Credit Hour(s): 3**
- INST 490 - Topics in International Studies **Credit Hour(s): 3**
- INST 491 - Study Abroad Program **Credit Hour(s): 3-5**
- INST 492 - Soliya Connect Program **Credit Hour(s): 1**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**

Total Credit Hours: 15

## Political Science Minor

### Minor Requirements

- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- POSC 300 - Political Thought **Credit Hour(s): 3**
- POSC 312 - Comparative Politics **Credit Hour(s): 3**
- POSC 405 - International Relations **Credit Hour(s): 3**

Total Credit Hours: 15

## **Pre-Law Minor**

### **Minor Requirements**

- CRMJ 312 - Legal Research **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**  
or
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- POSC 401 - American Constitutional Law **Credit Hour(s): 3**

Plus, any two courses from among the following:

- BUSN 301 - Business Law and the Legal Environment **Credit Hour(s): 3**
- CRMJ 163 - Criminal Law **Credit Hour(s): 3**
- HIST 400 - Recent American History **Credit Hour(s): 3**
- POSC 325 - Judicial Process in America **Credit Hour(s): 3**
- POSC 350 - Public Administration **Credit Hour(s): 3**
- PSYC 460 - Psychology and the Law **Credit Hour(s): 3**
- SOSC 200 - The Study of Race in the Social Sciences **Credit Hour(s): 3**
- SOCI 330 - Social Class in America **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Psychology Minor**

### **Minor Requirements**

- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- Psychology Elective (300-400 Elective) **Credit Hour(s): 6**

**Total Credit Hours: 15**

## **Sociology Minor**

### **Minor Requirements**

- SOCI 323 - Social Deviance **Credit Hour(s): 3**
- SOCI 324 - Marriage and Family Relations **Credit Hour(s): 3**
- SOCI 320 - Introduction to Sociological Theories **Credit Hour(s): 3**
- 300-400 level Sociology Electives **Credit Hour(s): 6**

**Total Credit Hours: 15**



## School of Science, Technology, Engineering, & Mathematics (STEM)

The School of Science, Technology, Engineering, and Mathematics (STEM) grants Associate of Science degrees in civil engineering technology, electrical engineering technology, and mechanical engineering technology. Bachelor of Science degrees are granted in applied science, civil engineering technology, computer science, electrical engineering technology, engineering management, and mechanical engineering technology. (The school offers courses in biology, chemistry, civil engineering technology, cybersecurity, electrical engineering technology, geology, mathematics, mechanical engineering technology, natural science, physical science, physics, and surveying.)

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. Students earning an Applied Sciences degree may choose from two concentrations: Interdisciplinary Science and Pre-Medicine.

Engineering Technology is the profession in which 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.

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 programmers, systems analysts, software designers, and webmasters depending on the education path taken.

The following programs are accredited by the Accreditation Board for Engineering and Technology, 415 North Charles Street, Baltimore, MD 21201, telephone (410) 347-7700, <http://www.abet.org>:

### Baccalaureate degree programs in

- Applied Science
- Computer Science
- Civil Engineering Technology
- Engineering Management
- Electrical Engineering Technology
- Mechanical Engineering Technology

### Associate degree programs in

- 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.

#### Computer Requirements for The School of Science, Technology, Engineering, and Mathematics (STEM)

All students enrolled in The School of Science, Technology, Engineering, and Mathematics (STEM) programs will be required to have access to a laptop/tablet computer and bring to SETC classes. The recommended requirements are listed below:

Portable computer such as laptop and/or tablet capable of running the second latest version of a Windows® operating system with a Solid-State Hard Drive (SSD) and multi-core processor. Due to the constantly changing capability of computer systems, no exact computer specifications are given. However, a student should purchase a system that is within six months new of when the student starts their degree program. Computers that meet these specifications will be available through the Bluefield State College bookstore. The School of Science, Technology, Engineering, and Mathematics (STEM) will make every effort to ensure that a new system will be adequate for a student to complete four consecutive years without having to purchase a new machine before they graduate from their specified degree program.

## Majors

### Applied Science, Interdisciplinary Concentration, B.S.



#### Academic Plan of Study

The Applied Science degree is a pre-professional program in which the student chooses one of two options. The first option is the Interdisciplinary Science concentration in which the student designs an individualized program of study to meet career goals.

#### First Semester

- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- ENSC 201 - Environmental Science I **Credit Hour(s): 3**
- ENSC 203L - Environmental Science I Laboratory **Credit Hour(s): 1**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 14**

## Second Semester

- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- ENSC 202 - Environmental Science II **Credit Hour(s): 3**
- ENSC 204L - Environmental Science II Laboratory **Credit Hour(s): 1**
- MATH 109 - Algebra **Credit Hour(s): 3 \***
- Elective **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Third Semester

- Approved Interdisciplinary Specialization Elective **Credit Hour(s): 4**
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Fourth Semester

- Approved Interdisciplinary Specialization Elective **Credit Hour(s): 4**
- CHEM 102 - General Chemistry II **Credit Hour(s): 3**
- CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**
- MATH 110 - Trigonometry **Credit Hour(s): 3**
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Fifth Semester

- Approved Interdisciplinary Specialization Elective **Credit Hour(s): 4**
- CHEM 301 - Organic Chemistry I **Credit Hour(s): 4**
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3**
- PHYS 203L - General Physics I Lab **Credit Hour(s): 1**

**Total Credit Hours: 15**

## Sixth Semester

- BIOL 202 - Microbiology **Credit Hour(s): 3**
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**
- CHEM 302 - Organic Chemistry II **Credit Hour(s): 4**
- PHYS 202 - General Physics II algebra-based **Credit Hour(s): 3**
- PHYS 204L - General Physics II Lab **Credit Hour(s): 1**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 15-16**

## Seventh Semester

- Approved Interdisciplinary Specialization Elective **Credit Hour(s): 4 \*\***
- Elective **Credit Hour(s): 6**
- Foreign Language I **Credit Hour(s): 3**
- Research/Planning **Credit Hour(s): 3 \*\***

**Total Credit Hours: 16**

## Eighth Semester

- Approved Interdisciplinary Specialization Elective **Credit Hour(s): 6 \*\***
- Elective **Credit Hour(s): 6**
- Foreign Language II **Credit Hour(s): 3**
- NASC 499 - Research/Projects **Credit Hour(s): 3 \*\***

Total Credit Hours: 18

Total Credit Hours: 120-121

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

\*\* See the approved list of Interdisciplinary Science Specialization electives

## Approved Interdisciplinary Science Specialization Electives

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- BIOL 290 - Topics in Biology **Credit Hour(s): 1-4**
- BIOL 300 - Ecology **Credit Hour(s): 3**
- BIOL 301 - Introduction to Genetics **Credit Hour(s): 3**
- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- BIOL 310 - Nutrition **Credit Hour(s): 3**
- BIOL 400 - Pharmacology **Credit Hour(s): 3**
- BIOL 401 - Pathogenic Microbiology **Credit Hour(s): 4**
- BIOL 402 - Immunology **Credit Hour(s): 4**
- BIOL 403 - Public Health Microbiology **Credit Hour(s): 3**
- BIOL 410 - Cell Biology **Credit Hour(s): 4**
- BIOL 490 - Topics in Biology **Credit Hour(s): 1-4**
- BIOL 492 - Developmental Embryology **Credit Hour(s): 4**
- BIOM 156 - Introduction to Health and Medical Professions **Credit Hour(s): 1**
- BIOM 256 - Biomedical Sciences Seminar **Credit Hour(s): 1**
- BIOM 411 - Molecular Biology **Credit Hour(s): 4**
- CHEM 290 - Topics in Chemistry **Credit Hour(s): 3**
- CHEM 430 - Biochemistry **Credit Hour(s): 3**
- CHEM 490 - Topics in Chemistry **Credit Hour(s): 1-4**
- MATH 220 - Calculus I **Credit Hour(s): 4**
- MATH 230 - Calculus II **Credit Hour(s): 4**
- MATH 240 - Calculus III **Credit Hour(s): 4**
- MATH 250 - Discrete Mathematics **Credit Hour(s): 3**
- MATH 290 - Topics in Mathematics **Credit Hour(s): 1-4**
- MATH 310 - Differential Equations **Credit Hour(s): 3**
- MATH 311 - Linear Algebra **Credit Hour(s): 3**
- MATH 350 - Modern Algebra **Credit Hour(s): 3**
- MATH 490 - Topics in Mathematics **Credit Hour(s): 1-4**
- NASC 200 - Introduction to Scientific Research **Credit Hour(s): 1**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 385 - Introduction to Biological Psychology **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**

# Applied Science, Pre-Medicine Concentration, B.S.

## Academic Plan of Study

Another option in the Applied Science program is the Pre-Medicine concentration for students who plan to apply for admission to medical, dental, veterinary, pharmacy, physical therapy or other professional schools.

### First Semester

- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3 \***
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- COSC 102 - Computers and Society **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Second Semester

- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- MATH 110 - Trigonometry **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 15-16**

### Third Semester

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- BIOM 156 - Introduction to Health and Medical Professions **Credit Hour(s): 1**
- or
- NASC 200 - Introduction to Scientific Research **Credit Hour(s): 1**
- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3**
- PHYS 203L - General Physics I Lab **Credit Hour(s): 1**

**Total Credit Hours: 13**

### Fourth Semester

- BIOL 202 - Microbiology **Credit Hour(s): 3**
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- CHEM 102 - General Chemistry II **Credit Hour(s): 3**
- CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**
- PHYS 202 - General Physics II algebra-based **Credit Hour(s): 3**
- PHYS 204L - General Physics II Lab **Credit Hour(s): 1**

**Total Credit Hours: 16**

### Fifth Semester

- BIOL 301 - Introduction to Genetics **Credit Hour(s): 3**
- CHEM 301 - Organic Chemistry I **Credit Hour(s): 4**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- or
- MATH 220 - Calculus I **Credit Hour(s): 4**
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- CHEM 305 - Medicinal Chemistry **Credit Hour(s): 4**
- or

- BIOL 400 - Pharmacology **Credit Hour(s): 3**

**Total Credit Hours: 17**

### **Sixth Semester**

- CHEM 302 - Organic Chemistry II **Credit Hour(s): 4**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- MATH 111 - Math for Engineering & Bio Med. **Credit Hour(s): 2**
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- NASC 200 - Introduction to Scientific Research **Credit Hour(s): 1**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**

**Total Credit Hours: 16**

### **Seventh Semester**

- BIOL 401 - Pathogenic Microbiology **Credit Hour(s): 4**  
or
- BIOL 402 - Immunology **Credit Hour(s): 4**
- BIOL 410 - Cell Biology **Credit Hour(s): 4**  
or
- BIOL 492 - Developmental Embryology **Credit Hour(s): 4**
- NASC 498 - Research/Planning **Credit Hour(s): 3**
- Foreign Language I **Credit Hour(s): 3**

**Total Credit Hours: 14**

### **Eighth Semester**

- BIOM 411 - Molecular Biology **Credit Hour(s): 4**
- CHEM 430 - Biochemistry **Credit Hour(s): 3**
- NASC 499 - Research/Projects **Credit Hour(s): 3**
- Foreign Language II **Credit Hour(s): 3**

**Total Credit Hours: 13**

**Total Credit Hours: 120-121**

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

Students majoring in Applied Science must complete 120 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.

## **Civil Engineering Technology, A.S.**

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, <http://www.abet.org>.

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**

1. Graduates make significant contributions to the engineering technology profession to their employers and communities.

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 through the attendance of training, seminars, conferences, etc.

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.

## Student Outcomes

1. Students demonstrate an ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined civil engineering technology activities.
2. Students demonstrate an ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Students demonstrate an ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
4. Students demonstrate an ability to function effectively as a member of a technical team.
5. Students demonstrate an ability to identify, analyze, and solve narrowly defined civil engineering technology problems.
6. Students demonstrate an ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
8. Students demonstrate an understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
9. Students demonstrate a commitment to quality, timeliness, and continuous improvement.
10. Students utilize principles, hardware, and software that are appropriate to produce drawings, reports, quantity estimates, and other documents related to civil engineering.
11. Students conduct standardized field and laboratory tests related to civil engineering.
12. Students utilize surveying methods appropriate for land measurement and/or construction layout.
13. Students apply fundamental computational methods and elementary analytical techniques in sub-disciplines related to civil engineering.

## Academic Plan of Study

### First Semester

- CIET 101 - Construction Materials/with Lab **Credit Hour(s): 4**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**  
or
- GNET 115L - Tech Math I with Lab **Credit Hour(s): 5**

**Total Credit Hours: 15**

### Second Semester

- CIET 110 - Surveying I w/Lab **Credit Hour(s): 4**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Third Semester

- CIET 203 - Introduction to Engineering Systems **Credit Hour(s): 3**
- CIET 207 - Geotechnics w/Lab **Credit Hour(s): 4**
- CIET 211 - Surveying II w/Lab **Credit Hour(s): 4**
- MATH 220 - Calculus I **Credit Hour(s): 4**

Total Credit Hours: 15

#### Fourth Semester

- CIET 204 - Reinforced Concrete Design **Credit Hour(s): 3**
- CIET 212 - Hydraulics **Credit Hour(s): 3**
- CIET 220 - Construction Estimating **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

Total Credit Hours: 13

## Civil Engineering Technology, B.S.



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, <http://www.abet.org>.

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

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.

1. Graduates continue education through the completion of study in a masters or PhD program.
2. Graduates receive professional certifications such as Professional Engineer (PE) and/or Professional Surveyor (PS) license.
3. 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.

### Student Outcomes

1. Students demonstrate an ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly defined civil engineering technology activities.
2. Students demonstrate an ability to select and apply a knowledge of mathematics, science, engineering, and technology to civil engineering technology problems that require the application of principles and applied procedures or methodologies.
3. Students demonstrate an ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes.

4. Students demonstrate an ability to design systems, components, or processes for broadly defined civil engineering technology problems appropriate to program educational objectives.
5. Students demonstrate an ability to function effectively as a member or leader on a technical team.
6. Students demonstrate an ability to identify, analyze, and solve broadly defined civil engineering technology problems.
7. Students demonstrate an ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
8. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
9. Students demonstrate an understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity.
10. Students demonstrate a knowledge of the impact of engineering technology solutions in a societal and global context.
11. Students demonstrate a commitment to quality, timeliness, and continuous improvement.
12. Students plan and prepare documents appropriate for design and construction.
13. Students perform economic analyses and cost estimates related to design, construction, operations and maintenance of systems associated with civil engineering.
14. Students select appropriate engineering materials and practices.
15. Students perform standard analysis and design in at least three sub-disciplines related to civil engineering.

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

## Academic Plan of Study

### First Semester

- CIET 101 - Construction Materials/with Lab **Credit Hour(s): 4**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- or
- GNET 115L - Tech Math I with Lab **Credit Hour(s): 5**

**Total Credit Hours: 15**

### Second Semester

- CIET 110 - Surveying I w/Lab **Credit Hour(s): 4**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Third Semester

- CIET 203 - Introduction to Engineering Systems **Credit Hour(s): 3**
- CIET 207 - Geotechnics w/Lab **Credit Hour(s): 4**
- CIET 211 - Surveying II w/Lab **Credit Hour(s): 4**
- MATH 220 - Calculus I **Credit Hour(s): 4**

**Total Credit Hours: 15**

### Fourth Semester

- CIET 204 - Reinforced Concrete Design **Credit Hour(s): 3**
- CIET 212 - Hydraulics **Credit Hour(s): 3**
- CIET 220 - Construction Estimating **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

**Total Credit Hours: 13**

### Fifth Semester

- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- CIET 305 - Hydrosystems **Credit Hour(s): 3**
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**

- ENGR 201 - Statics **Credit Hour(s): 3**
- MATH 230 - Calculus II **Credit Hour(s): 4**

**Total Credit Hours: 17**

### **Sixth Semester**

- ARET 306 - Site Planning **Credit Hour(s): 3**
- CIET 302 - Geotechnical Analysis and Design **Credit Hour(s): 3**
- EGMT 317 - Project Management **Credit Hour(s): 3**
- ENGR 202 - Strength of Materials **Credit Hour(s): 3**
- ENGR 311 - Engineering Statistics **Credit Hour(s): 3**  
or
- ENGR 325 - Numerical Analysis Techniques for Engineers **Credit Hour(s): 3**  
or
- MATH 240 - Calculus III **Credit Hour(s): 4**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**  
or
- MATH 311 - Linear Algebra **Credit Hour(s): 3**  
or
- MATH 310 - Differential Equations **Credit Hour(s): 3**

**Total Credit Hours: 15-16**

### **Seventh Semester**

- CIET 301 - Environmental Systems **Credit Hour(s): 3**
- CIET 401 - Structural Analysis **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGR 315 - Engineering Economics **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

### **Eighth Semester**

- CIET 402 - Structural Steel Design **Credit Hour(s): 3**
- CIET 415 - Senior Design **Credit Hour(s): 3**
- CIET 433 - GIS Applications **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 15**

## **Computer Science, B.S.**

The baccalaureate degree computer science program presents the core principles of the science of computing. We offer courses from diverse areas of computer science. Our core classes cover programming principles, programming paradigms, data structures, operating systems, algorithms, computer architecture, databases, theory of computation, and more. Our various theory and application courses are designed to equip our graduates with the skills needed for careers in industry, government, academia, and research. Our emphasis is on equipping students with enhanced problem-solving skills required for handling a variety of real-world problems. Our graduates will have a solid grasp of programming skills for solving those problems.

The baccalaureate degree program in computer science incorporates the criteria of the CAC (Computing Accreditation Commission) of ABET (Accreditation Board for Engineering and Technology), <http://www.abet.org>.

## Program Educational Objectives

Program educational objectives are based on the needs of the computer science program's constituencies. Within a few years of graduation, the computer science program will enable students to attain the following:

1. An ability to be competitively employable within the computing industry.
2. An ability to pursue graduate level education in the field of computer science.

## Student Outcomes

1. Students possess an ability to apply knowledge of computing and mathematics appropriate to the discipline.
2. Students possess an ability to analyze a problem, and identify and define the computing requirements appropriate to its resolution.
3. Students possess an ability to design, implement, and evaluate a computer-based system, process component, or program to meet desired needs.
4. Students possess an ability to function effectively on teams to accomplish a common goal.
5. Students possess an understanding of professional, ethical, legal, security and social issues and responsibilities.
6. Students possess an ability to communicate effectively with a range of audiences.
7. Students possess an ability to analyze the local and global impact of computing on individuals, organizations, and society.
8. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
9. Students possess an ability to use current techniques, skills, and tools necessary for computing practice.
10. Students possess an ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved.
11. Students possess an ability to apply design and development principles in the construction of software systems and varying complexity.

## Academic Plan of Study

### First Semester

- COSC 131/131L - Computer Programming I **Credit Hour(s): 4**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**  
with Lab
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**  
or
- GNET 115L - Tech Math I with Lab **Credit Hour(s): 5**

**Total Credit Hours: 15**

### Second Semester

- COSC 132/132L - Computer Programming II **Credit Hour(s): 4**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**  
with Lab
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**

**Total Credit Hours: 15**

### Third Semester

- COSC 224 - Web Programming **Credit Hour(s): 3**
- COSC 241 - Introduction to Linux/UNIX **Credit Hour(s): 3**
- COSC 261 - Data Structures **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**

**Total Credit Hours: 16**

## Fourth Semester

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- COSC 250 - Database Management Systems **Credit Hour(s): 3**
- ELET 218/218L - Fundamentals of Computers **Credit Hour(s): 4**
- MATH 230 - Calculus II **Credit Hour(s): 4**

**Total Credit Hours: 14**

## Fifth Semester

- COSC 240 - Computer Organization and Architecture **Credit Hour(s): 3**
- COSC 321 - Software Analysis & Design **Credit Hour(s): 3**
- ELET 305/305L - Microprocessors **Credit Hour(s): 4**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- MATH 250 - Discrete Mathematics **Credit Hour(s): 3**

**Total Credit Hours: 16**

## Sixth Semester

- COSC 422 - Software Engineering **Credit Hour(s): 3**
- COSC 290 - Topics in Computer Science **Credit Hour(s): 3**
- COSC 330 - Programming Languages **Credit Hour(s): 3**
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

## Seventh Semester

- BUSN 482 - Business Ethics and Social Responsibility **Credit Hour(s): 3**  
or
- ENGR 315 - Engineering Economics **Credit Hour(s): 3**
- COSC 327 - Analysis of Algorithms **Credit Hour(s): 3**
- COSC 421 - Operating Systems **Credit Hour(s): 3**
- COSC/Tech - Comp. Science Tech Elect. **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Eighth Semester

- COSC - Technical Elective **Credit Hour(s): 3**
- COSC - Technical Elective **Credit Hour(s): 3**
- COSC 499 - Projects in COSC **Credit Hour(s): 4**
- COSC 347 - Theory of Computation **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 16**

## COSC Electives

- COSC 209 - Java **Credit Hour(s): 3**
- COSC 210 - Visual Basic **Credit Hour(s): 3**
- COSC 290 - Topics in Computer Science **Credit Hour(s): 3**
- Any COSC 300+ Course.

## Technical Electives

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**
- ACCT 202 - Principles of Accounting II **Credit Hour(s): 3**
- CRMJ 431 - Private Security **Credit Hour(s): 3**
- ELET 492 - Senior Project **Credit Hour(s): 2**
- MATH 240 - Calculus III **Credit Hour(s): 4**

- MATH 310 - Differential Equations **Credit Hour(s): 3**
- MATH 311 - Linear Algebra **Credit Hour(s): 3**
- MATH 350 - Modern Algebra **Credit Hour(s): 3**

Note: At least 6 hours of electives must be COSC courses.

## Electrical Engineering Technology, A.S.

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, <http://www.abet.org>.

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

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.

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.

### Student Outcomes

1. Students demonstrate an ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined electrical engineering technology activities.
2. Students demonstrate an ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Students demonstrate an ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
4. Students demonstrate an ability to function effectively as a member of a technical team.
5. Students demonstrate an ability to identify, analyze, and solve narrowly defined electrical engineering technology problems.
6. Students demonstrate an ability to apply written, oral, and graphical communication in both technical and non-technical environments and an ability to identify and use appropriate technical literature.
7. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
8. Students demonstrate an understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
9. Students demonstrate a commitment to quality, timeliness, and continuous improvement.
10. Students demonstrate knowledge in the application of circuit analysis and design, computer programming, associated software, analog and digital electronics and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.

11. Students demonstrate knowledge in the applications of physics or chemistry to electrical/electronic) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

## Academic Plan of Study

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**  
or
- GNET 115L - Tech Math I with Lab **Credit Hour(s): 5**

**Total Credit Hours: 14**

### Second Semester

- ELET 110 - Circuit Analysis I **Credit Hour(s): 4**
- ELET 112L - Electrical Measurements **Credit Hour(s): 1**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**

**Total Credit Hours: 16**

### Third Semester

- COSC 210 - Visual Basic **Credit Hour(s): 3**
- ELET 201 - Solid State Electronics **Credit Hour(s): 4**
- ELET 205 - AC/DC Machinery **Credit Hour(s): 4**
- ELET 209 - Power Systems **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**

**Total Credit Hours: 18**

### Fourth Semester

- ELET 202 - Semiconductor Devices and Circuits **Credit Hour(s): 4**
- ELET 216/216L - Electrical Control Systems **Credit Hour(s): 4**
- ELET 218/218L - Fundamentals of Computers **Credit Hour(s): 4**
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Electrical Engineering Technology, B.S.

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 Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

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

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

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.
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/electronic 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.

## Student Outcomes

1. Students demonstrate an ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly defined electrical engineering technology activities.
2. Students demonstrate an ability to select and apply a knowledge of mathematics, science, engineering, and technology to electrical engineering technology problems that require the application of principles and applied procedures or methodologies.
3. Students demonstrate an ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes.
4. Students demonstrate an ability to design systems, components, or processes for broadly defined electrical engineering technology problems appropriate to program educational objectives.
5. Students demonstrate an ability to function effectively as a member or leader on a technical team.
6. Students demonstrate an ability to identify, analyze, and solve broadly defined electrical engineering technology problems.
7. Students demonstrate an ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
8. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
9. Students demonstrate an understanding of, and a commitment to address, professional and ethical responsibilities including a respect for diversity.
10. Students demonstrate a knowledge of the impact of engineering technology solutions in a societal and global context.
11. Students demonstrate a commitment to quality, timeliness, and continuous improvement.
12. Students demonstrate the ability to analyze, design, and implement control systems, instrumentation systems, communications systems, computer systems, or power systems.
13. Students demonstrate the ability to apply project management techniques to electrical/electronic(s) systems.
14. Students demonstrate the ability to utilize statistics/probability, transform methods, discrete mathematics, or applied differential equations in support of electrical/electronic(s) systems.

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

## Academic Plan of Study

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**  
or
- GNET 115L - Tech Math I with Lab **Credit Hour(s): 5**

**Total Credit Hours: 14**

### Second Semester

- ELET 110 - Circuit Analysis I **Credit Hour(s): 4**
- ELET 112L - Electrical Measurements **Credit Hour(s): 1**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**

**Total Credit Hours: 16**

### Third Semester

- COSC 210 - Visual Basic **Credit Hour(s): 3**
- ELET 201 - Solid State Electronics **Credit Hour(s): 4**
- ELET 205 - AC/DC Machinery **Credit Hour(s): 4**
- ELET 209 - Power Systems **Credit Hour(s): 3**
- MATH 220 - Calculus I **Credit Hour(s): 4**

**Total Credit Hours: 18**

### Fourth Semester

- ELET 202 - Semiconductor Devices and Circuits **Credit Hour(s): 4**
- ELET 216/216L - Electrical Control Systems **Credit Hour(s): 4**
- ELET 218/218L - Fundamentals of Computers **Credit Hour(s): 4**
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Fifth Semester

- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**  
or
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- ELET 305/305L - Microprocessors **Credit Hour(s): 4**
- ELET 307 - Circuit Analysis II **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- MATH 230 - Calculus II **Credit Hour(s): 4**

**Total Credit Hours: 17**

### Sixth Semester

- EGMT 317 - Project Management **Credit Hour(s): 3**
- ELET 304 - Integrated Circuit Technology **Credit Hour(s): 4**
- ELET 316 - Programmable Controllers **Credit Hour(s): 3**
- ENGR 315 - Engineering Economics **Credit Hour(s): 3**
- MEET 206 - Instrumentation **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Seventh Semester

- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- ELET 290 - Topics in Electrical Engineering Technology **Credit Hour(s): 3**
- ENGR 201 - Statics **Credit Hour(s): 3**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 13**

### Eighth Semester

- EGMT 410 - Operations Research **Credit Hour(s): 3**

- ELET 408 - Communication Electronics **Credit Hour(s): 4**
- ELET 492 - Senior Project **Credit Hour(s): 2**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

## Electrical Engineering Technology, Industrial Track, A.S.

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 Engineering Technology Accreditation Commission of ABET, <http://www.abet.org>.

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

1. Graduates make significant contributions to the engineering technology profession to their employers and communities.
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 through the attendance of training, seminars, conferences, etc.

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.

### Student Outcomes

1. Students demonstrate an ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined electrical engineering technology activities.
2. Students demonstrate an ability to apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
3. Students demonstrate an ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
4. Students demonstrate an ability to function effectively as a member of a technical team.
5. Students demonstrate an ability to identify, analyze, and solve narrowly defined electrical engineering technology problems.
6. Students demonstrate an ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature.
7. Students demonstrate an understanding of the need for and an ability to engage in self-directed continuing professional development.
8. Students demonstrate an understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
9. Students demonstrate a commitment to quality, timeliness, and continuous improvement.
10. Students demonstrate knowledge in the application of circuit analysis and design, computer programming, associated software, analog and digital electronics and microcomputers, and engineering standards to the building, testing, operation, and maintenance of electrical/electronic(s) systems.
11. Students demonstrate knowledge in the applications of physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry.

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

## Academic Plan of Study

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- FA/HUMN/SS Core Skills **Credit Hour(s): 3**

**Total Credit Hours: 14**

### Second Semester

- ELET 110 - Circuit Analysis I **Credit Hour(s): 4**
- ELET 112L - Electrical Measurements **Credit Hour(s): 1**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**

**Total Credit Hours: 16**

### Third Semester

- COSC 210 - Visual Basic **Credit Hour(s): 3**
- ELET 203 - Industrial Electronics **Credit Hour(s): 3**
- ELET 205 - AC/DC Machinery **Credit Hour(s): 4**
- ELET 209 - Power Systems **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**  
or
- MATH 311 - Linear Algebra **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Fourth Semester

- ELET 290 - Topics in Electrical Engineering Technology **Credit Hour(s): 3**
- ELET 215 - Industrial Control Systems **Credit Hour(s): 3**
- ELET 218/218L - Fundamentals of Computers **Credit Hour(s): 4**
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**

**Total Credit Hours: 13**

## Engineering Management, B.S.

Students will be provided the opportunity to study the engineering relationships between the management tasks of planning, organization, leadership, control, and the human element in production, research, and service organizations. Other subjects studied deal with the stochastic nature of management systems and will prepare graduates to integrate management systems into a series of different technological environments. Graduates are qualified for employment in a wide range of managing engineering projects; these include but are not limited to the oil, gas and coal extraction industry, scientific research and development services, and the management of companies and enterprises. Positions for which graduates qualify may be found with architecture, engineering and related services, navigational, measuring, electro- medical, and control instruments manufacturing, electric utilities, electrical and mechanical equipment manufacturers, mining companies, manufacturing companies, and other industries where engineering managers are needed.

The baccalaureate degree program in Engineering Management incorporates the criteria of the EAC (Engineering Accreditation Commission) of ABET (Accreditation Board for Engineering and Technology), <http://www.abet.org>.

The Engineering Management 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 apply operational research, engineering economic, quality control and management principles to analyze, evaluate, improve and implement for engineering management projects.
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.
5. To provide breadth for additional job opportunities, graduates utilize rigorous mathematics techniques, computer programming and simulation software in support of complex engineering management projects.
6. Graduates apply project management techniques to manage product design and development.

The Engineering Management 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. These outcomes are defined as requirements from the Engineering Accreditation Commission of ABET, <http://www.abet.org>.

## Program Outcomes

1. Students demonstrate an ability to apply knowledge of mathematics, science, and engineering.
2. Students demonstrate an ability to design and conduct experiments, as well as to analyze and interpret data.
3. Students demonstrate an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
4. Students demonstrate an ability to function on multidisciplinary teams.
5. Students demonstrate an ability to identify, formulate, and solve engineering problems.
6. Students demonstrate an understanding of professional and ethical responsibility.
7. Students demonstrate an ability to communicate effectively.
8. Students possess the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
9. Students have recognition of the need for, and an ability to engage in life-long learning.
10. Students possess knowledge of contemporary issues.
11. Students demonstrate an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
12. Students possess an ability to understand the engineering relationships between the management tasks of planning, organization, leadership, control, and the human element in production, research, and service organizations.
13. Students possess an ability to understand and deal with the stochastic nature of management systems.
14. Students possess an ability to integrate management systems into a series of different technological environments.

## Academic Plan of Study

### Semesters One - Four

A.S. Degree in Engineering Technology or A.S. degree in a technical field approved by the Dean of the School of Engineering Technology and Computer Science. The degree must contain at least 60 hours and meet all Bluefield State College general studies requirements for an associate degree and include successful completion of at least one calculus, one statistic, and one Computer Aided Drafting course.

### Fifth Semester

- ACCT 201 - Principles of Accounting I **Credit Hour(s): 3**  
or
- MGMT 210 - Principles of Management **Credit Hour(s): 3**
- EGMT 323 - Technology Entrepreneurship **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- ENGR 315 - Engineering Economics **Credit Hour(s): 3**
- MATH 230 - Calculus II **Credit Hour(s): 4**

**Total Credit Hours: 15**

## Sixth Semester

- EGMT 317 - Project Management **Credit Hour(s): 3**
- EGMT 362 - Discrete Event Simulation **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- MGMT 330 - Organizational Behavior **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Seventh Semester

- EGMT 443 - Statistical Process Control **Credit Hour(s): 3**
- EGMT 465 - Supply Chain Management **Credit Hour(s): 3**
- EGMT 401 - Business Planning for Engineers **Credit Hour(s): 3**
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**  
or
- MATH 240 - Calculus III **Credit Hour(s): 4**  
or
- MATH 310 - Differential Equations **Credit Hour(s): 3**  
or
- MATH 311 - Linear Algebra **Credit Hour(s): 3**  
or
- ENGR 325 - Numerical Analysis Techniques for Engineers **Credit Hour(s): 3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Eighth Semester

- ARET 306 - Site Planning **Credit Hour(s): 3**  
or
- EGMT 472 - Facilities Planning **Credit Hour(s): 3**
- EGMT 410 - Operations Research **Credit Hour(s): 3**
- EGMT 413 - Undergraduate Research **Credit Hour(s): 3 \*\***
- EGMT 437 - Industrial Safety **Credit Hour(s): 3**  
or
- MGMT 482 - Collective Bargaining and Labor Relations **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

Note: \* COSC 210 Visual Basic (Technical elective if taken, MATH 220, MATH 301, MEET 112 if needed).

# Mechanical Engineering Technology, A.S.

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, <http://www.abet.org>.

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

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.

## Student Outcomes

- an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
- an ability to design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
- an ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
- an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results; and
- an ability to function effectively as a member of a technical team.
- an ability to address professional and ethical responsibilities.

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

## Academic Plan of Study

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- MEET 111 - Engineering Drafting **Credit Hour(s): 3**

**Total Credit Hours: 13**

### Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MEET 101 - Industrial Materials **Credit Hour(s): 3**

**Total Credit Hours: 14**

### Third Semester

- COSC 210 - Visual Basic **Credit Hour(s): 3**
- ENGR 201 - Statics **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**
- MATH 220 - Calculus I **Credit Hour(s): 4**
- MEET 201 - Manufacturing Processes **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Fourth Semester

- ELET 110 - Circuit Analysis I **Credit Hour(s): 4**
- ELET 112L - Electrical Measurements **Credit Hour(s): 1**
- ENGR 202 - Strength of Materials **Credit Hour(s): 3**
- MEET 202 - Computer Aided Manufacturing **Credit Hour(s): 3**
- MEET 206 - Instrumentation **Credit Hour(s): 3**
- MEET 214 - Hydraulics and Fluid Power **Credit Hour(s): 3**

**Total Credit Hours: 17**

# Mechanical Engineering Technology, B.S.

Students will be provided a broad background in the operation, maintenance, design, and production of machinery, transportation equipment, mining equipment, fluid power, thermal analysis 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 and pursue opportunities in graduate school. The associate and baccalaureate degree programs in mechanical engineering technology are accredited by the Technology Accreditation Commission of ABET, <http://www.abet.org>.

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

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

1. Graduates continue education through the completion of study in a masters or PhD program.
2. Graduates receive professional certification such as Professional Engineer (PE) license.
3. Graduates manage technical activities in support of Mechanical engineering infrastructure.

The Mechanical Engineering Technology program publishes the following student 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.

## Student Outcomes

- an ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
- an ability to design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
- an ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
- an ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results; and
- an ability to function effectively as a member of a technical team. · an ability to address professional and ethical responsibilities.

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

## Academic Plan of Study

### First Semester

- ENGL 101 - Composition I **Credit Hour(s): 3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**
- MEET 111 - Engineering Drafting **Credit Hour(s): 3**

**Total Credit Hours: 13**

## Second Semester

- ENGL 102 - Composition II **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**
- MEET 101 - Industrial Materials **Credit Hour(s): 3**

**Total Credit Hours: 14**

## Third Semester

- COSC 210 - Visual Basic **Credit Hour(s): 3**
- ENGR 201 - Statics **Credit Hour(s): 3**
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**
- MATH 220 - Calculus I **Credit Hour(s): 4**
- MEET 201 - Manufacturing Processes **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Fourth Semester

- ELET 110 - Circuit Analysis I **Credit Hour(s): 4**
- ELET 112L - Electrical Measurements **Credit Hour(s): 1**
- ENGR 202 - Strength of Materials **Credit Hour(s): 3**
- MEET 202 - Computer Aided Manufacturing **Credit Hour(s): 3**
- MEET 206 - Instrumentation **Credit Hour(s): 3**
- MEET 214 - Hydraulics and Fluid Power **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Fifth Semester

- ELET 205 - AC/DC Machinery **Credit Hour(s): 4**
- MATH 230 - Calculus II **Credit Hour(s): 4**
- MEET 305 - Applied Thermodynamics **Credit Hour(s): 3**
- MEET 311 - Machine Elements I **Credit Hour(s): 3**
- MEET 321 - Solid Modeling & Simulation **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Sixth Semester

- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- ELET 216/216L - Electrical Control Systems **Credit Hour(s): 4**
- ENGR 302 - Dynamics **Credit Hour(s): 3**
- MEET 306 - Heat Transfer **Credit Hour(s): 3**
- MEET 312 - Machine Elements II **Credit Hour(s): 3**

**Total Credit Hours: 16**

## Seventh Semester

- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- ENGR 315 - Engineering Economics **Credit Hour(s): 3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- MEET 403 - Kinematics & Mechanisms **Credit Hour(s): 4**
- MEET 421 - Senior Design I **Credit Hour(s): 1**

**Total Credit Hours: 15**

## Eighth Semester

- EGMT 317 - Project Management **Credit Hour(s): 3**
- EGMT 410 - Operations Research **Credit Hour(s): 3**
- MEET 422 - Senior Design II **Credit Hour(s): 1**
- Health & Wellness **Credit Hour(s): 2-3**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- Literature Core Skill **Credit Hour(s): 3**

**Total Credit Hours: 15-16**

## Minors

### Applied Mathematics & Statistics Minor

#### Minor Requirements

- MATH 240 - Calculus III **Credit Hour(s): 4**
- MATH 310 - Differential Equations **Credit Hour(s): 3**
- MATH 311 - Linear Algebra **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**
- or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- or
- ENGR 311 - Engineering Statistics **Credit Hour(s): 3**

Total Credit Hours: 16

### Biology Minor

#### Minor Requirements

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 202 - Microbiology **Credit Hour(s): 3**
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**
- 300-level Biology Electives **Credit Hour(s): 6**
- 400-level Biology Elective **Credit Hour(s): 4**

Total Credit Hours: 18

### Chemistry Minor

#### Minor Requirements

- CHEM 301 - Organic Chemistry I **Credit Hour(s): 4**
- CHEM 302 - Organic Chemistry II **Credit Hour(s): 4**
- CHEM 305 - Medicinal Chemistry **Credit Hour(s): 4**
- CHEM 430 - Biochemistry **Credit Hour(s): 3**
- CHEM 490 - Topics in Chemistry **Credit Hour(s): 1-4**

Total Credit Hours: 18

### Cyber Security Minor

#### Minor Requirements

- COSC 241 - Introduction to Linux/UNIX **Credit Hour(s): 3**
- COSC 342 - Computer Forensics **Credit Hour(s): 3**
- COSC 382 - Penetration Testing **Credit Hour(s): 3**
- COSC 404 - Ethical Hacking **Credit Hour(s): 3**

Total Credit Hours: 12

### Environmental Science Minor

#### Minor Requirements

- BIOL 300 - Ecology **Credit Hour(s): 3**
- ENSC 201 - Environmental Science I **Credit Hour(s): 3**
- ENSC 202 - Environmental Science II **Credit Hour(s): 3**
- ENSC 203L - Environmental Science I Laboratory **Credit Hour(s): 1**
- ENSC 204L - Environmental Science II Laboratory **Credit Hour(s): 1**

Choice of Following Electives (6 Credit Hours)

- CIET 301 - Environmental Systems **Credit Hour(s): 3**
- GEOG 301 - World Physical Geography **Credit Hour(s): 3**

**Total Credit Hours: 17**

## Forensic Science Minor

### Minor Requirements

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- BIOL 410 - Cell Biology **Credit Hour(s): 4**
- CHEM 301 - Organic Chemistry I **Credit Hour(s): 4**
- NASC 205 - Introduction to Forensic Science **Credit Hour(s): 4**

**Total Credit Hours: 20**

## Mathematics Minor

### Minor Requirements

- MATH 230 - Calculus II **Credit Hour(s): 4**
- MATH 240 - Calculus III **Credit Hour(s): 4**
- MATH 350 - Modern Algebra **Credit Hour(s): 3**

### Electives (6 Credit Hours)

(Any among MATH 250, 300-400 level Math courses except MATH 333)

**Total Credit Hours: 17**

## Certificate

### Surveying Certificate

The certificate for Surveying prepares the student for a variety of opportunities in the surveying industry. The School of Science, Technology, Engineering and Mathematics (STEM) has packaged the courses listed below to provide the educational background needed for a successful career in surveying and related fields. The Surveying certificate will provide the student with a basic understanding of surveying technologies, as well as provide an educational background on the legal requirements of boundary surveying. Students who are completing the Associate of Science in Civil Engineering Technology at Bluefield State College will gain additional surveying courses needed to satisfy the 30 hours of surveying related coursework to meet the West Virginia educational requirements for licensure as a Professional Surveyor. (See the West Virginia Board of Professional Surveyors website for specific requirements, including required work experience)

The objectives within the certificate curriculum may include, but are not limited to:

- Proficiency with modern surveying equipment
- Ability to perform precise measurements
- Perform topographic surveys and volumetric calculations
- Develop an understanding of mapping and projection systems
- Determine precise locations on the surface of the earth
- Utilize computer software to perform survey calculations and mapping
- Develop an understanding of boundary evidence and legal principles
- Application of surveying and legal principles to determine boundary locations
- Ability to understand and write effective legal descriptions

Qualities relevant to those seeking a career path in the surveying profession:

- Analytical skills
- Problem solving
- Technical skills
- Interpersonal skills
- Communication skills

## Required Courses 8 Hours

### Surveying Certificate

- CIET 110 - Surveying I w/Lab **Credit Hour(s): 4**
- CIET 211 - Surveying II w/Lab **Credit Hour(s): 4**

### Elective Courses 9 Hours

- CIET 430 - Evidence for Boundary Surveys **Credit Hour(s): 3**
- CIET 431 - Legal Aspects of Boundary Surveying **Credit Hour(s): 3**
- CIET 432 - Boundary Surveying Methods **Credit Hour(s): 3**
- CIET 433 - GIS Applications **Credit Hour(s): 3**

**Total Credit Hours 17**

# School of Nursing and Allied Health

The School of Nursing and Allied Health grants Associate of Science degrees in Nursing and Radiologic Technology, and Bachelor of Science degrees in Allied Health Education, Imaging Science and Nursing. The mission of the Bluefield State College School of Nursing and Allied Health is to provide a quality, affordable and geographically accessible educational foundation for professions in nursing, various imaging modalities and studies in allied health. The school strives to meet these needs by providing quality instruction and individualized advising to students seeking careers in healthcare professions. Professional codes of conduct and ethics are strongly emphasized by allied health professions thus this school strives to uphold those codes in its faculty and instill these characteristics into aspiring professionals.



In order to comply with accreditation standards, it is necessary to restrict enrollment in the Associate of Science programs of Nursing and Radiologic Technology. Students are admitted to these RESTRICTED programs once a year. The Radiologic Technology Program and the accelerated LPN to RN programs begin in May while the associate degree-nursing program begins with the fall semester. Applications for admissions must be completed on a yearly basis and are submitted to the Admissions Office 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. It is the student's responsibility to confirm their admission file is complete. The application to the RN to BSN program is online ([www.bluefieldstate.edu](http://www.bluefieldstate.edu)) and available year-round. The fall class will be accepted beginning in the spring semester 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 screenings, including immunization records and completion of a criminal background check. In order to complete the background check, the student must, at the student's expense, create an account with [castlebranch.com](http://castlebranch.com). A required drug screen will be completed by all students in Nursing and Allied Health programs upon admission/enrollment and thereafter as dictated by the individual program. Students in Nursing and Allied Health programs are required to have and maintain current health insurance coverage upon admittance and throughout the entirety of the program. Failure to have health insurance will result in the inability to attend clinic rotations, which is a requirement of the programs. Proof of health insurance coverage MUST be presented with all other required documentation at the entrance of program(s). 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.

## Majors

### Allied Health Education, B.S.

#### Academic Plan of Study

The Bachelor of Science Allied Health education is a 120-credit hour program that will provide students with an interdisciplinary program encompassing a variety of allied health topics that would serve them to seek jobs as educators, administrators, patient advocates, and community health workers a variety of healthcare settings. The curriculum is designed as a 2+2 program, with the ability to create a career ladder from 2-year Community and Technical College Associate degree programs. Once the Associate of Science degree is earned, in specified fields of study, students may choose to enter the workforce and/or continue on to the baccalaureate level. The major will prepare graduates with skills required to enter careers in a variety of healthcare settings.

The curriculum is designed as a 2+2 program, with the ability to create a career ladder from 2-year Community and Technical College Associate degree programs. Upon receipt of the Associate of Science degree, in specified fields of study, students may choose to enter the workforce and/or continue on to the baccalaureate level. The major will prepare graduates with technical skills required to enter careers in a variety of healthcare settings.

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 950 on the SAT I or 970 composite on new SAT. Students submitting a high school grade 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 Foreign Language.

## TRACK 1

**Block Credit for any healthcare associate degree with associated certification/licensure = 30 hours\***

### First Semester

- MATH 101 - General Mathematics **Credit Hour(s): 3**  
or
- MATH 109 - Algebra **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**
- HLTH 203 - Medical Terminology **Credit Hour(s): 3**
- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**

**Total Credit Hours: 14**

### Second Semester

- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**
- EDUC 110 - Foundations of Education **Credit Hour(s): 2**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Third Semester

- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- EDUC 160 - Diversity and Education **Credit Hour(s): 2**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### Forth Semester

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 203 - Communication for Health Professionals **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- BIOL/CHEM 100-200 level restricted elective **Credit Hour(s): 4**
- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**

**Total Credit Hours: 17**

### **Fifth Semester**

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- HLTH 303 - Culturally Sensitive Health Care **Credit Hour(s): 3**
  - 300/400 level - BIOL/HLTH/HSMT/PSYC restricted elective **Credit Hour(s): 3**

**Total Credit Hours: 13**

### **Sixth Semester**

- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**
- HLTH 490 - Topics in Health **Credit Hour(s): 3**
  - 300/400 level - BIOL/HLTH/HSMT/PSYC restricted elective **Credit Hour(s): 6**

**Total Credit Hours: 15**

### **Restricted Electives Course List:**

- BIOL 202 - Microbiology **Credit Hour(s): 3**  
and
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**
- CHEM 102 - General Chemistry II **Credit Hour(s): 3**  
and
- CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**
- BIOL 310 - Nutrition **Credit Hour(s): 3**
- BIOL 400 - Pharmacology **Credit Hour(s): 3**
- BIOL 402 - Immunology **Credit Hour(s): 4**
- BIOL 403 - Public Health Microbiology **Credit Hour(s): 3**
- HLTH 302 - Epidemiology and Infectious Disease. **Credit Hour(s): 3**
- HLTH 309 - Diversity in Health **Credit Hour(s): 3**
- HLTH 311 - Health Informatics: An Introduction **Credit Hour(s): 3**
- HSMT 302 - Healthcare Organization Management **Credit Hour(s): 3**
- HSMT 402 - Long-term Care Administration **Credit Hour(s): 3**
- HSMT 404 - Ambulatory Care Administration **Credit Hour(s): 3**
- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- PSYC 328 - Social Psychology **Credit Hour(s): 3**
- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- PSYC 402 - Abnormal Psychology **Credit Hour(s): 3**

## **TRACK 2**

### **Academic Plan of Study**

#### **First Semester**

- MATH 101 - General Mathematics **Credit Hour(s): 3**  
or
- MATH 109 - Algebra **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**
- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- BIOL 101 - General Biology I **Credit Hour(s): 3**
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**

**Total Credit Hours: 16**

## Second Semester

- BIOL 102 - General Biology II **Credit Hour(s): 3**
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**
- EDUC 110 - Foundations of Education **Credit Hour(s): 2**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**
- FA/HUMN/SS Core Skill **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 14-15**

## Third Semester

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- HLTH 203 - Medical Terminology **Credit Hour(s): 3**
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**
- EDUC 160 - Diversity and Education **Credit Hour(s): 2**

**Total Credit Hours: 16**

## Forth Semester

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- COMM 201 - Basic Communications **Credit Hour(s): 3**
- or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- Biology or /Chemistry elective with lab **Credit Hour(s) :4**

**Total Credit Hours: 14**

## Fifth Semester

- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**
- BIOM 156 - Introduction to Health and Medical Professions **Credit Hour(s): 1**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- ENGL 201 - World Literature I **Credit Hour(s): 3**
- or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- COMM 203 - Communication for Health Professionals **Credit Hour(s): 3**

**Total Credit Hours: 16**

## Sixth Semester

- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- BIOL 310 - Nutrition **Credit Hour(s): 3**
- HLTH 303 - Culturally Sensitive Health Care **Credit Hour(s): 3**
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- Biology 300/400 Elective **Credit Hour(s): 3**

**Total Credit Hours: 15**

## Seventh Semester

- HLTH 309 - Diversity in Health **Credit Hour(s): 3**
- PSYC 300 - Introduction to Counseling **Credit Hour(s): 3**
- HLTH 311 - Health Informatics: An Introduction **Credit Hour(s): 3**
- BIOL 400 - Pharmacology **Credit Hour(s): 3**
- or
- BIOL 402 - Immunology **Credit Hour(s): 4**

- 300/400 Biology/Health/Health Services/Psychology **Credit Hour(s): 3**

**Total Credit Hours: 15**

### **Eighth Semester**

- PSYC 350 - Health Psychology **Credit Hour(s): 3**
- HLTH 490 - Topics in Health **Credit Hour(s): 3**
- SOCI 410 - Medical Sociology **Credit Hour(s): 3**
- 300/400 Biology/Health/Health Services/Psychology **Credit Hour(s): 6**

**Total Credit Hours: 15**

## **Imaging Science, 2+2 Program, B.S.**

The Bachelor of Science in Imaging Science (2+2) is designed for the working medical imaging professional wishing to pursue a baccalaureate degree. The Imaging Science and all supporting courses will be delivered online.

The goal of the B.S. Imaging Science degree program is to provide registered medical imaging professional 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 B.S. Imaging Science degree program is to provide technologists a pathway for career advancement in the medical imaging profession that is accessible and affordable. This program will also prepare graduates upon completion of the B.S. degree in Imaging Science for potential careers in the medical imaging profession such as chief technologists, supervising technologists, department managers, and instructors in medical imaging 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 Imaging Science.

A.S. Radiologic Technology or Imaging Modality degree with required proof of certification in modality for admission to B.S. Imaging Science Students with any Imaging Modality associate/baccalaureate degree with required proof of certification in the modality as well as Respiratory Therapy, Physical Therapy Assistant, Occupational Therapy Assistant, Nurse (LPN or higher), Medical Assistant (must be an associate degree program) are eligible to apply for the B.S. Imaging Science Ultrasound Concentration. Other degrees will be evaluated on an individual basis. Additionally, a pre-Sonography major for students who wish to only complete the Sonography degree at Bluefield State College independent of the associate degree requirement is available. A "C" or better is required in all courses in the major (IMAG/SONO/CT/NM) and some selected support courses. BSC A.S. Radiologic Technology second year students, with a minimum 3.0 overall GPA, will be permitted to take a maximum of 6 credit hours of 300 level IMAG courses. These courses must be approved by the advisor and/or the program director prior to enrollment and will be based on seat availability in the selected course(s).

Students having advanced certification in other imaging modalities are eligible, upon review and proof of certification, for twenty-one (21) credit hours of 300/400 restricted elective credit in the BS Imaging Science program.

## **The Bachelor of Science in Imaging Science program requirements are:**

Radiologic Technology (35 credit hours) plus general education courses and all required courses for the B.S. Imaging Science. All students must meet the general education requirements for Bluefield State College. The following is based on Bluefield State College graduates. Graduates of other programs than Bluefield State College may be required to take additional hours to meet the 120-credit hour baccalaureate requirement and/or to meet the general education requirements.

## Academic Plan of Study

### First Fall Semester (5)

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- HSMT 301 - The U.S. Healthcare System **Credit Hour(s): 3**
- IMAG 300 - Patient Assessment, Management, and Education **Credit Hour(s): 3**
- IMAG 315 - Diversity and Ethics in Health Care **Credit Hour(s): 3**
- 300/400 Restricted Electives **Credit Hour(s): 3**

**Total Credit Hours: 15**

### First Spring Semester (6)

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- IMAG 400 - Health Care Law and Compliance for Allied Health Professionals **Credit Hour(s): 3**
- IMAG 415 - Communications in Healthcare **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- 300/400 Restricted Elective **Credit Hour(s): 6**

**Total Credit Hours: 18**

### Second Fall Semester (7)

- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- IMAG 325 - Patient Information Management in Imaging Science **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- 300/400 Restricted Elective **Credit Hour(s): 6**

**Total Credit Hours: 15**

### Second Spring Semester (8)

- IMAG 430 - Imaging Research **Credit Hour(s): 3**
- 300/400 Restricted Elective **Credit Hour(s): 6**
- Health & Wellness **Credit Hour(s): 2-3**
- FA/HUMN/SS/Core Skill **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

**Total Credit Hours: 120-121**

## Imaging Science, Computed Tomography Concentration, B.S.

### Computed Tomography Concentration requirements are:

Bluefield State College and Southern West Virginia Community and Technical College (SWVCTC) have signed a Memorandum of Understanding for the delivery of a Baccalaureate Degree program in Imaging Science. Students in the B.S. Imaging Science Computed Tomography will be afforded the opportunity to complete 21 credit hours in Computed Tomography (CT) coursework through SWVCTC and apply to the B.S Imaging Science degree at Bluefield State College. These CT courses will provide the didactic content for eligibility of the certification examination, and not the clinical education.

The following courses are offered via transient through SWVCTC to BSC for Computed Tomography:

- CT 260 Intro to Computer Tomography **Credit Hour(s): 3**

- CT 263 Sectional Anatomy I **Credit Hour(s): 3**
- CT 269 Sectional Anatomy II **Credit Hour(s): 3**
- CT 268 Computer Tomography Physics **Credit Hour(s): 3**
- CT 262 Procedure Protocol in Computed Tomography **Credit Hour(s): 3**
- CT 266 Computer Tomography Advanced Procedures **Credit Hour(s): 3**
- CT 267 Computer Tomography Pathology **Credit Hour(s): 3**

## Imaging Science, Nuclear Medicine Concentration, B.S.

### Nuclear Medicine Concentration requirements:

The Nuclear Medicine Technology program is within the Bachelor of Science in Imaging Science degree. The Nuclear Medicine Technology program is in partnership with Chattanooga State Community College. This unique, one of a kind program in West Virginia allows students to gain the experience in Nuclear Medicine both locally and in the Chattanooga Tennessee area.

Bluefield State College is an academic affiliate of the programmatically accredited (JRCNMT) program at Chattanooga State Community College. Students will apply to the Nuclear Medicine Technology program via the Bluefield State College/Chattanooga State Community College application process and must meet the current admissions policy set by Chattanooga State Community College.

Once students successfully complete the program, students are eligible to apply to sit for the Nuclear Medicine Technology Certification Boards (NMTCB) and the American Registry of Radiologic Technologists' Nuclear Medicine Exam (ARRT).

A.S. Radiologic Technology (32 credit hours) plus general education courses and all required courses for the B.S. Imaging Science in Nuclear Medicine. All students must meet the general education requirements for Bluefield State College. The following is based on Bluefield State College graduates. Graduates of other programs than Bluefield State College may be required to take additional hours to meet the 120-credit hour baccalaureate requirement and/or to meet the general education requirements.

#### First Fall Semester

- CHEM 100 - Introduction to Chemistry **Credit Hour(s): 3**  
or
- CHEM 101 - General Chemistry I **Credit Hour(s): 3**
- CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- IMAG 325 - Patient Information Management in Imaging Science **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**Total Credit Hours: 12**

#### First Spring Semester

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- IMAG 430 - Imaging Research **Credit Hour(s): 3**
- HLTH Health & Wellness **Credit Hour(s): 2-3**
- COMM Communication Course **Credit Hour(s): 3**
- FA/HUMN/SS/Core Skill **Credit Hour(s): 3**

**Total Credit Hours: 14-15**

#### Second Fall Semester: (at BSC or ChSCC)

NUCM 2200 Introduction to Molecular Imaging **Credit Hour(s): 2**

NUCM 2201 Physics & Instrumentation I **Credit Hour(s): 2**

NUCM 2104 Writing Research in Nuclear Medicine **Credit Hour(s): 1**  
 NUCM 2205 Clinical Procedures I **Credit Hour(s): 2**  
 NUCM 2114 Presenting Research in Nuclear **Credit Hour(s): 2**  
 NUCM 2607 Practicum in Nuclear Medicine **Credit Hour(s): 1**

**Total Credit Hours: 13**

**Second Spring Semester: (at BSC or ChSCC)**

- NUCM 2208 Radiopharmacology Credit **Hour(s): 2**
- NUCM 2215 Clinical Procedures 2 Credit **Hour(s): 2**
- NUCM 2617 Practicum in Nuclear Medicine **Credit Hour(s): 6**
- NUCM 2312 Advanced Instrumentation & Rad Biology **Credit Hour(s): 3**

**Total Credit Hours: 12**

**Summer Semester: (at BSC)**

- NUCM 2325 Clinical Procedures 3 **Credit Hour(s): 3**
- NUCM 2627 Practicum in Nuclear Medicine 3 **Credit Hour(s): 6**
- NUCM 2335 Computed Tomo for NM Technologists **Credit Hour(s): 3**

**Total Credit Hours: 8**

**Total Credit Hours: 120-121**

## **Imaging Science, Sonography Concentration, B.S.**

The Bachelor of Science in Imaging Science Sonography Concentration Program is designed for individuals who wish to pursue their education in general sonography. The program is offered in two separate tracks. The first track is for those who have already achieved an associated degree in an allied health field and have completed the certification with the degree (2+2). The second track is for individuals who have completed their first two years of Pre-SONO requirements that include college algebra, Human Anatomy & Physiology I & II with associated labs, communications, college physics and Imaging Science courses. Both tracks of the program are offered in a hybrid/web enhanced learning environment. The didactic courses are offered as web-enhanced courses with weekly class meetings for review as well as weekly practice labs. Clinical courses will be required through affiliated facilities.

**Mission:** The mission of the Bachelor of Science in Imaging Science Sonography Concentration is to prepare entry-level sonographers with the knowledge, skills, and effective learning domains to be competent, responsible and professional in their future service to the medical community. The program accomplishes this by preparing students to assume responsibilities of a sonographer, provide quality patient care, contribute to their professional organizations and achieve lifelong learning.

**Goals:** The goal of the Bachelor of Science in Imaging Science Sonography Concentration Program is to provide certified allied health professionals to the health care community. The student will complete courses in areas of sonography principles, abdomen, vascular, and obstetrics and gynecology. Upon successful completion of the sonography concentration, degree graduates will be prepared to potential careers in sonography as well as be eligible to apply for the registry exam through American Registry of Diagnostic Medical Sonographers (ARDMS) in the specialty area of their choice to become a Registered Diagnostic Medical Sonographer (RDMS).

All applicants must have a college GPA of 2.5 or better, complete the Pre-SONO required courses with a "C" or better, and meet general admissions requirements.

Individuals who seek the 2+2 must have completed a two-year associate degree program in a health care field that has direct patient care. Additionally, these students must have current certification linked to the associated degree. Recent allied health graduates seeking the 2+2 degree will be expected to complete their certification linked to their associate degree by the first fall term.

- Hybrid Learning (online courses with scheduled class days and proctored tests)
- Clinical Education will be required in approved clinical education setting

## B.S. Imaging Science - Sonography (2+2)

### The program requirements are:

AS Radiologic Technology or Nursing or Allied Health Degree (25 credit hours) with a GPA of 2.5+ general education courses that are included w/in AS RADT or Core Requirements for AS Degree at BSC to include the following courses:

- Human Anatomy and Physiology Course with lab
- College Algebra Course
- College Level Physics or Radiographic Physics Course
- Communication Course
- HLTH/PHED Course
- Fine Arts/HUMN/Soc Sc Course

### Academic Plan of Study

#### First Fall Semester

- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**
- SONO 300 - Intro to Sonography & Patient Care **Credit Hour(s): 3**
- SONO 310 - Sectional Anatomy for Sonographers **Credit Hour(s): 3**
- SONO 312 - Clinical Sonography I **Credit Hour(s): 1**
- SONO 316 - US Physics and Instrumentation I **Credit Hour(s): 4**
- Health & Wellness **Credit Hour(s): 2-3**

**Total Credit Hours: 16-17**

#### First Spring Semester

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- SONO 322 - Clinical Sonography II **Credit Hour(s): 3**
- SONO 318 - Abdominal Sonographic Imaging **Credit Hour(s): 4**
- SONO 320 - Small Parts Imaging **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### Second Fall

- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- SONO 324 - OB/GYN Sonography Imaging **Credit Hour(s): 4**
- SONO 414 - Clinical Sonography III **Credit Hour(s): 3**
- SONO 400 - Vascular Sonographic Imaging **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### Second Spring

- COSC 201 - PC Software Applications **Credit Hour(s): 3**
- IMAG 430 - Imaging Research **Credit Hour(s): 3**
- SONO 410 - Specialty Sonographic Procedures **Credit Hour(s): 3**
- SONO 416 - Clinical Sonography IV **Credit Hour(s): 4**
- SONO 418 - Integration of Sonography Principles **Credit Hour(s): 4**

**Total Credit Hours: 16**

OR

## **B.S. in Imaging Science Sonography**

### **The program requirements are:**

Complete first two years of general education with a GPA of 2.5 that include the following courses:

- Human Anatomy and Physiology Course
- College Algebra Course
- College Level Physics or Radiographic Physics Course
- Communication Course

Complete the ATI TEAS Admission test with a proficient or higher overall score. Completion of ATI TEAS does not meet all requirements for admissions to the program. ATI TEAS can be taken September 1 - January 31 each year. ATI TEAS can be taken twice (there must be 30 days between each attempt). Score on the ATI TEAS are valid for two academic years.

Apply to the program by the deadline given by the admissions office.

#### **First Fall Semester**

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- MATH 109 - Algebra **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 13**

#### **First Spring Semester**

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- Health & Wellness **Credit Hour(s): 2**

**Total Credit Hours: 15**

#### **Second Fall**

- BIOL 302 - Pathophysiology **Credit Hour(s): 3**
- COSC 201 - PC Software Applications **Credit Hour(s): 3**
- IMAG 300 - Patient Assessment, Management, and Education **Credit Hour(s): 3**
- IMAG 315 - Diversity and Ethics in Health Care **Credit Hour(s): 3**
- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**

**Total Credit Hours: 15**

#### **Second Spring**

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**
- IMAG 400 - Health Care Law and Compliance for Allied Health Professionals **Credit Hour(s): 3**
- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**  
or
- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3**
- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**
- HLTH 203 - Medical Terminology **Credit Hour(s): 3**

**Total Credit Hours: 16**

#### **Third Fall**

- IMAG 325 - Patient Information Management in Imaging Science **Credit Hour(s): 3**
- SONO 300 - Intro to Sonography & Patient Care **Credit Hour(s): 3**

- SONO 310 - Sectional Anatomy for Sonographers **Credit Hour(s): 3**
- SONO 312 - Clinical Sonography I **Credit Hour(s): 1**
- SONO 316 - US Physics and Instrumentation I **Credit Hour(s): 4**

**Total Credit Hours: 14**

### **Third Spring**

- SONO 318 - Abdominal Sonographic Imaging **Credit Hour(s): 4**
- SONO 320 - Small Parts Imaging **Credit Hour(s): 3**
- SONO 322 - Clinical Sonography II **Credit Hour(s): 3**
- IMAG 415 - Communications in Healthcare **Credit Hour(s): 3**
- HLTH 300/400 Elective **Credit Hour(s) 3**

**Total Credit Hours: 16**

### **Fourth Fall**

- MATH 210 - Elementary Statistics **Credit Hour(s): 3**  
or
- MATH 301 - Probability and Statistics **Credit Hour(s): 3**
- SONO 324 - OB/GYN Sonography Imaging **Credit Hour(s): 4**
- SONO 400 - Vascular Sonographic Imaging **Credit Hour(s): 3**
- SONO 414 - Clinical Sonography III **Credit Hour(s): 3**
- HLTH 311 - Health Informatics: An Introduction **Credit Hour(s): 3**

**Total Credit Hours: 16**

### **Fourth Spring**

- HLTH - 300/400 Elective **Credit Hour(s): 3**
- IMAG 430 - Imaging Research **Credit Hour(s): 3**
- SONO 410 - Specialty Sonographic Procedures **Credit Hour(s): 3**
- SONO 416 - Clinical Sonography IV **Credit Hour(s): 4**
- SONO 418 - Integration of Sonography Principles **Credit Hour(s): 4**

**Total Credit Hours: 16**

**Total Credit Hours: 120-121**

## Nursing, A.S.N.



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 to progress in the program. Students must have a combined average in both sections of Anatomy and Physiology (BIOL 210/BIOL 212) and Anatomy and Physiology Laboratory (BIOL 211L/BIOL 213L) 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 a "C" or better in BIOL 107 Microbiology for Health Professionals. 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

To provide an affordable, quality educational program in a nurturing environment to the graduate nurse with the opportunity to gain knowledge, skills, and attitudes necessary for success as a registered professional nurse.

## Philosophy

The Bluefield State College AS Nursing department embraces the Bluefield State College's mission statement by providing an affordable, quality educational program in a nurturing environment. The philosophy of the nursing program is based on the Quality and Safety Education for Nurses (QSEN) project funded by Robert Wood Johnson Foundation. Inherent in the QSEN competencies are the NLN core values, integrated concepts and competencies for graduates of Associate Degree programs including human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010). The four major categories of client need on the NCLEX-RN test plan are also integrated into the curriculum. These include safe and effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity.

The profession of nursing involves the art and science of caring. It encompasses the provision and promotion of safe, patient-centered care in the community and throughout the lifespan. Nursing care is provided in collaboration with the patient, family and members of the interdisciplinary team while incorporating informatics into contemporary healthcare settings. The nursing process is the organizing

framework that integrates the identification of human needs and provides therapeutic interventions based on clinical reasoning, nursing judgement and evidence-based practice. The nurse monitors patient outcomes for quality and safety improvements of health care systems.

The goal of the faculty is to reflect QSEN pre-licensure knowledge, skills and attitudes in their teaching, learning activities and ongoing curriculum development. This process assists in the preparation of students for successful entry-level practice of the Associate Degree prepared registered nurse. Additionally, a commitment to life-long learning to expand personal and professional growth is encouraged.

## **Concepts of the Bluefield State College AS Nursing Program**

### **Patient Centered Care**

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preference, values, and needs.

### **Teamwork and Collaboration**

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

### **Evidenced-Based Practice**

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

### **Quality Improvement**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

### **Safety**

Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

### **Informatics**

Use information and technology skills are essential for safe patient care.

### **Human Flourishing**

Advocate for patients and families in ways to promote their self-determination, integrity, and ongoing growth as human beings.

### **Nursing Judgment**

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.

## Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context.

## Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

## Nursing Process

A systematic decision-making method focusing on identifying and treating responses of individuals or groups to actual or potential alterations of health.

## Clinical Reasoning

The process by which nurses collect and process information, come to the understanding of a patient's or group's problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process.

## Student Learning Outcomes

The Student Learning Outcomes (SLO) are derived from the program's philosophy and the organizing framework. The philosophy of the nursing program is based on the Quality and Safety Education for Nurses (QSEN) project funded by Robert Wood Johnson Foundation. Inherent in the QSEN competencies are the NLN core values, integrated concepts and competencies for graduates of Associate Degree programs including human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010). The four major categories of client needs on the NCLEX-RN test plan are also integrated into the curriculum. These include safe and effective care environment, health promotion and maintenance, psychosocial integrity and physiological integrity.

At the completion of the Associate Degree Nursing Program, the graduate will be prepared to:

1. Utilize evidenced based nursing interventions to assist the individual, family, and community in health promotion and physiological and psychosocial adaptation across the lifespan by utilizing the nursing process.
2. Support a caring environment that respects the diversity of the individual, family, and community's values, customs, spiritual beliefs and culture.
3. Collaborates and communicates effectively within nursing and multidisciplinary teams to achieve safe and quality client care in diverse environments.
4. Manage patient care technology and utilize information management systems while delivering nursing care across the lifespan.
5. Utilize the principles of quality improvement to monitor psychological and psychosocial outcomes of client care.

Revised 3/01, 11/04, 3/09, 8/14, 11/14/10/18

## Eligibility Requirements

Meeting minimum eligibility requirements **does not** guarantee acceptance into the Associate of Science in Nursing program.

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

1. Meet general admission requirements.

2. An ACT math main score of 19, 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 2.8 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 2.8 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 education courses will not be considered.
5. Complete the ATI TEAS Admission test with a proficient or higher overall score. Completion of ATI TEAS does not meet all requirements for admissions to the program. ATI TEAS can be taken September 1 - January 31 each year. ATI TEAS can be taken twice (there must be 30 days between each attempt). Score on the ATI TEAS are valid for two academic years.
6. Completion of Health 100, with a "C" or better, prior to admission to the program is highly recommended.
7. Applicants exceeding these academic standards and course requirements will be given first priority.

The Associate Degree Nursing program is approved by the West Virginia Board of Examiners for Registered Professional Nurses and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN 3343 Peachtree Road NE, Suite 850 Atlanta, GA, 30326, telephone (404) 975-5000). 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.

## Academic Plan of Study

The courses required for the Associate Degree in Nursing are listed in the following recommended sequence. The pre-requisites and co-requisites are listed with the course descriptions found elsewhere in the catalog. 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 nursing (NURS) coursework must be completed within a three (3) year period.

### First Semester

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- MATH 101 - General Mathematics **Credit Hour(s): 3** (or higher)
- NURS 130L - Fundamentals of Nursing **Credit Hour(s): 6**
- NURS 131L - Health Promotion & Maintenance across the Lifespan **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Second Semester

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- NURS 132L - Patient Centered Care One **Credit Hour(s): 6**

- NURS 133L - Patient Centered Care of Women's Reproductive Health and Newborns **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 16**

### Third Semester

- BIOL 107 - Microbiology for Health Professionals **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- NURS 230L - Patient Centered Care Two **Credit Hour(s): 8**
- NURS 231L - Patient Centered Care of Mental Health Clients **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Fourth Semester

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- NURS 232L - Patient Centered Care Three **Credit Hour(s): 8**
- NURS 233 - Nursing Management in the Evolving Health Care System **Credit Hour(s): 2**
- NURS 234L - Synthesis of Nursing Concepts **Credit Hour(s): 1**

**Total Credit Hours: 66**

### Note:

The curriculum may be amended by the nursing faculty.

### Co-requisites in the first semester

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- MATH 101 - General Mathematics **Credit Hour(s): 3** (or higher)

### Co-requisites in the second semester

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

### Co-requisites in the third semester

- BIOL 107 - Microbiology for Health Professionals **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**

### Co-requisites for the fourth semester

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**

## Nursing, Accelerated LPN to RN, A.S.N.

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 NURS 135L with a "C" or better, the student will be awarded ten additional hours of block nursing credit.

Meeting minimum eligibility requirements **does not** guarantee acceptance into the Accelerated LPN to RN program.

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 2.8 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 2.8 or better on a 4.0 scale.
3. 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).
4. An active LPN license. The license must be maintained during the entire LPN to RN program.
5. Completion of first year required non-nursing courses (MATH 101 or higher, PSYC 103, BIOL 210, BIOL 211L, BIOL 212, BIOL 213L) prior to entrance into the summer transition course.
6. Letter of recommendation from a Registered Nurse familiar with the applicant's current practice as an LPN, within the last year.
7. Complete the ATI TEAS Admission test with a proficient or higher overall score. Completion of ATI TEAS does not meet all requirements for admissions to the program. ATI TEAS can be taken September 1 - January 31 each year. ATI TEAS can be taken twice (there must be 30 days between each attempt). Score on the ATI TEAS are valid for two academic years.
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 as an LPN.

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

## Academic Plan of Study

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

### Perquisites

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- MATH 101 - General Mathematics **Credit Hour(s): 3** (or higher)
- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Total Credit Hours: 14**

### Summer

- NURS 135L - LPN to RN Transition **Credit Hour(s): 6**
- Block Credit at completion of summer program **Credit Hour(s): 10**

**Total Credit Hours: 16**

### Third Semester

- BIOL 107 - Microbiology for Health Professionals **Credit Hour(s): 3**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- NURS 230L - Patient Centered Care Two **Credit Hour(s): 8**
- NURS 231L - Patient Centered Care of Mental Health Clients **Credit Hour(s): 3**

**Total Credit Hours: 17**

### Fourth Semester

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- ENGL 102 - Composition II **Credit Hour(s): 3**
- NURS 232L - Patient Centered Care Three **Credit Hour(s): 8**
- NURS 234L - Synthesis of Nursing Concepts **Credit Hour(s): 1**
- NURS 233 - Nursing Management in the Evolving Health Care System **Credit Hour(s): 2**

**Total Credit Hours: 17**

**Total Credit Hours: 64**

## Radiologic Technology, A.S.

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 June. Students must obtain a grade of "C," or better, in each radiologic technology course, in Math, human anatomy and physiology/laboratory I & II, 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 23 semester hours of general education courses as required by the curriculum. The College grants 37 semester hours of block credit based upon post certification as a radiographer.

The curriculum in radiologic technology is offered in Bluefield on the main campus and at the Erma Byrd Higher Education Center. The radiologic technology courses at the Higher Education 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 (1124 Smith St., Suite B300 Charleston, WV 25301; 304-558-4012).

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

1. Meet general admission requirements.
2. Complete the ATI TEAS Admission test with a proficient or higher overall score. Completion of ATI TEAS does not meet all requirements for admissions to the program. ATI TEAS can be taken September 1 - January 31 each year. ATI TEAS can be taken twice (there must be 30 days between each attempt). Score on the ATI TEAS are valid for two academic years.
3. Eligibility to enter MATH 101 or MATH 109 by the fall semester of entrance year into the program. It is strongly recommended that students who have already taken BIOL 210/BIOL 211L and MATH 101 or 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 is strongly recommended.
5. An overall high school grade point average of 2.5 or better on a 4.0 scale, or 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 education 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 who may require strength beyond the basic function. Positions include sitting, standing, walking, reaching, twisting and bending, and exposure to fumes. The use of 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 independently lift and carry up to 35 pounds.
2. Be able to independently push or pull less than 100 pounds frequently. Shall be able to independently push or pull in excess of 100 pounds occasionally.
3. Be able to walk and/or stand for a great percentage of the workday.
4. Be able to reach above shoulder level constantly and below shoulder level frequently.
5. Be able to work indoors 100% of the workday.
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 see, hear, and have the ability to communicate 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. Portable x-ray machines and fluoroscopy equipment).

## Academic Plan of Study

### First Summer Term

#### First 5 Week Session

No Courses

#### Second 5 Week Session

- RADT 109 - Introduction to Radiology & Patient Care **Credit Hour(s): 2**
- RADT 109L - Introduction to Radiology & Patient Care Lab **Credit Hour(s): 0**
- RADT 112 - Introduction to Clinical Radiography **Credit Hour(s): 1**
- RADT 113 - Medical Terminology for Imaging Professionals **Credit Hour(s): 0**

Total Credit Hours: 4

#### First Fall Term

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**
- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**
- MATH 101 - General Mathematics **Credit Hour(s): 3**
- or
- MATH 109 - Algebra **Credit Hour(s): 3**
- RADT 115 - Radiographic Procedures I **Credit Hour(s): 3**
- RADT 116L - Radiographic Procedures I Lab **Credit Hour(s): 0**
- RADT 117 - Clinical Radiography I **Credit Hour(s): 2**
- RADT 118 - Imaging Equipment and Acquisition I **Credit Hour(s): 2**

Total Credit Hours: 14

#### First Spring Term

- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**
- ENGL 101 - Composition I **Credit Hour(s): 3**
- RADT 119 - Radiographic Procedures II **Credit Hour(s): 3**
- RADT 121L - Radiographic Procedures II Lab **Credit Hour(s): 0**
- RADT 120 - Imaging Equipment and Acquisition II **Credit Hour(s): 2**
- RADT 122L - Imaging and Equipment Acquisition II Lab **Credit Hour(s): 0**
- RADT 127 - Clinical Radiography II **Credit Hour(s): 2**

Total Credit Hours: 14

## Second Summer Term

### First 5 Week Session

- RADT 201 - Ethics and law in the Radiologic Sciences **Credit Hour(s): 1**
- RADT 212 - Radiographic Pathology and Image Analysis **Credit Hour(s): 2**
- RADT 216 - Clinical Radiography III **Credit Hour(s): 1**

Total Credit Hours: 4

### Second 5 Week Session

No Courses

## Second Fall Term

- ENGL 102 - Composition II **Credit Hour(s): 3**
- RADT 220 - Imaging Equipment and Acquisition III **Credit Hour(s): 2**
- RADT 211 - Radiographic Procedures III **Credit Hour(s): 2**
- RADT 225 - Radiobiology and Protection **Credit Hour(s): 2**
- RADT 226 - Clinical Radiography IV **Credit Hour(s): 2**

Total Credit Hours: 11

## Second Spring Term

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**  
or
- COSC 102 - Computers and Society **Credit Hour(s): 3**
- RADT 218 - Integration of Radiographic Principles **Credit Hour(s): 4**
- RADT 227 - Clinical Internship **Credit Hour(s): 3**
- PSYC 103 - General Psychology **Credit Hour(s): 3**

Total Credit Hours: 13

Total Credit Hours: 60

# Registered Nurse (2+2), B.S.N.

## Overview and Accreditation

The BSN Program is a nationally accredited RN to BSN Program that is designed for the working registered nurse. This is a "2 + 2" nursing program in which AS nursing graduates can complete their BSN in 3 or 4 semesters.

All nursing classes are offered online and some courses require clinical experiences that may be completed in the student's home county/state. Boot Camps are required days of class with faculty provided via "Live Streaming" to accommodate the online learner. Students have 3 options for attending the required classes: Attend live class on the Bluefield campus, attend live class virtually from their home computer, or watch the archived class video within one week from when the class was held. Students may complete support courses at Bluefield State College or other colleges or universities. Completion of the BSN degree requires a total of 120 credit hours.

The baccalaureate degree in nursing program at Bluefield State College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, D.C. 20001 (202) 887-6791.

**Mission:** The mission of the RN to 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 which promotes students' intellectual, personal, ethical, and cultural development in a diverse and caring environment. The scope of professional nursing education is believed to be 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 direct and indirect care, designer/manager/coordinator of care, member of a profession, patient/client advocate and educator, and life-long learner.

**Goal:** 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.

## Student Outcomes

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 patients/clients served.
4. Employ critical thinking skills as a basis for professional nursing practice.
5. Use effective communication skills and interprofessional collaboration 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, leadership, and interprofessional education (IPE) 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 patients/clients with acute complex health problems.
11. Utilize evidence-based nursing strategies in planning care for patients/clients throughout the lifespan.
12. Understand the increased complexity of health, wellness, and health problems experienced by the older adult.

## BSN Eligibility Requirements

1. GPA of 2.5 from college courses.
2. Meet general admission requirements of Bluefield State College.
3. Have completed the English and Math general studies requirements.
4. Be a graduate of a state-approved, ACEN accredited Associate Degree or Diploma Nursing Program.
5. If not a graduate from Bluefield State College Associate of Science in Nursing program, official transcripts are required.
6. Have a current, unrestricted U.S. RN license - BSN faculty will verify this online.
7. Second year A.S.N. students may be accepted but enrollment is contingent upon passage of the NCLEX-RN licensure examination prior to the first day of class.
8. Meeting minimal qualifications does not guarantee acceptance.

## Application:

The application to the RN to BSN program is online ([www.bluefieldstate.edu/admissions/apply](http://www.bluefieldstate.edu/admissions/apply)) and available year-round. Call Admissions at 304-327-4065 or 4066 with any questions.

The fall class will be accepted beginning in the spring semester of the year for which admission is sought.

\*Out of state residents may qualify for "metro rate" tuition.

## Program Requirements for BSN Degree

### Lower Level Nursing Courses (A.S.N. Nursing)

Total Credit Hours: 40

\*Students who have fewer than 40 nursing credit hours in their Associate Degree Nursing program will need to take additional electives to earn the required 120 credit hours for the BSN degree.

### Basic Skills Component

#### Composition

- ENGL 101 - Composition I **Credit Hour(s): 3**  
or
- ENGL 101L - Composition I with Lab **Credit Hour(s): 4**
- ENGL 102 - Composition II **Credit Hour(s): 3**

Total Credit Hours: 6

#### Mathematics

- GNET 115 - Technical Mathematics I **Credit Hour(s): 4**  
or
- GNET 116 - Technical Mathematics II **Credit Hour(s): 4**  
or
- MATH 101 - General Mathematics **Credit Hour(s): 3**  
or
- MATH 101L - General Mathematics with Lab **Credit Hour(s): 4**  
or
- MATH 109 - Algebra **Credit Hour(s): 3**  
or
- MATH 109L - Algebra with Lab **Credit Hour(s): 4**  
or
- MATH 110 - Trigonometry **Credit Hour(s): 3**  
or
- MATH 220 - Calculus I **Credit Hour(s): 4**

Total Credit Hours: 3

#### Technology Literacy

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- Any COSC-prefix course **Credit Hour(s): 3**  
or
- MEET 112 - Computer Aided Drafting **Credit Hour(s): 3**

Total Credit Hours: 3

#### Communication

- COMM 201 - Basic Communications **Credit Hour(s): 3**  
or
- COMM 208 - Fundamentals of Speech **Credit Hour(s): 3**

Total Credit Hours: 3

Total Credit Hours: 15

### Core Skills Component

#### Literature

- ENGL 201 - World Literature I **Credit Hour(s): 3**  
or
- ENGL 205 - World Literature II **Credit Hour(s): 3**

Total Credit Hours: 3

#### Fine Arts/Humanities/Social Science

**Required**

- PSYC 103 - General Psychology **Credit Hour(s): 3**

**Recommended**

- SOCI 210 - Principles of Sociology **Credit Hour(s): 3**

**3rd course may be selected from**

- ARET 205 - History of Architecture **Credit Hour(s): 3**
- ARTS 101 - Introduction to Visual Arts **Credit Hour(s): 3**
- ARTS 205 - Art History **Credit Hour(s): 3**
- ECON 211 - Principles of Economics I Macroeconomics **Credit Hour(s): 3**
- ECON 212 - Principles of Economics II Microeconomics **Credit Hour(s): 3**
- Foreign Language (any 100 or 200 Foreign Language) **Credit Hour(s): 3**
- GEOG 150 - Introduction to Geography **Credit Hour(s): 3**
- HIST 101 - World Civilization I **Credit Hour(s): 3**
- HIST 102 - World Civilization II **Credit Hour(s): 3**
- HIST 105 - American History I **Credit Hour(s): 3**
- HIST 106 - American History II **Credit Hour(s): 3**
- HUMN 150 - Introduction to Fine Arts **Credit Hour(s): 3**
- HUMN 222 - Introduction to Philosophy **Credit Hour(s): 3**
- MUSC 150 - Introduction to Music **Credit Hour(s): 3**
- POSC 200 - American National Government **Credit Hour(s): 3**
- POSC 210 - Introduction to Politics **Credit Hour(s): 3**
- POSC 218 - State and Local Government **Credit Hour(s): 3**
- THEA 200 - Introduction to Theater **Credit Hour(s): 3**

**Total Credit Hours: 9****Health & Wellness****Health**

- HLTH 101 - Personal Health and Wellness **Credit Hour(s): 2**  
or
- HLTH 310 - Health Promotion and Protection **Credit Hour(s): 3**

**Physical Education**

- PHED 104 - Aerobics **Credit Hour(s): 2**  
or
- PHED 106 - Tennis and Racquetball **Credit Hour(s): 2**  
or
- PHED 108 - Swimming Mechanics and Water Safety **Credit Hour(s): 2**  
or
- PHED 261 - Strength Training I. **Credit Hour(s): 2**

**Total Credit Hours: 2-3****Physical & Biological Sciences****(Must include laboratory courses)****Required**

- BIOL 210 - Human Anatomy & Physiology I **Credit Hour(s): 3**  
or
- BIOL 212 - Human Anatomy & Physiology II **Credit Hour(s): 3**

**Required**

- BIOL 211L - Human Anatomy & Physiology I Lab **Credit Hour(s): 1**  
or
- BIOL 213L - Human Anatomy & Physiology II Lab **Credit Hour(s): 1**

**Remaining 4 credits of lecture/lab may be selected from****Biology**

- BIOL 101 - General Biology I **Credit Hour(s): 3** and
- BIOL 103L - General Biology I Laboratory **Credit Hour(s): 1**

or

- BIOL 102 - General Biology II **Credit Hour(s): 3** and
- BIOL 104L - General Biology II Laboratory **Credit Hour(s): 1**

or

- BIOL 202 - Microbiology **Credit Hour(s): 3** and
- BIOL 204L - Microbiology Laboratory **Credit Hour(s): 1**

or

- 4 additional A&P lecture/lab

### Chemistry

- CHEM 101 - General Chemistry I **Credit Hour(s): 3** and
  - CHEM 103L - General Chemistry I Laboratory **Credit Hour(s): 1**
- or
- CHEM 102 - General Chemistry II **Credit Hour(s): 3** and
  - CHEM 104L - General Chemistry II Laboratory **Credit Hour(s): 1**

### Environmental Science

- ENSC 201 - Environmental Science I **Credit Hour(s): 3** and
  - ENSC 203L - Environmental Science I Laboratory **Credit Hour(s): 1**
- or
- ENSC 202 - Environmental Science II **Credit Hour(s): 3** and
  - ENSC 204L - Environmental Science II Laboratory **Credit Hour(s): 1**

### Physical Science

- PHSC 101 - Physical Science Survey I **Credit Hour(s): 3** and
  - PHSC 103L - Laboratory for Physical Science Survey I **Credit Hour(s): 1**
- or
- PHSC 102 - Physical Science Survey II **Credit Hour(s): 3** and
  - PHSC 104L - Laboratory for Physical Science Survey II **Credit Hour(s): 1**

### Physics

- PHYS 201 - General Physics I algebra-based **Credit Hour(s): 3** and
  - PHYS 203L - General Physics I Lab **Credit Hour(s): 1**
- or
- PHYS 202 - General Physics II algebra-based **Credit Hour(s): 3** and
  - PHYS 204L - General Physics II Lab **Credit Hour(s): 1**

### General Engineering Technology

- GNET 101 - Technical Physics I w/Lab **Credit Hour(s): 4**
- or
- GNET 102 - Technical Physics II w/Lab **Credit Hour(s): 4**

**Total Credit Hours: 8**

### Required

#### Elementary Statistics

- MATH 210 - Elementary Statistics **Credit Hour(s): 3**

**Total Credit Hours: 3**

#### Electives

Up to 10 credits as needed to reach 120 credits for graduation

**3 hours 100-200 level**

**7 hours 200-400 level**

#### Recommended

- PSYC 210 - Life Span Human Development **Credit Hour(s): 3**

**Total Credit Hours: 10**

### BSN Nursing Courses

- NURS 300 - Concepts of Professional Nursing **Credit Hour(s): 4**
- NURS 301 - Advanced Health Assessment for Registered Nurses. **Credit Hour(s): 3**
- NURS 302 - Community Nursing **Credit Hour(s): 3**

- NURS 303 - Complex Health Problems **Credit Hour(s): 4**
- NURS 306 - Ethics and Issues in Professional Nursing **Credit Hour(s): 3**
- NURS 402 - Nursing Management and Leadership **Credit Hour(s): 3**
- NURS 403 - Gerontological Health Care Issues **Credit Hour(s): 3**
- NURS 405 - Nursing Research **Credit Hour(s): 3**
- NURS 412 - Senior Practicum **Credit Hour(s): 4**

**Total Credit Hours: 30**

**Total Credit Hours: 120**

72 credit hours may be transferred from a community college. An additional 8 credit hours may be considered for transfer, evaluated on an individual basis.

## Academic Plan of Study

### Fall Semester - Junior Year

- NURS 300 - Concepts of Professional Nursing **Credit Hour(s): 4**
- NURS 301 - Advanced Health Assessment for Registered Nurses. **Credit Hour(s): 3 \***
- NURS 303 - Complex Health Problems **Credit Hour(s): 4 \*\***

**Total Credit Hours: 11**

### Spring Semester - Junior Year

- NURS 302 - Community Nursing **Credit Hour(s): 3**
- NURS 306 - Ethics and Issues in Professional Nursing **Credit Hour(s): 3**

**Total Credit Hours: 6**

### Fall Semester - Senior Year

- NURS 403 - Gerontological Health Care Issues **Credit Hour(s): 3**
- NURS 405 - Nursing Research **Credit Hour(s): 3**

**Total Credit Hours: 6**

### Spring Semester - Senior Year

- NURS 402 - Nursing Management and Leadership **Credit Hour(s): 3**
- NURS 412 - Senior Practicum **Credit Hour(s): 4**

**Total Credit Hours: 7**

**Total Credit Hours: 30**

\* Open enrollment course available to RNs and to qualified (GPA 3.0) current second year Bluefield State College A.S.N. students.

\*\* Open enrollment courses available to RNs only.

## Part-Time/Open Enrollment Option

RNs who wish to pursue the BSN degree may enroll in the 3 BSN open enrollment courses (if seats available) while awaiting full-time admission to the program. This option helps ease the transition to online learning and helps to lighten the academic load for the newly graduated RN as well as the experienced RN considering returning to school.

### The 3 BSN open enrollment courses are:

- NURS 301 - Advanced Health Assessment for Registered Nurses. **Credit Hour(s): 3\***
- NURS 303 - Complex Health Problems. **Credit Hour(s): 3\***
- NURS 306 - Ethics and Issues in Professional Nursing. **Credit Hour(s): 3\***

To take these courses, students must complete the BSN application online and then email Jennifer Johnson, Senior Admissions Counselor (jjohnson@bluefieldstate.edu) and Carol Cofer RN to BSN Program Director (ccofer@bluefieldstate.edu) that the part-time/open enrollment option is desired.

*\*Students must complete BSN nursing courses within 5 years of enrollment in the program. If a course is completed as an "open-enrollment" course, that course is valid for 7 years.*

## Three Semester Option

The 3-semester option is available to students admitted to the RN to BSN program who are currently enrolled in the Junior Year - Fall Semester. Applications are due by December 1 and will be reviewed by the BSN faculty. Students will be notified by the conclusion of fall semester if they have been accepted.

This option is academically demanding, requiring 20-30 hours of academic work each week, regular communication with nursing instructors, and is best suited to the mature student who can commit the time necessary to complete the demanding course work. Academic performance in the BSN Program is evaluated when faculty review applications. Space is limited in this track.

## Academic Plan of Study - 3 semester Track

The semesters are as follows:

### Junior Year - Fall Semester

- NURS 300 - Concepts of Professional Nursing **Credit Hour(s): 4**
- NURS 301 - Advanced Health Assessment for Registered Nurses. **Credit Hour(s): 3**
- NURS 303 - Complex Health Problems **Credit Hour(s): 4**

Total Credit Hours: 11

### Junior Year - Spring Semester

- NURS 302 - Community Nursing **Credit Hour(s): 3**
- NURS 306 - Ethics and Issues in Professional Nursing **Credit Hour(s): 3**
- NURS 402 - Nursing Management and Leadership **Credit Hour(s): 3**

Total Credit Hours: 9

### Senior Year - Fall Semester

- NURS 403 - Gerontological Health Care Issues **Credit Hour(s): 3**
- NURS 405 - Nursing Research **Credit Hour(s): 3**
- NURS 412 - Senior Practicum **Credit Hour(s): 4 \***

Total Credit Hours: 10

\* NURS 412 is an independent, advanced practicum that requires exceptional time management and leadership skills.

## Minimal Eligibility Requirements - 3 Semester Track

1. Overall GPA 3.0 or greater.
2. Bluefield State College overall GPA 3.0 or greater.
3. Student's grade in each BSN Nursing course must be a "B" or higher.
4. Student must make a grade of "B" or higher on the oral presentation in NURS 300.
5. Student must make a grade of "B" or higher on the final paper in NURS 303.
6. The candidate must show a mastery of APA skills as evidenced by his/her assignments in NURS 300 and NURS 303. Oral and written communication skills from assignments in these 2 courses will be used to evaluate critical thinking and competency in APA, which is mandatory to succeed as a 3 Semester student.
7. Completion of all support courses by the conclusion of the first semester in the BSN Program. \*

\*If a student has completed all the open enrollment BSN nursing courses (NURS 301, NURS 303, NURS 306), exceptions may be considered for completion of electives. All electives must be completed prior to starting the last (third) semester of the nursing program.

## Transfer Students

Students transferring from RN to BSN nursing programs at other accredited institutions of higher education must complete a minimum of sixteen (16) credit hours of BSN nursing courses at Bluefield State College. Transfer applicants must meet the requirements for admission into Bluefield State College's RN to BSN program. Students seeking transfer must submit official transcripts. Additionally, course descriptions and course syllabi for any nursing courses being considered for credit must be provided to the program director. Only nursing courses completed with a grade of "C" or better and completed within the last two (2) years will be considered. Transfer students will be evaluated on an individual basis. Students desiring to transfer into the RN to BSN program should contact the BSN program director.

## School Nurse Program

The School Nurse Program is offered as an independent course of study that is not a required portion of the RN to BSN program. The school nurse is a registered professional nurse who has a commitment to lifelong learning. Educational preparation for the school nurse should be at the baccalaureate level, and the school nurse should continue to pursue professional development and continuing nursing education. School nurses typically practice independently and are called upon to assess student health, develop and execute plans for care management, act as first responders, and engage in public health functions such as disease surveillance, immunization compliance, and health promotion. The school nurse is a vital member of the school team that leads change to advance health and collaborates with school staff members, parents and community members to keep students safe at school and healthy to learn.

## School Nurse Program Courses (2)

- NURS 414 Foundations and Principles of School Health Nursing (Online), 3 semester hours. Spring Semester Only. CO: NURS 416
- NURS 416 School Nursing Practicum (Completed in Home County), 3 semester hours. Spring Semester Only. CO: NURS 414 School Nurse Eligibility and Endorsement (Must have valid RN License)

These elective courses may be taken by BSN registered nurses and senior Bluefield State College BSN students.

Applicants who are not current Bluefield State College BSN seniors OR current school nurses must complete a background check with <http://castlebranch.com>. All enrolled students must complete a drug screen. This information will be sent to you via email from the School of Nursing & Allied Health upon completion of the Special Student Application.

Registered nurses who have a BSN and have completed this School Nurse Program may apply to the West Virginia Department of Education for endorsement as a school nurse. The School Nurse program is approved by the West Virginia Department of Education.

These courses are offered in the spring only with instruction provided by Angelia Hopkins, MSN, RN, a WV certified school nurse. Students may register over the phone by calling the SNAH Office at 304-327-4136. The student who is not a current Bluefield State College student will need to register with Bluefield State College as a Special Student. The registration process should be completed by the end of November.

## Certificate

### Medical Administrative Assistant Certificate

The certificate for Medical Administrative Assistant prepares the completer with employment opportunities in a variety of health care settings. In order to provide an educational platform to prepare for this pathway, the School of Nursing and Allied Health in conjunction with the W. Paul Cole Jr. School of Business offer the following courses to be packaged and upon completion of all 14 hours the student to

be awarded a certificate for Medical Administrative Assistant. In addition to the certificate Medical administrative assistants may require on the job training for better performance if the skills needed for a particular health care area.

The objectives covered within certificate curriculum may include but are not limited to:

- Acquiring patient personal information
- Scheduling of patient appointments
- Entering patient information into electronic medical record systems
- Assessing vitals
- Assisting with basic patient care
- Providing patient instruction
- Utilizing word processing programs
- Providing interpersonal communication

Qualities that are important for those choosing this career path include:

- Analytical skills
- Detail oriented
- Interpersonal skills
- Technical skills

The required courses are listed below. Those interested in completion of this certificate are urged to contact the Dean of Nursing and Allied Health for more information.

## Medical Assistant

- BUSN 130 - Microsoft Word & Presentations **Credit Hour(s): 3**
- BUSN 232 - Business and Electronic Communications **Credit Hour(s): 3**
- HLTH 201 - Safety and First Aid **Credit Hour(s): 2**
- HLTH 203 - Medical Terminology **Credit Hour(s): 3**
- HSMT 201 - Introduction to Health Services Management **Credit Hour(s): 3**

# Honors College

The Honors College offers an exciting opportunity for dedicated students interested in a more advanced level of academic engagement both inside and outside the classroom. Students will be part of a more rigorous learning environment complemented by an augmented academic curriculum, making them more prepared and competitive in their future graduate studies and careers.

Students admitted to the program will receive last-dollar scholarships ((in which official Expected Family Contribution (EFC) and financial aid packages totals are less than the total cost of attendance)) covering remaining costs for books, tuition, and fees. All scholarships will be contingent upon meritorious academic performance during the year of the award (sustaining a 3.25 GPA) and successful completion of augmented curriculum courses.

Students who successfully complete the program will receive honorific designation on their transcript and diploma, as well as acknowledgement at commencement.

## Eligibility

Incoming students seeking baccalaureate degrees are eligible for admission if they have earned a minimum GPA of 3.25 (on a 4.00 scale) and 25 on the ACT composite test or 1250 combined score on the SAT Critical Reading and Mathematics tests. (SAT/ACT test scores are waived for Fall 2021 applicants; however, college placement requirements for HONR 101 must still be met to be admitted into the program.) Students who are currently enrolled at Bluefield State College are eligible; however, students seeking an Associate Degree or a Regents Bachelor of Arts and those who have earned more than 30 hours of credit toward graduation are not eligible for entrance into the program. For reasons of curricular standards and accreditation, students planning to major in degree programs within the School of Nursing and Allied Health are not eligible.

Acceptance into the program is competitive and requires a completed application form, essay, and interview to be evaluated by the Honors College Committee. An Index Score comprised of High School GPA, SAT/ACT Score, Admission Essay, and Interview will be used to determine ranking, each weighted equally. Transfer students and students currently enrolled at Bluefield State College must have earned and maintain a minimum GPA of 3.25 (on a 4.00 scale) and not exceeded 30 hours of earned college credits.

## Program Requirements

Six honors-enhanced credits must be completed per year, and a total of at least 24 enhanced credits must be completed for graduation with honors. Students must successfully complete all augmented (enhanced) curriculum courses with a minimum grade of B to receive honors credit.

- **Augmented Curriculum (18 Credit Hours):** The augmented (enhanced) curriculum modifies standard course content, requirements, or performance expectations for the honors student in order to merit honorific designation. This curriculum will replace some of the General Studies Core requirements. Students will be required to have an augmented curriculum for twelve General Studies credits throughout the first two years of their program, including two writing-intensive Honors Seminars. An additional six augmented credits will be required as part of the student's major academic program (not including the Honors Capstone Project). With the approval of the Honors College Director, a program-specific course can be converted to an honors-enhanced course through the addition of an Honor Recitation (entailing specific enhancements to student meetings, assignments, activities, or curricular scope). The nature and type of augmentation for each individual course will be determined by the instructor in consultation with the Honors College Director. Faculty and students will be required to complete and sign an Honors Course Enhancement Form to give the Honors College Director prior to the start of the semester for each augmented course if it is not offered already as a General Studies Honors section. Equivalency credits will be awarded at the completion of the program by the director.
- **Senior Honors Project (3 Credit Hours):** Students will design and implement a senior project, i.e., a clinical, service, or research project, that reflects the highest standards of student achievement and should represent graduate or professional work in the field. The project will be conceived in consultation with the faculty on record for the respective course and submit their proposal to the Honors College Director for approval. Students will take the project in their major discipline of study. Only 400 level courses fulfill the requirement for the Senior Honors Project.
- **International Experience, Internships, Service-Learning Projects (3 Credit Hours):** Students will be expected to complete at least three curricular credit-hours of the following before completion of the program and conferral of the honors degree designation: 1) an academic study abroad program/Soliya Connect 2) a professional internship in a business or community organization, or 3) a service-learning project. These credits cannot be earned through the Senior Honors Project. The academic study abroad program must be approved by the Office of International Initiatives. The professional internship or service-learning project must be approved by 1) the student's academic advisor, 2) the internship organization or agency, and 3) the Honors College Director. A clearly written prospectus of skills learned, tasks

accomplished, or outcomes desired for the internship or service-learning project must be submitted. Student performance for the project or internship must be commensurate with the expectations of the program.

## Honors-Enhanced Course Approval Process

Students interested in earning honors credit (i.e., for adding an honors enhancement to a regular course) should contact the course instructor, discuss the possibility, and make arrangements for honors credit during the fall or spring registration periods--well in advance of the semester when the student will actually take the course. Instructors are under no obligation to agree to make their course an honors-enhanced course. If an instructor does agree to an honors enhancement, the student should complete the Honors Course Enhancement Form in consultation with his or her instructor. Completed Honors Course Enhancement Forms--accompanied by a copy of a current or recent syllabus for the course--must be submitted to the Honors College Director for approval. If approved, the director will create a related Honors Recitation section for the student to enroll in.

## Grade Requirements

Students must earn a grade of B or higher in an honors-enhanced course in order to earn honors equivalency credit for the course. Students who fail to successfully complete the honors-enhanced requirements for a course will still receive credit for the course, but that credit will not be counted toward the honors requirements. The course may be retaken for honors equivalency credit; however, the honors student need not retake the same course; he or she may select another course for enhancement in a subsequent semester. If a student falls below a 3.25 GPA, he or she will have a probationary period of two semesters to bring his or her average back above the minimum requirements. Any violation of the college's academic honesty policy will result in automatic dismissal from the program.

# Course Descriptions

## Accounting

### ACCT 201 - Principles of Accounting I

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** Eligibility to enroll in MATH 101 or MATH 101L or higher or Permission of Instructor.

### ACCT 202 - Principles of Accounting II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A continuation of ACCT 201. An introduction to cost accumulations and allocations, financial statement analysis and the use of accounting information for internal and external decision-making. *Spring*

**Prerequisite(s):** ACCT 201 or Permission of Instructor.

### ACCT 301 - Intermediate Accounting I

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

### ACCT 302 - Intermediate Accounting II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A continuation of ACCT 301. Emphasis is on financial statement disclosure requirements under GAAP. A review of reporting requirements for long-term liabilities, stockholders' equity, revenue measurement, earning per share, leases, pensions, cash flows, and other contemporary accounting issues. *Spring*

**Prerequisite(s):** ACCT 301 or Permission of Instructor.

## **ACCT 304 - Business Law for Professional Accountants**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** BUSN 301 or Permission of Instructor.

## **ACCT 305 - Managerial Accounting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Use of the internal accounting system in the preparation of relevant data for effective managerial planning and control decisions. *Fall*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

## **ACCT 306 - Cost Accounting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Principles underlying determinations of cost and control of certain business activities. Manufacturing accounting is emphasized. *Spring*

**Prerequisite(s):** ACCT 305 or Permission of Instructor.

## **ACCT 325 - Taxation for Personal and Business Decision Making**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

## ACCT 350 - Advanced Taxation

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ACCT 325 or Permission of Instructor.

## ACCT 424 - Accounting Information Systems

**Lecture Hour(s): 2**

**Lab Hour(s): 1**

**Credit Hour(s): 3**

A study of the analysis, design, and control aspects of accounting systems. Introduces the computer in solving accounting problems. Also, presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting. *Fall*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

## ACCT 430 - Advanced Accounting

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Accounting principles and practices as applied to problems connected with partnerships, consolidations, fiduciary relationships, interim reporting, SEC reporting, segment reporting, and foreign currency transactions. *Fall*

**Prerequisite(s):** ACCT 302 or Permission of Instructor.

## ACCT 431 - Auditing Principles

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Emphasis on various kinds of auditing techniques. Attention is also given to auditors' duties and responsibilities, reporting requirements and ethics. *Fall*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

## ACCT 432 - Advanced Auditing

**Lecture Hour(s): 2**

**Lab Hour(s): 1**

**Credit Hour(s): 3**

A study of advanced auditing topics, including statements on auditing standards, statistical sampling applications, auditing computerized accounting systems, and internal auditing.

**Prerequisite(s):** ACCT 431 or Permission of Instructor.

**ACCT 440 - Governmental and Not-for-Profit Accounting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Accounting principles and practices as applied to problems connected with partnerships and governmental and not-for-profit accounting. Topics include accounting for partnerships; specialized problems relating to governmental and not-for-profit entities; funds and the fund structure; financial reporting for state and local governments, educational institutions, health care organizations, and other not-for-profit organizations.

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

**ACCT 490 - Topics in Accounting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Permission of Instructor.

**Architectural Engineering Technology****ARET 205 - History of Architecture**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 historical topics and lecture content.

**ARET 301 - Graphics for Architecture**

**Lecture Hour(s): 1**

**Lab Hour(s): 5**

**Credit Hour(s): 3**

The course will introduce the various types of architectural drawings needed to describe an architectural project. Course topics will

overview the content and format of design and construction drawings, and provide hands-on experience in their creation. The final area of study will involve analysis of computer applications to architectural projects and introduce skills to compose 3D building models'

**Prerequisite(s):** MEET 112.

## **ARET 304 - Commercial Design**

**Lecture Hour(s):** 1

**Lab Hour(s):** 5

**Credit Hour(s):** 3

A continuation of ARET 301. 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.

**Prerequisite(s):** ARET 301.

## **ARET 306 - Site Planning**

**Lecture Hour(s):** 2

**Lab Hour(s):** 3

**Credit Hour(s):** 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.

**Corequisite(s):** CIET 212

## **ARET 401 - Institutional Design**

**Lecture Hour(s):** 1

**Lab Hour(s):** 5

**Credit Hour(s):** 3

This course is a continuation of ARET 304 - Commercial Design. The intent of this course is to expose the student to projects involving more complex designs of commercial structures and larger scale mixed use developments. Projects shall develop skills in design composition, structural and material selection, and presentation skills. Design problems assigned during the semester will require building code research and analysis, addressing specific and nonspecific design criteria. Course design projects will utilize current versions of the AutoCAD software programs.

## **ARET 402 - Senior Design Studio**

**Lecture Hour(s):** 1

**Lab Hour(s):** 5

**Credit Hour(s):** 3

The ARET Department's capstone course. It is a continuation of ARET 401. Students will be involved in 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.

**Prerequisite(s):** ARET 401, senior standing.

## **ARET 412 - Construction Documents**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** ARET 401.

## **ARET 490 - Topics in Architectural Engineering Technology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Consent of instructor.

## **Art**

### **ARTS 101 - Introduction to Visual Arts**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

*Fall, Spring*

### **ARTS 105 - Creative Expression**

**Lecture Hour(s): 2**

**Lab Hour(s): 1**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** Eligibility for enrollment in ENGL 101 or permission of the instructor and student's advisor.

### **ARTS 205 - Art History**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A survey of the history and development of architecture, sculpture, painting, and the minor arts from pre-historic times to the present.

*Spring*

## **ARTS 220 - Drawing**

**Lecture Hour(s): 1**

**Lab Hour(s): 4**

**Credit Hour(s): 3**

A studio arts course in freehand drawing with various media and techniques with emphasis on proportion, interpretation, and expression.

*Spring*

**Prerequisite(s):** Eligibility for enrollment in ENGL 101 or ENGL 101L or permission of the instructor and student's advisor.

## **ARTS 250 - Graphic Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course offers fundamental skills relevant to the discipline of graphic design. Through studio projects, students learn the vocabulary of visual communication design and become familiar with graphic design digital production processes.

## **ARTS 290 - Topics in Arts**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Eligibility for enrollment in ENGL 101 or ENGL 101L or permission of the instructor and student's advisor.

## **ARTS 310 - Painting**

**Lecture Hour(s): 1**

**Lab Hour(s): 4**

**Credit Hour(s): 3**

A studio arts course in painting with various media and techniques and their use in expression, conception and visual perception.

**Prerequisite(s):** Advanced standing or consent of instructor.

## **ARTS 490 - Topics in Art**

**Credit Hour(s): 1-3**

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. *On demand*

**Prerequisite(s):** Consent of instructor.

## **ARTS 495 - Special Topics in Art**

**Credit Hour(s):** 1-6

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. *On demand*

**Prerequisite(s):** Advanced standing or consent of instructor and Dean.

## **Business Information Systems**

### **BINS 130 - Introduction to Business Information Systems**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

An overview of information systems and how they provide value in organizations by supporting organizational (or business) objectives. Specific topics include the technical and organizational foundations of information systems, building information systems within organizations, and the fundamentals of managing information system resources.

### **BINS 220 - Enterprise Resource Planning**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Fundamentals of enterprise resource planning (ERP) systems concepts, and the importance of integrated information systems in an organization. SAP is introduced to illustrate the concepts, fundamentals, framework, general information technology context, the technological infrastructure, and integration of business enterprise-wide applications.

**Prerequisite(s):** BINS 130.

### **BINS 340 - Database Management Systems**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Includes organization of databases; design and implementation; concepts of databases versus files; relational database; data retrieval structures and mechanisms; database normalization; and query languages, with emphasis on Oracle SQL.

**Prerequisite(s):** COSC 216 OR COSC 311

## **BINS 431 - Current Issues in Business Information Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Topics of current interest in the design and implementation of information processing systems. Note: Repeatable when topics differ.

**Prerequisite(s):** Senior standing or Permission of instructor.

## **BINS 488 - Computer and Information Security**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

## **BINS 490 - Topics in Business Information Systems**

**Credit Hour(s): 3**

An advanced formal course in an area of business information systems. Specific subject matter will be announced and indicated by a subtitle in the schedule and on the student transcript.

**Prerequisite(s):** Permission of instructor.

## **BINS 499 - Business Information Systems Projects**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Independent study or internship on a special project or practicum relating to business information systems, under the supervision of an instructor or company supervisor, culminating in an oral and/or written report presented to a select faculty committee.

**Prerequisite(s):** BINS 340 and senior standing or Permission of Instructor.

## **Biology**

### **BIOL 101 - General Biology I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An introductory course concerned with the chemical and physical organization of life, cytology, plant anatomy and physiology, plant

diversity, and ecology. *Fall*

**Prerequisite(s):** Eligibility to enroll in ENGL 101

## **BIOL 102 - General Biology II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An introductory course concerned with heredity gene function, evolution, human anatomy and physiology, and animal diversity. *Spring*

**Prerequisite(s):** Eligibility to enroll in ENGL 101.

## **BIOL 103L - General Biology I Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in BIOL 101. *Fall*

**Prerequisite(s)/Corequisite(s):** BIOL 101.

## **BIOL 104L - General Biology II Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in BIOL 102. *Spring*

**Prerequisite(s)/Corequisite(s):** BIOL 102.

## **BIOL 107 - Microbiology for Health Professionals**

**Lecture Hour(s): 2**

**Lab Hour(s): 2**

**Credit Hour(s): 3**

Fundamentals of microbiology applicable to health professions. Lecture topics include characteristics of disease-causing microbes, disease mechanisms, host defenses, microbial control, treatment of infectious diseases, and microbial diseases. Laboratory activities emphasize identification of infectious microbes, biosafety, aseptic technique, and clinical specimens. This course does not fulfill general studies requirements and cannot be substituted for BIOL 202 OR BIOL 204L. *Spring/Even*

**Prerequisite(s):** CHEM 100.

## **BIOL 202 - Microbiology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The biology of microorganisms and the immune system; control of microorganisms and disease; applied microbiology. *Spring*

**Prerequisite(s):** BIOL 101 BIOL 102 and BIOL 103L, BIOL 104L or BIOL 210 BIOL 211L

**BIOL 204L - Microbiology Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s)/Corequisite(s):** BIOL 202

**BIOL 210 - Human Anatomy & Physiology I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the anatomy and physiology of cells as well as the integumentary, skeletal, articular, muscular, nervous and endocrine systems. *Fall*

**Prerequisite(s):** Eligibility for ENGL 101 or permission of the instructor and student's advisor.

**BIOL 211L - Human Anatomy & Physiology I Lab**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in BIOL 210. Sessions consist of observing, reporting, and/or interpreting biological phenomena. *Fall*

**Prerequisite(s)/Corequisite(s):** BIOL 210.

**BIOL 212 - Human Anatomy & Physiology II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A continuation of BIOL 210. A study of the anatomy and physiology of the digestive, respiratory, cardiovascular, lymphatic, renal, and reproductive systems. *Spring*

**Prerequisite(s):** BIOL 210.

## **BIOL 213L - Human Anatomy & Physiology II Lab**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in BIOL 212 sessions consist of observing, reporting, and/or interpreting biological phenomena. *Spring*

**Prerequisite(s)/Corequisite(s):** BIOL 212.

## **BIOL 290 - Topics in Biology**

**Credit Hour(s): 1-4**

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.

**Prerequisite(s):** 4 credits in Natural Science.

## **BIOL 300 - Ecology**

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

A study of the relationships between organisms and the physical and biotic environment. Fieldwork emphasizes the local area. *Fall, ODD*

**Prerequisite(s):** BIOL 101, BIOL 103L OR consent of instructor.

## **BIOL 301 - Introduction to Genetics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of Mendelian inheritance and modern genetics; the transition of biological characteristics from parent to off-spring, linkage, crossing over, and chromosome mapping; gene mutation; extension of the genetic theories; the role of genes in development. *Fall, Even*

**Prerequisite(s):** BIOL 102, BIOL 104L

## **BIOL 302 - Pathophysiology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Characteristics and manifestations of diseases caused by alterations or injury to the structure or function of the body. Emphasis is placed on image correlation with these pathologies.

**Prerequisite(s):** BIOL 210, BIOL 211L, BIOL 212, BIOL 213L.

## **BIOL 310 - Nutrition**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring, Even*

**Prerequisite(s):** CHEM 101, CHEM 103L, CHEM 102, CHEM 104L.

## **BIOL 400 - Pharmacology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 protidic drugs. *Fall, ODD*

**Prerequisite(s):** Eight semester hours of lab courses in biology or chemistry.

## **BIOL 401 - Pathogenic Microbiology**

**Lecture Hour(s): 3**

**Lab Hour(s): 2**

**Credit Hour(s): 4**

A course concerned with the characteristics of pathogenic microorganisms encountered in the health care profession. *Fall, ODD*

**Prerequisite(s):** BIOL 202, BIOL 204L

## **BIOL 402 - Immunology**

**Lecture Hour(s): 4**

**Lab Hour(s): 2**

**Credit Hour(s): 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.

**Prerequisite(s):** BIOL 202 and BIOL 204L.

## **BIOL 403 - Public Health Microbiology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Public health microbiology is concerned with infectious diseases that cause morbidity and mortality in any society. Students will learn the

concepts of infectious diseases, methods and tools of public health data collection, analysis and interpretation and summarizing of data displays, usage of classical statistical approaches applied to practice microbiological and immunological methods in public health. This course will provide students with the broad understanding of medical microbiology and immunology necessary in public practice.

**Prerequisite(s)/Corequisite(s):** BIOL 202 or BIOL 107.

## **BIOL 410 - Cell Biology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 2

**Credit Hour(s):** 4

A study of cell structure and function beginning at the molecular level of organization and proceeding through different levels of complexity. *Spring, Even*

**Prerequisite(s):** BIOL 101, BIOL 102, BIOL 103L, BIOL 104L.

## **BIOL 490 - Topics in Biology**

**Credit Hour(s):** 1-4

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.

**Prerequisite(s):** Consent of instructor.

## **BIOL 492 - Developmental Embryology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 4

This course is designed to impart a broad understanding of the cellular and molecular mechanisms underlying animal development. The course involves the comparative study of embryonic development including gametogenesis, fertilization, early embryology, and differentiation of organs, tissues, and cells in a number of model systems. Students will learn by exploring animal models that enhance our understanding of embryonic development and the genetic variations that lead to evolution. *Spring, Odd*

**Prerequisite(s):** BIOL 101, BIOL 103L, BIOL 102, BIOL 104L, and BIOL 202, BIOL 204L.

## **Biomedical Science**

### **BIOM 156 - Introduction to Health and Medical Professions**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 1

Students will be introduced to the fundamental skills of reading and understanding the biomedical field through interaction with the instructors and guest speakers. Students will learn about the many different career options available within the biomedical field and engage with professionals from those fields. Students will be prepared for reading the literature of the field through assignments designed to bring out critical thinking of current issues. Students will develop a 4-year career development plan and gain the skills necessary to prepare for

entering a profession. *Fall, Even*

**Corequisite(s):** BIOL 101.

## **BIOM 256 - Biomedical Sciences Seminar**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 1

A seminar setting course where students build on skills to succeed in the biomedical professions through interactions with the BSC and outside clinicians and researchers. Students will examine primary literature from the field of medicine and science related to the invited speakers with a focus on hypothesis generation and "next step" experiments. Students will continue their career development plan and develop contacts for professional schools. *Fall, ODD*

## **BIOM 411 - Molecular Biology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 2

**Credit Hour(s):** 4

Lecture: Students will learn the concepts, methods and tools of molecular biology experimental design, data collection, analysis and interpretation and summarizing of data displays. Laboratory Coursework: Students learn various common techniques used in the molecular biology laboratory environment. Students will gain an appreciation for why methods are chosen for given research questions and theory behind the methods. Students will utilize molecular biology equipment in the core laboratory. *Spring, Odd*

**Prerequisite(s):** BIOL 202 and BIOL 204L.

## **Building Successful College Skills**

### **BSCS 100 - Building Successful College Skills**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Designed for freshmen enrolled in English 101L, GNET 115L, Math 101L or Math 109L and students who require assistance in developing academic and life skills, BSCS helps students successfully transition to college level work and culture while encouraging them to become engaged with campus activities. Students learn to accept responsibility, discover self-motivation and self-management, employ interdependence, develop self-awareness, adopt lifelong learning, develop emotional intelligence and self-confidence, learn effective study strategies, and develop critical and creative thinking skills.

**Corequisite(s):** Enrollment in any ENGL 101L, GNET 115L, MATH 101L or MATH 109L.

## **Business**

### **BUSN 130 - Microsoft Word & Presentations**

**Lecture Hour(s):** 1

**Lab Hour(s):** 2

**Credit Hour(s): 3**

This course is designed to prepare students to effectively use Microsoft Word and PowerPoint. Topics include formatting, editing, file management, tables, columns, and graphics. PowerPoint topics include creating and editing presentations, illustrations and shapes, custom backgrounds and SmartArt diagrams, and information graphics. This course meets the computer skill requirement under the General Studies requirement. *Fall*

**Prerequisite(s):** None.

**BUSN 232 - Business and Electronic Communications**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Designed to help the student write clear and concise business letters, memos, reports, and e-mail communications. Students will also give a presentation using PowerPoint. Other topics include 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. *Spring*

**Prerequisite(s):** ENGL 101 or ENGL 101L or equivalent or Permission of Instructor.

**BUSN 240 - Microsoft Excel**

**Lecture Hour(s): 1**

**Lab Hour(s): 2**

**Credit Hour(s): 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 pivot charts, pivot tables, and trend lines. *Spring*

**Prerequisite(s):** BUSN 130 or COSC 102 or Permission of Instructor.

**BUSN 260 - Microsoft Access**

**Lecture Hour(s): 1**

**Lab Hour(s): 2**

**Credit Hour(s): 3**

Designed to assist students with developing strong database competencies. Topics include: creating, querying, and maintaining a database; sharing data among applications; reports, forms, and multiple tables applications; OLE fields, hyperlinks, and sub forms; switchboards, pivot tables, and pivot charts; advanced report and form techniques; creating multi-page forms with visual basic; and administering a database system. *Spring*

**Prerequisite(s):** BUSN 130 or COSC 102 or Permission of Instructor.

## **BUSN 301 - Business Law and the Legal Environment**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

## **BUSN 302 - Business Law for Professional Accountants**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

## **BUSN 310 - Applied Business Statistics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MATH 109 or MATH 109L or higher or Permission of Instructor.

## **BUSN 350 - Financial Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 advantage, time value of many concepts, capital markets, capital structure, stock and bond valuation techniques, capital budgeting, cost of capital, and dividend policies. *Spring*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

## **BUSN 375 - International Business**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** MGMT 210 or Permission of Instructor.

## **BUSN 380 - Production/Operations Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** BUSN 310 or MATH 210 or Permission of Instructor.

## **BUSN 398 - Business Internship**

**Credit Hour(s):** 1-9

The W. Paul Cole, Jr. 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 within 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.

**Prerequisite(s):** Permission of the Dean of the School of Business or Permission of Instructor.

## **BUSN 399 - Disney Exploration Series**

**Lecture Hour(s):** 0

**Lab Hour(s):** 0

**Credit Hour(s):** 3

The W. Paul Cole, Jr. School of Business participates in the Walt Disney World College Program, which enables Bluefield State College 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.

**Prerequisite(s):** Permission of the Dean of the School of Business and acceptance into the Walt Disney World College Program.

## **BUSN 482 - Business Ethics and Social Responsibility**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** Senior standing.

**BUSN 490 - Topics in Business****Credit Hour(s): 1-3**

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.

**Prerequisite(s):** Permission of Instructor

**BUSN 494 - Business Strategy**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** Senior standing in School of Business and completion of all School of Business core courses at the 300-level and below or Permission of Instructor.

**BUSN 499 - Independent Studies in Business****Credit Hour(s): 1-3**

Individual, instructor-supervised research into selected topics in business administration. Course may be repeated to a maximum of six hours credit.

**Prerequisite(s):** Permission of Instructor

**Chemistry****CHEM 100 - Introduction to Chemistry**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

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. *Fall*

**Prerequisite(s):** Eligibility for MATH 101 or higher or permission of the instructor and student's advisor.

### **CHEM 101 - General Chemistry I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s)/Corequisite(s):** MATH 109 or MATH 109L or GNET 115 or GNET 115L

### **CHEM 102 - General Chemistry II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A continuation of CHEM 101. Includes solutions, chemical kinetics, equilibrium, acids and bases, and chemical thermodynamics. *Spring*

**Prerequisite(s):** CHEM 101.

### **CHEM 103L - General Chemistry I Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 1**

Sessions consist of observing, reporting, and interpreting chemical phenomena. *Fall*

**Prerequisite(s)/Corequisite(s):** CHEM 101.

### **CHEM 104L - General Chemistry II Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 1**

Sessions consist of semi micro qualitative analysis. *Spring*

**Prerequisite(s)/Corequisite(s):** CHEM 102.

### **CHEM 290 - Topics in Chemistry**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Permission of Instructor

### **CHEM 301 - Organic Chemistry I**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** CHEM 102, CHEM 104L.

### **CHEM 302 - Organic Chemistry II**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** CHEM 301.

### **CHEM 305 - Medicinal Chemistry**

**Lecture Hour(s):** 3

**Lab Hour(s):** 2

**Credit Hour(s):** 4

Lecture: Medicinal Chemistry is a chemistry-based discipline and stimulating field as it links many scientific disciplines such as biology, chemistry, physiology to the design of new drugs for treating disease. Students will learn organic chemistry aspects of drug design and development. This course also introduces various classes of drugs, the concepts of MAO (mechanism of action or mode of action), SAR (structure-activity relationships), and ADME (absorption, distribution, metabolism, and excretion) profiles. Laboratory: Present one of the 100 most prescribed drugs and their genetic and chemical name, discovery, chemical synthesis, and biological evaluation. *Fall, Even*

**Prerequisite(s)/Corequisite(s):** CHEM 301 or Permission of Instructor

### **CHEM 430 - Biochemistry**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of the chemical basis of biological systems with emphasis on the structure of proteins, nucleic acids, and carbohydrates. *Spring*

**Prerequisite(s):** CHEM 301.

## **CHEM 490 - Topics in Chemistry**

**Credit Hour(s): 1-4**

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.

**Prerequisite(s):** Permission of instructor.

## **Civil Engineering Technology**

### **CIET 101 - Construction Materials/with Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

An introductory study of the 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.

**Prerequisite(s)/Corequisite(s):** GNET 115 or GNET 115L, ENGL 101 or ENGL 101L

### **CIET 110 - Surveying I w/Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

An introduction to plane surveying. Topics considered include: the care and use of surveying instruments, theory of errors in observations, leveling, distance measurement, cross-section and profiles plots, angles, azimuths and bearings, latitude and departure, traverse computations and adjustments, area and volume computations, introduction to contour lines and watersheds, introduction to mine surveying, introduction to state plane coordinates, introduction to boundary and construction surveys, and methods and procedures of map drafting using AutoCAD.

**Prerequisite(s):** GNET 115 or GNET 115L

**Prerequisite(s)/Corequisite(s):** MEET 112

### **CIET 203 - Introduction to Engineering Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the basic engineering principles of including vector analysis, statics and force systems, friction, properties of materials, structural connections, stress and deformation, internal shear and bending moments. Students will be introduced to the analysis and design of engineered structures.

**Prerequisite(s):** GNET 101 and GNET 115 or GNET 115L

## **CIET 204 - Reinforced Concrete Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of reinforced concrete analysis and design of basic concrete structures. Structural components and design elements presented include reinforced rectangular and t-beams, shear reinforcement, development length, deflections, one-way slabs, concrete columns, footings, and cantilever retaining walls.

**Prerequisite(s):** CIET 203

## **CIET 207 - Geotechnics w/Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

A study of the fundamentals of soil mechanics including the identification and description of soils, phase diagrams, soil investigations, permeability and drainage, subsurface soil stresses, compaction and stabilization, and an introduction to analysis and design of shallow foundations and retaining walls. The laboratory sessions follow ASTM standards and complement the lecture material.

**Prerequisite(s):** GNET 116, GNET 101.

## **CIET 211 - Surveying II w/Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

A study of survey adjustments, use of software in solving surveying problems, horizontal and vertical control networks, global positioning systems, fundamentals of geographic information systems, map projections, State Plane Coordinate Systems, introduction to rural and urban land surveys, and partitioning of land.

**Prerequisite(s):** CIET 110, GNET 116, MEET 112.

## **CIET 212 - Hydraulics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of basic fluid mechanics and hydraulics. Topics discussed include properties of fluids, fluid statics, buoyancy, Bernoulli's equation, closed-conduit flow, energy losses, and open-channel flow.

**Prerequisite(s):** GNET 101 & GNET 116 or MATH 109 or MATH 109L & MATH 110

## **CIET 220 - Construction Estimating**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of basic quantity estimating including earthwork, drainage, foundations, concrete, masonry, light framing, and mechanical systems. In addition, construction equipment cost, productivity rates, and labor costs will be examined for heavy construction projects.

**Prerequisite(s):** CIET 110 and GNET 115 or GNET 115L

**CIET 290 - Topics in Civil Engineering Technology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Consent of instructor.

**CIET 301 - Environmental Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of environmental laws and regulations, water resource management, water quality, stream sanitation, water distribution and sanitary sewer systems, water and wastewater treatment processes, solid waste management, and environmental evaluations.

**Prerequisite(s):** GNET 115 or MATH 109 or MATH 109L

**CIET 302 - Geotechnical Analysis and Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the movement of water through soils, combined stresses using Mohr's Circle, subsurface stresses, shear strength theory and tests, settlement of soils including consolidation, shallow and deep foundation analysis and design, geotechnical report writing, lateral earth pressures and retaining wall analysis and design, and slope stability analysis.

**Prerequisite(s):** ENGR 201, CIET 207, CIET 212.

**CIET 305 - Hydrosystems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of hydraulic and hydrologic systems and the design applications utilized in water resources engineering. Topics include hydrologic analysis and storm runoff prediction, erosion and sediment control, floodplain studies, and design of hydraulic structures, and storm water retention/detention basins.

**Prerequisite(s):** CIET 212, MEET 112.

## **CIET 401 - Structural Analysis**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the analysis of statically determinate structures. Topics include the identification and determination of structural loads, structural system loading and behavior, reactions, shear and moment, plane truss analysis, influence lines for beams and trusses, and deflection of beams and trusses. Computer applications will be presented.

**Prerequisite(s):** ENGR 201, ENGR 202.

## **CIET 402 - Structural Steel Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the fundamental theories and principles used in the design of simple steel structures using LRFD methods. Topics include specifications, loads, and methods of design, analysis and design of tension members, analysis and design of compression members, analysis and design of beams considering moment, shear, and deflection, the combined effects of bending and axial loads, and bolted and welded connections.

**Prerequisite(s):** CIET 401.

## **CIET 415 - Senior Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A senior capstone course for Civil Engineering Technology students in which a comprehensive design project is completed. The project will involve working within multiple disciplines of civil engineering technology as well as estimating, scheduling, and project management skills. Upon completion, students will prepare design drawings, engineering specifications, and an engineering report that will be presented to an audience, which may include their peers as well as available professionals.

**Prerequisite(s):** CIET 305 & CIET 401

**Corequisite(s):** CIET 402

## **CIET 430 - Evidence for Boundary Surveys**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** CIET 211.

## **CIET 431 - Legal Aspects of Boundary Surveying**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** CIET 211.

## **CIET 432 - Boundary Surveying Methods**

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 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.

**Prerequisite(s):** CIET 430 and CIET 431.

## **CIET 433 - GIS Applications**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** CIET 211 & MEET 112 or permission of Instructor.

## **CIET 490 - Topics in Civil Engineering Technology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Consent of instructor.

## Communications

### COMM 201 - Basic Communications

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This introductory course in human communication develops communication competence by exploring the foundations of communication, interpersonal communication, group communication and public speaking. Emphasis is on developing practical skills in the following areas: critical thinking, research, listening, language, nonverbal, ethics, conflict management and resolution, self-confidence, perception, relationships, teamwork, interviewing, public speaking, and diversity. *Fall, Spring*

**Prerequisite(s):** ENGL 102 and Computer Literacy course.

### COMM 203 - Communication for Health Professionals

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This introductory course develops communication competence by exploring the foundations of communication, interpersonal communication, group communication, and public speaking with an emphasis in the area of health professions. This course will focus on developing practical skills in the following areas: critical thinking, research, listening, language, nonverbal communication, ethics, conflict management/resolution, self-confidence, perception, relationships, teamwork, interviewing, public speaking, and diversity.

**Prerequisite(s):** ENGL 102 and Computer Literacy Course.

### COMM 205 - Interpersonal Communication

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

### COMM 208 - Fundamentals of Speech

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall, Spring*

**Prerequisite(s):** a grade of "C" or better in ENGL 102.

## COMM 340 - Intercultural Communication

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. Students in COMM 340 will also enroll in INST 492 Soliya Connect Program for one extra hour of credit.

**Prerequisite(s):** COMM 205

**Corequisite(s):** INST 492

## Computer Science

### COSC 102 - Computers and Society

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

### COSC 111 - Introduction to Computer Science

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Corequisite(s):** GNET 115 or GNET 115L or MATH 109 or MATH 109L

### COSC 131/131L - Computer Programming I

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

This course is an introduction to programming using a high-level programming language, such as C++ or Java. Students study the classic program development process. Students learn how to design, develop, execute, debug, and test software. Emphasis is on structured techniques involving selection, iteration, and subprogram flow of control, including recursion. The laboratory that accompanies this course consists of programming exercises from various disciplines.

**Corequisite(s):** GNET 115 or GNET 115L or MATH 109 or MATH 109L

## **COSC 132/132L - Computer Programming II**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 4

This course is a continuation in the development of programming skills using a high-level programming language, with the emphasis being on object-oriented techniques. Students develop programs to solve problems using encapsulation classes and objects, inheritance, and polymorphism runtime dispatch. This course also introduces students to generic programming techniques and exception handling. The laboratory that accompanies this course consists of programming exercises from various disciplines.

**Prerequisite(s):** COSC 131/131L or consent of the instructor.

## **COSC 201 - PC Software Applications**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Corequisite(s):** GNET 115 or GNET 115L or MATH 109 or MATH 109L

## **COSC 209 - Java**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** GNET 115 or GNET 115L or MATH 109 or MATH 109L

## **COSC 210 - Visual Basic**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** GNET 115 or GNET 115L, MATH 109 or MATH 109L, or written consent of the instructor.

## **COSC 216 - Application Programming**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 210.

## **COSC 224 - Web Programming**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is an introduction to the concepts of Web Programming using HTML. Students will plan, develop, and implement web pages, which incorporate text formatting, graphics insertion, internal and external hyperlinks, tables, and frames. Coding will be accomplished using standard HTML codes and a text editor- coding environment.

**Prerequisite(s):** COSC 210 or COSC 131/131L.

## **COSC 225 - Computer Operations**

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

Students learn to manage a variety of operating systems including Windows, Unix/Linux, and VaxVMS. Hands-on operation of hardware using the various operating systems is emphasized.

**Prerequisite(s):** COSC major with sophomore standing.

## **COSC 240 - Computer Organization and Architecture**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 131/131L.

## **COSC 241 - Introduction to Linux/UNIX**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 210 or COSC 131/131L.

## **COSC 250 - Database Management Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The key objective of COSC 250 is to provide students with the skills to design, implement, evaluate, and use database management systems. The course includes study of the organization of databases; concepts of databases, flat-files, network systems, hierarchical systems, and relational systems; data retrieval structures and mechanisms; database normalization techniques; and SQL structured query language.

**Prerequisite(s):** COSC 216 or COSC 311

## **COSC 261 - Data Structures**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This is an introduction to data structures used in computer systems and applications. Students study arrays, queues, collections ordered and sorted, linked lists, and binary trees, as well as software engineering, testing, recursion, and object-oriented programming. Students use a high-level programming language, such as C++, and the focus is on object-oriented design and development. Applications involve such techniques as sorting, searching, recursion, expression evaluation, and memory management.

**Prerequisite(s):** COSC 132/132L.

## **COSC 290 - Topics in Computer Science**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Consent of instructor.

## **COSC 311 - Systems Analysis**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 210 and COSC 216 (Required).

## **COSC 321 - Software Analysis & Design**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The students are introduced to the software analysis and design process with emphasis on the object-oriented paradigm. Topics include software life cycle, object-oriented concepts, principles of software writing, design patterns, software analysis and design. Design patterns are heavily used to introduce design principles. UML Unified Modeling Language is used as the language of the analysis and design phases. The class also introduces the CASE Computer Aided Software Engineering tools.

**Prerequisite(s):** COSC 261.

## **COSC 324 - Web Client Scripting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 132/132L and COSC 224.

## **COSC 326 - Web Server Scripting**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 324.

## **COSC 327 - Analysis of Algorithms**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course teaches elementary techniques for designing and analyzing algorithms to solve problems in a computationally efficient way. It also enables students to analyze time and space requirements of algorithms and decide which algorithm best suits the problem at hand. Topics cover mathematical preliminaries, introduction to models of computation, analysis of well-known sorting and search algorithms, graph algorithms, programming techniques such as recursion, dynamic and greedy algorithms, and an introduction to P and NP class problems.

**Prerequisite(s):** COSC 261 and MATH 250.

## **COSC 330 - Programming Languages**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This class includes specifications of languages syntax and semantics, datatypes, 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.

**Prerequisite(s):** COSC 261.

## **COSC 342 - Computer Forensics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course covers the concept of law in relationship to computer forensics, good practices and processing of evidence, gathering and performing investigations, writing reports, current trends in search and surveillance for investigations. This course covers the skills for examining and reporting on computer forensics investigations.

**Prerequisite(s):** COSC 241

## **COSC 347 - Theory of Computation**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is the study of abstract computational automata, which constitute the formal foundation of computer science. The course starts with a review of mathematical preliminaries required for the rest of the course. The focus is on different models of computation such as finite automata, Turing machines, and grammars. Also, formal languages and undecidability are introduced.

**Prerequisite(s):** COSC 261 and MATH 250.

## **COSC 382 - Penetration Testing**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Penetration testing course covers the concept of Kali Linux to gain a solid in site into the penetration testing environment. This course will cover strategies for all stages of the penetration testing for reconnaissance gathering, to exploits, to the final stage of writing the report for administration.

**Prerequisite(s):** COSC 342

## **COSC 404 - Ethical Hacking**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Ethical hacking course covers the concepts of social engineering, penetration testing, malware analysis, reverse engineering, and phishing. The course will cover issues in ethical area of hacking to improve security and keep the bad guys out.

**Prerequisite(s):** COSC 382

## **COSC 421 - Operating Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 Linux/Unix is included.

**Prerequisite(s):** COSC 261, ELET 305/305L , and COSC 240.

**Corequisite(s):** COSC 422.

## **COSC 422 - Software Engineering**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course improves the methodology of building software with emphasis on the object-oriented paradigm. It starts with an overview of object-oriented concepts, principles of software writing, design patterns, software analysis, design, implementation, and testing. This course is project-based. Design patterns will be discussed heavily and used in projects. UML Unified Modeling Language is used as the language of all phases of the software life cycle. CASE Computer Aided Software Engineering tools such as version control systems, and IDE's will be introduced and used.

**Prerequisite(s):** COSC 311

## **COSC 444 - Computer Networking/Communications**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 261 or consent of the instructor.

## **COSC 474 - Cyberinfrastructure**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Junior/Senior standing or consent of the instructor.

## **COSC 488 - Introduction to Computer and Information Security**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

## **COSC 490 - Topics in Computer Science**

**Credit Hour(s): 3**

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.

**Prerequisite(s):** Consent of instructor.

## **COSC 499 - Projects in COSC**

**Lecture Hour(s): 0**

**Lab Hour(s): 12**

**Credit Hour(s): 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.

**Prerequisite(s):** COSC 422 or COSC 311 and consent of instructor.

## **Criminal Justice**

### **CRMJ 151 - Introduction to Criminal Justice**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

### **CRMJ 163 - Criminal Law**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the requirements of and protections provided by the substantive and case law of the United States. *Fall*

### **CRMJ 164 - Criminal Procedure and Evidence**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** CRMJ 163 or permission from the instructor.

### **CRMJ 170 - Police and Community Relations**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** CRMJ 151 or permission from the instructor.

## **CRMJ 208 - Criminology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** CRMJ 151 and CRMJ 163.

## **CRMJ 210 - Correctional Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** CRMJ 151, CRMJ 163.

## **CRMJ 215 - Criminal Investigation**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduction to fundamentals of criminal investigation, including theory and history, conduct at crime sciences, collection and preservation of evidence. *Fall*

**Prerequisite(s):** CRMJ 151 and eligibility for enrollment in ENGL 101.

## **CRMJ 221 - American Correctional Systems**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of contemporary American corrections, including detention facilities, organizations and personnel, programs and activities, inmate society, and trends. *Fall*

**Prerequisite(s):** CRMJ 151.

## **CRMJ 232 - Criminal Justice Writing and Communication**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Specialized instruction in preparing Criminal Justice Documentation; instruction in preparing various types of Business Communications.

*Fall*

**Prerequisite(s):** ENGL 102.

### **CRMJ 250 - Police Operations**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** Permission of instructor. CRMJ 151 and ENGL 102.

### **CRMJ 252 - Substance Abuse and the Criminal Justice System**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A history of the social, moral, cultural and economic problems caused by substance abuse in our society. *Spring*

**Prerequisite(s):** CRMJ 151 and ENGL 102.

### **CRMJ 280 - Police Organization and Administration**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of the principles of organization and administration as applied to law enforcement agencies. An introduction to concepts of organizational behavior. *Spring*

**Prerequisite(s):** CRMJ 151 and ENGL 102.

### **CRMJ 292 - Juvenile Delinquency**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of deviant behavior and current criminological theories, with emphasis on justice-system applications as related to juvenile offenders. *Spring*

**Prerequisite(s):** CRMJ 151 and ENGL 102 or 6 credits in psychology.

## **CRMJ 301 - Probation, Parole, and Community-based Corrections**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** CRMJ 221 and ENGL 102.

## **CRMJ 312 - Legal Research**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ENGL 102.

## **CRMJ 320 - Correctional Counseling**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring, Odd*

**Prerequisite(s):** Junior standing or consent of the instructor. CRMJ 221 and ENGL 102.

## **CRMJ 331 - Ethics in Criminal Justice**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall, Odd*

**Prerequisite(s):** CRMJ 151.

## **CRMJ 335 - Forensic Investigation**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Forensic investigation is the practice of lawfully establishing forensic evidence and facts, which are to be presented and accepted in a court of law. It relates to the application of expert techniques to reconstruct and investigate crimes and present evidence in court based on rules of evidence.

**Prerequisite(s):** CRMJ 151.

### **CRMJ 341 - Contemporary Issues in Criminal Justice**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

In-depth study and analysis of critical issues facing the American system of justice. *Fall*

**Prerequisite(s):** CRMJ 151.

### **CRMJ 343 - Firearms & Tool Marks**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Explores analysis of impression evidence including tool marks foot and tread wear, tire tracks, and firearm-related impression evidence. Includes techniques for evaluating projectile trajectories as well as explosive evidence and post blast crime scenes.

**Prerequisite(s):** CRMJ 151

### **CRMJ 400 - Correctional Institutions**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Analysis of the theory of organization and administration of correctional institutions; principles of institutional corrections. *Spring, Even*

**Prerequisite(s):** CRMJ 221.

### **CRMJ 414 - Victimology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

The purpose of this course is to provide a better understanding of the plight of crime victims. This course will explore "victimology" the study of victims, and will look at all aspects of victims of crime, from prevalence and demographics to needs and perspectives. The student will go in knowledge related to crime victims and their relationship to the criminal justice process. The student will understand the impact of the criminal justice process on victims of crime, as well as offenders through victim-offender mediation programs restorative justice model. Various services provided to crime victims throughout the country will be explored, as well as programs related to compensation for crime victims. *Fall, Odd*

**Corequisite(s):** CRMJ 221, CRMJ 301.

## **CRMJ 431 - Private Security**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An in-depth study of private security organizations, needs and requirements in the United States. *Spring*

**Prerequisite(s):** CRMJ 280.

## **CRMJ 477 - Directed Investigations**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course will examine the fundamentals of criminal profiling, gathering evidence, completing a profile, understanding the psychological components of forensic profiling along with case studies, analyses of serial killers and their profiles, eyewitness testimony, expert testimony, and rules of evidence.

**Prerequisite(s):** CRMJ 151

## **CRMJ 480 - Sexual Assault Investigations**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Explores the steps throughout sexual assault investigations. Includes the history of society's response to sex crimes, investigation techniques, forensic applications, offender typologies, victim studies, legal procedures, judicial decisions, and expert testimony.

**Prerequisite(s):** CRMJ 151

## **CRMJ 490 - Seminar in Criminal Justice**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** Senior standing or permission of the instructor.

## **CRMJ 492 - Terrorism**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** CRMJ 151 and ENGL 102.

### **CRMJ 495 - Special Topics in Criminal Justice**

**Credit Hour(s):** 1-3

Studies in major field for students who have demonstrated a capacity for responsible work. Not repeatable.

**Prerequisite(s):** 6 credit hours of CRMJ courses and Permission of Directing Professor and Dean.

### **CRMJ 498 - Internship**

**Credit Hour(s):** 1-6

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.

**Prerequisite(s):** Junior standing and consent from the instructor.

## **Economics**

### **ECON 211 - Principles of Economics I Macroeconomics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

### **ECON 212 - Principles of Economics II Microeconomics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

### **ECON 250 - Individual and Family Financial Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** Eligibility for MATH 101 or Permission of Instructor

## Education

### ARSC 431 - Methods of Teaching in Arts and Sciences

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Instructional techniques unique to academic subjects in Arts and Sciences. *Fall*

**Prerequisite(s):** Admission to Teacher Education.

**Corequisite(s):** EDUC 330.

### EDUC 100 - Basic Skills Development

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 1

Provides developmental activities in reading, writing, and mathematics, with an emphasis on preparation for the Praxis I CORE test. *Fall, Spring*

### EDUC 110 - Foundations of Education

**Lecture Hour(s):** 2

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall, Spring*

**Prerequisite(s):** Eligibility for ENGL 101.

### EDUC 160 - Diversity and Education

**Lecture Hour(s):** 2

**Lab Hour(s):** 0

**Credit Hour(s):** 2

A study of the sociology of ethnicity and the influence on educational needs. Examines effective educational approaches for varied groups. *Fall, Spring*

**Prerequisite(s):** Eligibility for ENGL 101.

## **EDUC 200 - Child/Adolescent Growth and Development**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This introductory course provides an overview of pre-natal through adolescent development. A variety of early childhood programs as well as characteristics and needs of children are discussed. Topics included are principles, stages, and theories of development. A case study is required. *Fall, Spring*

**Prerequisite(s):** EDUC 110 and ENGL 101 or ENGL 101L

## **EDUC 280 - General Methods**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course encompasses areas related to classroom instruction and personal learning styles and will prepare students with knowledge, skills, and materials that can be used in a P-12 classroom. Topics include research on effective teaching, lesson planning, thematic units, instructional strategies, classroom management, discipline, cooperative learning, student diversity, and time management.

**Prerequisite(s):** EDUC 110, EDUC 200.

## **EDUC 290 - Special Topics in Education**

**Credit Hour(s): 1-3**

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.

**Prerequisite(s):** Approval of the Director of Teacher Education.

## **EDUC 321 - Instruction and Technology**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

Provides candidates with the knowledge and skills to apply technology to teaching, learning, and curriculum. Objectives are based on ISTE Standards and 21st Century Learning Skills. *Summer, Fall*

## **EDUC 322 - Standards, Planning and Assessment**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Summer, Spring*

**Prerequisite(s):** Admission to Teacher Education.

## **EDUC 330 - Theories of Learning and Classroom Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Overview of current research and theories of learning and classroom management. Topics include behavior and classroom management techniques including the physical environment, motivation, routines, times management and self-regulation. In the clinical portion of the class, students spend 64 hours as a supervised tutor in a school setting. *Fall and Spring*

## **EDUC 333 - Teaching Science and Social Studies**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study and application of current methods of teaching science and social studies content in the public schools. *Spring*

## **EDUC 474 - Senior Seminar**

**Lecture Hour(s):** 2

**Lab Hour(s):** 0

**Credit Hour(s):** 2

The purpose of the Senior Seminar is to help candidates continue understand the teaching and learning process as well as demonstrating skills and abilities as a teacher. The seminar is two-fold: completion of an Action Research Project and a Senior Portfolio. Grade of C or better for successful completion. *Spring and Fall*

**Prerequisite(s):** Admission to the Professional Semester.

## **EDUC 475 - Student Teaching**

**Lecture Hour(s):** 0

**Lab Hour(s):** 40

**Credit Hour(s):** 10

Student will be assigned to a school for a full day of teaching for a minimum of 15 weeks. Student teaching is completed at the developmental levels and in the content areas for which the student expects to be certified. *Spring and Fall*

**Prerequisite(s):** Admission to Professional Semester.

## **EDUC 485 - Student Teaching Laboratory**

**Lecture Hour(s):** 2

**Lab Hour(s):** 3

**Credit Hour(s):** 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.

**Prerequisite(s):** Consent of the Director of Teacher Education.

## **EDUC 490 - Topics in Education**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

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.

**Prerequisite(s):** Junior standing.

## **Engineering Management**

### **EGMT 317 - Project Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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 or computer science project. Coursework will include an introduction to the context of project management processes, team development, problem solving, scheduling & time management, cost control, quality monitoring & evaluation, documentation & communication, risk management, and continuous improvement. *Fall*

**Prerequisite(s):** COSC Prefix course, Junior Standing.

### **EGMT 323 - Technology Entrepreneurship**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course introduces and examines the fundamentals of technology entrepreneurship, through instructor-guided individual and team projects, in-depth case studies, and research on the entrepreneurial process. Entrepreneurship is a business leadership approach that encourages individuals to confront problems by seek business opportunity through technological solutions. Entrepreneurship in technology involves identifying high potential, commercial opportunities, gathering talent and capital, and managing rapid development, growth and significant risks using principled decision-making skills. This course is designed to be valuable for undergraduate students who seek to understand the innovation and the entrepreneurial process. *Fall*

**Prerequisite(s):** MATH 220, Junior Standing.

### **EGMT 362 - Discrete Event Simulation**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Introduces fundamentals of modeling and simulating discrete-state, event-driven systems. Includes basic simulation concepts and terms, queuing theory models for discrete event systems, structure of discrete event simulations, problem formulation and specification, input data representation, output data analysis, verification and validation, and the design of simulation experiments. *Spring*

**Prerequisite(s):** ENGR 311;

**Corequisite(s):** COSC 201.

## **EGMT 401 - Business Planning for Engineers**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course emphasizes strategic planning and implementation for technology businesses. The highly interactive, live business-planning course integrates content from foundational courses such as engineering economics, operations management, project management with the development of analytical, communication, and teamwork skills. Students demonstrate their capacity to develop and execute organizational strategies in actual or simulated business situations. The course is designed for undergraduate engineering students to actively engage in business modeling for development of a product or technology to commercialize. Business planning concepts will be presented as a cohesive transformational process for technology students and future entrepreneurs to yield a document business plan that will suitable for entry in organized business plan competitions, obtaining external financing for a technology venture and serve as a valuable internal guide. *Fall*

**Prerequisite(s):** EGMT 323.

## **EGMT 410 - Operations Research**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Introduces operation research concepts including model formulation, graphical analysis, linear programming, the simplex method, sensitivity analysis network flow models, nonlinear programming and integer programming as a means to optimize industrial processes. *Spring*

**Prerequisite(s):** MATH 220.

## **EGMT 413 - Undergraduate Research**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course is intended to guide undergraduate students from School of Engineering Technology programs through the stages of writing a proposal for their research project and subsequent portfolio report, poster, or thesis. Topics include planning, research and documentation, writing technique and editing, document design, ethics, abstracts, presentation of the proposal, internship, assistantships and interdisciplinary perspectives. *Fall*

**Prerequisite(s):** EGMT 317, MATH 220, Senior Standing.

## **EGMT 437 - Industrial Safety**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course introduces students to the fundamentals of safety in an industrial environment. Major topics include principles of safety management, plant layout and materials handling, computer-aided hazard analysis, and disaster management.

## **EGMT 443 - Statistical Process Control**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduces fundamentals of process improvement tool and SPC. Includes basic probability and fundamental statistical concepts used in industrial process control charting. Topics include data collection techniques, descriptive analysis, control charts for variables data, control charts for attributes and process capability measures. *Spring*

**Corequisite(s):** ENGR 311.

## **EGMT 463 - System Dynamics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduces system dynamics concepts including structure and behavior of dynamic systems, causal loop diagrams, stocks and flows, path dependence and positive feedback, delays, sensitivity analysis and verification and validation of models. *Fall*

**Prerequisite(s):** MATH 220.

## **EGMT 465 - Supply Chain Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of into the fundamental concepts of Supply Chain Management and the techniques used to analyze aspects of logistics systems. Topics such as production, planning and control; inventory management; facility location; system dynamics; and warehousing and distribution systems will be covered in the course. The course addresses concepts, practical tools and the use of software that are important for the effective management of the supply chain.

## **EGMT 472 - Facilities Planning**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduces facilities concepts including product design, process design, schedule design, machine requirement planning, space and activity relationships, product, process and cellular layout, material handling systems, computer aided facilities layout and single and multiple

facility location problems. *Spring*

**Prerequisite(s):** ENGR 315, EGMT 323.

## **EGMT 490 - Topics in Engineering Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Advanced formal course in diverse areas of Engineering Management. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on transcript.

**Prerequisite(s):** Consent of instructor

## **Electrical Engineering Technology**

### **ELET 110 - Circuit Analysis I**

**Lecture Hour(s):** 4

**Lab Hour(s):** 0

**Credit Hour(s):** 4

A study of the concepts of complex circuit analysis for both direct and alternating current circuits. Topics studied include network theorems, sinusoidal alternating waveforms with basic elements and phases. ELET 112L is the lab component for the course and should be taken simultaneously with ELET 110. *Spring*

**Prerequisite(s):** GNET 102.

**Corequisite(s):** ELET 112L, GNET 116.

### **ELET 112L - Electrical Measurements**

**Lecture Hour(s):** 0

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** GNET 102,

**Corequisite(s):** ELET 110.

### **ELET 201 - Solid State Electronics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** ELET 110, ELET 112L

## **ELET 202 - Semiconductor Devices and Circuits**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** ELET 201.

## **ELET 203 - Industrial Electronics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of electronics that is used in modern industrial electronics. Topics include amplifiers and active devices, solid-state device theory, diodes and rectifiers, BJT's, FET's, thyristors, operational amplifiers and practical applications for electronics.

## **ELET 205 - AC/DC Machinery**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** ELET 110, ELET 112L

## **ELET 209 - Power Systems**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** ELET 110.

## **ELET 215 - Industrial Control Systems**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s): 3**

A study of into the type of controls used in modern industrial production systems such as electrical, water, oil, gas, and manufacturing industries. Topics covered will include basics of electrical products, AC and DC motors and controls, control components, introduction to PLC's, circuit breakers, busway design, switchgear, safety switches, surge protection, and transformers and other topics relevant to industrial controls.

**ELET 216/216L - Electrical Control Systems****Lecture Hour(s): 3****Lab Hour(s): 3****Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ELET 205.**ELET 218/218L - Fundamentals of Computers****Lecture Hour(s): 3****Lab Hour(s): 3****Credit Hour(s): 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 simplest and most economical networks. Some basic networks studied are exclusive OR, half adders, full adders, shift registers, comparators, counters, arithmetic, memory units and microprocessors. *Spring*

**Prerequisite(s):** GNET 116.**ELET 290 - Topics in Electrical Engineering Technology****Lecture Hour(s): 3****Lab Hour(s): 0****Credit Hour(s): 3**

A formed 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. *Fall, Spring*

**Prerequisite(s):** Consent of instructor.**ELET 304 - Integrated Circuit Technology****Lecture Hour(s): 3****Lab Hour(s): 3****Credit Hour(s): 4**

A study of medium and large scale integrated circuits and their applications. Special circuits using LCD, SCR, UJT, TRIAC and DIAC are studied. *Spring*

**Prerequisite(s):** ELET 202.

## **ELET 305/305L - Microprocessors**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** ELET 218/218L

## **ELET 307 - Circuit Analysis II**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Develops nodal and loop analysis. Circuits are studied using these techniques to solve more problems that are difficult. 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. *Fall*

**Prerequisite(s):** ELET 110, MATH 220.

## **ELET 316 - Programmable Controllers**

**Lecture Hour(s):** 2

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** ELET 216/216L or consent of instructor.

## **ELET 401 - Advanced Circuit Analysis**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Develops nodal and loop analysis. Circuits are studied using these techniques to solve more problems that are difficult. 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.

**Prerequisite(s):** ELET 307

**Corequisite(s):** MATH 310

## **ELET 408 - Communication Electronics**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ELET 202, MATH 220.

## **ELET 490 - Topics in Electrical Engineering Technology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Consent of instructor.

## **ELET 492 - Senior Project**

**Lecture Hour(s): 0**

**Lab Hour(s): 6**

**Credit Hour(s): 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**

**Lecture Hour(s): 1**

**Lab Hour(s): 5**

**Credit Hour(s): 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. *Fall*

## **ENGR 201 - Statics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Vector mechanics course covering concepts of forces, moments, couples, and resultants; equilibrium of particles and rigid bodies in two and three dimensions; forces in trusses, frames and machines; centroids and centers of mass for lines, areas, and volumes; distributed loads, internal shear-force and bending-moment calculations for beams; dry friction and belt friction; area moments of inertia and the parallel-axis theorem. *Fall*

**Prerequisite(s):** GNET 101, GNET 116.

## **ENGR 202 - Strength of Materials**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Mechanics of materials course covering concepts of normal and shear stress and strain, deformation, factors of safety and stress s, axially-loaded members, torsionally-loaded members, shearing and bending of beams, internal shear-force and bending-moment diagrams, stresses resulting from combined loading, statically- indeterminate loading, thin-walled pressure vessels, stress transformation via equation and Mohr's circle, beam deflection, column buckling, and thin-walled pressure vessels. *Spring*

**Prerequisite(s):** ENGR 201

## **ENGR 230 - Surveying**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MATH 220, ENGR 111.

## **ENGR 302 - Dynamics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Vector mechanics course covering the kinematics of particles and rigid bodies; Newton's laws; work and energy methods; linear and angular impulse and momentum, impacts, mass moments of inertia, and rotating axes. *Fall*

**Prerequisite(s):** ENGR 201, MATH 230.

## **ENGR 311 - Engineering Statistics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Introduction to concepts and tools in probability and statistics, with applications to engineering design, systems analysis, manufacturing, and quality management problems. *Fall*

**Prerequisite(s):** GNET 116.

## **ENGR 313 - Engineering Mechanics I**

**Lecture Hour(s): 5**

**Lab Hour(s): 0**

**Credit Hour(s): 5**

Statics and dynamics of particles and rigid bodies, using vector approach and calculus methods. Forces, reactions, equilibrium, centroids, moments, structures, distributed loads, frames and machines, and friction are covered in statics. Dynamics covers kinematics and kinetics of particles and rigid bodies, work, energy, momentum. *Fall*

**Corequisite(s):** MATH 230.

## **ENGR 314 - Engineering Mechanics II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Mechanics of materials covering normal and shear stress and strain, distributed loads, second moment, torsion, beam theory, combined stresses, column theory, and pressure vessels, bolted, riveted and welded connections. *Spring*

**Prerequisite(s):** ENGR 313.

## **ENGR 315 - Engineering Economics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MATH 220.

## **ENGR 324 - Engineering Technology Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The study of technology ventures examines the global phenomenon known as "technology entrepreneurship" as a vital source of change in all facets of society that empowers individuals to seek opportunity where others see insurmountable problems. Technology entrepreneurship business leadership styles that involve identifying high-potential, technology-intensive commercial opportunities, gathering resources such as talent and capital, and managing rapid growth and significant risks using principled decision-making skills will be explored. *Spring*

**Prerequisite(s):** ENGR 315.

## **ENGR 325 - Numerical Analysis Techniques for Engineers**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is an introduction to the numerical analysis. The primary objective of the course is to develop the basic understanding of numerical algorithms and skills to implement algorithms to solve mathematical and engineering problems on the computer.

**Corequisite(s):** MATH 220

## **ENGR 413 - Undergraduate Research**

**Lecture Hour(s): 1**

**Lab Hour(s): 5**

**Credit Hour(s): 3**

Independent research with a faculty member on a topic of mutual interest. Credit is granted only to students who function as an applied research assistant with the Center for Applied Research and Technology, Inc. CART at BSC, working with a faculty member on research in the professor's area of expertise. *Fall*

**Prerequisite(s):** MATH 220 and Consent of instructor.

## **English**

### **ENGL 101 - Composition I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Practice in techniques of effective academic writing with emphasis on the writing process, including rhetorical methods, patterns of organization, and an introduction to APA formatting. Available to students achieving above or equal to the following test scores: SAT ERW score of 480 and Reading score of 23; ACT score of 18 ENGL main and score of 17 Reading; ACCUPLACER score of 250 Writing and 252 Reading. *Fall, Spring*

### **ENGL 101L - Composition I with Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 2**

**Credit Hour(s): 4**

Practice in the techniques of effective academic writing with an emphasis on the writing process, including rhetorical methods, patterns of organization, and an introduction to APA formatting. Additional lab time meant to assist students with acquiring reading, writing, and grammar skills necessary for successful completion of the course. Required of students scoring below Level 3 on the WV 11th grade ELA assessment AND below the minimum scores on any of the following: SAT ERW below 480 or Reading below 23; ACT below 18 ENGL main or below 17 on Reading; ACCUPLACER below 250 Writing or 252 Reading. *Fall, Spring*

**Corequisite(s):** BSCS 100

## ENGL 102 - Composition II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall, Spring*

**Prerequisite(s):** C or higher in ENGL 101 or ENGL 101L or CLEP score of 50 or higher or advanced placement waiving ENGL 101 or ENGL 101L or ACT English mechanics/usage subtest score of 9 or higher or COMPASS Writing Diagnostics test score of 76 or higher.

## ENGL 201 - World Literature I

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of representative works of world literature from antiquity to 1750. The course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. This course gives special attention to critical thinking and writing within a framework of cultural diversity. *Fall, Spring*

**Prerequisite(s):** A grade of C or higher in ENGL 102. HIST 101 is recommended.

## ENGL 205 - World Literature II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of representative works of world literature from 1750 to the present. The course emphasizes the study and consideration of the literary, cultural, and human significance of selected great works of the Western and non-Western literary traditions. This course gives special attention to critical thinking and writing within a framework of cultural diversity. *Fall, Spring*

**Prerequisite(s):** a grade of C or higher in ENGL 102. HIST 102 is recommended.

## ENGL 208 - Writing in the Professions

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ENGL 101 or ENGL 101L

## **ENGL 290 - Topics in English**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Formal course in diverse areas of English composition or literature. Course may be repeated for different topics.

**Prerequisite(s):** ENGL 102.

## **ENGL 291 - Creative Writing**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A creative writing course with variable topics as announced such as poetry, fiction, drama, children's literature, science fiction.

**Prerequisite(s):** Grade of C or better in ENGL 102.

## **ENGL 292 - Advanced Composition**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Intensive practice in specialized writing skills such as the popular article, The Professional Article, the Personal Essay, the Formal Essay, and the Critical Review.

**Prerequisite(s):** ENGL 102

## **ENGL 295 - Teaching English as a Foreign Language**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is designed to provide students with an accredited teaching certification in teaching English as a foreign language (TEFL), which can be used both for teaching English online and abroad. While the emphasis is on foreign language teaching methodology, other aspects of English language teaching, such as varied linguistic and cultural contexts, will also be addressed. At the end of each segment of the course, participants will be expected to be able to produce lesson plans that demonstrate understanding of TEFL principles and methods.

**Prerequisite(s):** ENGL 102, COMM 201 or COMM 208

## **ENGL 300 - Major American Authors**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

American writer's representative of significant currents in our culture from the Puritan and Colonial period to the present, emphasizing nineteenth and twentieth century figures. *Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205.

### **ENGL 301 - English Grammar**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A comprehensive course comprising the major rules of Standard American English SAE usage, sentence structure, mechanics, and conventions. Includes pedagogical approaches to teaching grammar. *Fall, Spring*

**Prerequisite(s):** ENGL 101 or ENGL 101L, ENGL 102.

### **ENGL 302 - Major British Authors**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** ENGL 201 or ENGL 205.

### **ENGL 305 - Advanced Studies in Fiction**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course will undertake an advanced study of fiction organized by a theme, genre, or medium chosen by the instructor. Multiple forms of fiction media may be considered, including prose fiction, graphic fiction, film, television, or gaming. Special emphasis will be placed on the verbal and written analysis of narrative structure and genre, as well as understanding fiction as a mode of social criticism. *Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205.

### **ENGL 307 - Regional and Ethnic Literature**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A general survey of folkloric backgrounds of Appalachian and African American literatures, tracing their respective developments from primitive to sophisticated forms. *Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## ENGL 308 - Linguistics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the terminology, phonology, morphology, and syntax of the English language, with an introduction to the concepts of transformational grammar. *Fall*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## ENGL 310 - Children's Literature

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## ENGL 320 - Adolescent Literature

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## ENGL 321 - Teaching English as a Foreign Language

**Lecture Hour(s): 3**

**Lab Hour(s): 1**

**Credit Hour(s): 4**

Course provides instructional methodologies in the teaching of teaching English as a foreign/second language (TEFL/TESOL), leading to an accredited 120-hour TEFL/TESOL Certificate for the teaching of English. Topics include lesson planning, classroom management, as well as strategies in the teaching of English grammar, phonetics, and vocabulary. This course will work to prepare the student for the different class environments and methods used to successfully teach students learning English as a foreign language.

**Prerequisite(s):** ENGL 102 or equivalent for course credit; none for certificate program

## **ENGL 322 - The Teaching of Composition**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A survey of methods of teaching composition in secondary schools, with emphasis on recent developments in the teaching of high school composition. *Spring*

**Prerequisite(s):** Grade of C or better in ENGL 308.

## **ENGL 335 - Applied Studies in Language Arts**

**Lecture Hour(s): 1**

**Lab Hour(s): 2**

**Credit Hour(s): 3**

Applied Studies in Language Arts 3 credit hours- 1 hour of class & 2 hours of directed projects, internships, and externships in the language arts to include areas of study in advertising, branding, public relations, dramatics, mass communication channels and technologies like print, radio, television and the internet with an emphasis on communication across small groups, organizations and culture. May be repeated to 6 hours.

**Prerequisite(s):** COMM 201 or COMM 208.

## **ENGL 390 - Topics in Literature**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Selected topics of worldwide literary importance or of popular interest and contemporary relevance. May be repeated for different topics, offered as announced. *Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205, or consent of instructor.

## **ENGL 392 - Advanced Composition**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Intensive practice in specialized writing skills such as the popular article, the Professional Article, the Personal Essay, the Formal Essay, and the Critical Review. *Spring*

**Prerequisite(s):** ENGL 208 or consent of instructor.

## **ENGL 409 - Advanced Research**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## **ENGL 490 - Advanced Topics in Literature**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** 6 hours from 300 level courses.

## **ENGL 495 - Special Topics in English**

**Credit Hour(s):** 1-3

Studies in major field for students who have demonstrated a capacity for responsible work.

**Prerequisite(s):** ENGL 102

## **Environmental Science**

### **ENSC 201 - Environmental Science I**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Interrelationships between human activity and the environment; provides a global perspective; emphasis on the biological principles and processes essential to understanding the environment. *Fall*

**Prerequisite(s):** Eligibility to enroll in ENGL 101.

### **ENSC 202 - Environmental Science II**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** Eligibility to enroll in ENGL 101.

## **ENSC 203L - Environmental Science I Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in ENSC 201. *Fall*

**Prerequisite(s)/Corequisite(s):** ENSC 201.

## **ENSC 204L - Environmental Science II Laboratory**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce lecture in ENSC 202. *Spring*

**Prerequisite(s)/Corequisite(s):** ENSC 202.

## **Entrepreneurship**

### **ENTR 210 - Accounting and Financial Principles for Entrepreneurs**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Presents practical accounting and financial planning tools for small business owners. Introduction of the accounting information cycle, journals, ledgers, financial statement analysis, ratio analysis, cash flow, forecasting profit and obtaining capital.

### **ENTR 312 - E-commerce for Entrepreneurs**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course introduces students to the online world of e-commerce. The class will equip students with the skills necessary to launch a successful e-commerce venture while addressing common challenges and pitfalls. Students will be required to apply skills in a hands-on environment by completing one of the following activities: 1) developing an e-commerce application for an existing business, or 2) presenting a turn-key business of their own with a functioning website, product photos/videos, sourcing plan, shipping/fulfillment plan, and advertising plan. Students will present their e-commerce application project to a panel of faculty for grading.

### **ENTR 341 - Small Business Accounting & Financial Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course examines various accounting and financial concepts that are important to successful entrepreneurial ventures. Students will

develop accounting statements and learn how to use accounting and financial information to aid in entrepreneurial decision-making. Other topics include cash flow management, ratio analysis, sources of capital, debt management, forecasting, and budgeting.

### **ENTR 350 - Marketing for Entrepreneurs**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An in-depth analysis of entrepreneurial marketing strategies for today's small business, focused on how small businesses in different industries reach their specific marketplace. Special emphasis on the use of e-commerce strategies and techniques is provided.

### **ENTR 460 - Lessons in Innovation and Entrepreneurship**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An analysis of the knowledge, skills, abilities, strategies and tools required to be successful in creating and growing an entrepreneurial venture. The case study approach will be utilized in this class and students will also interface with regional entrepreneurs.

### **ENTR 488 - Experiential Entrepreneurship**

**Lecture Hour(s): 2**

**Lab Hour(s): 1**

**Credit Hour(s): 3**

This course is about how to create interest in a new business venture. It will focus on developing the three items that are commonly used by entrepreneurs to gain support for a business idea: 1 the executive summary or summary of a business idea; 2 the feasibility plan; and 3 the elevator pitch. Students will be prepared for and required to participate in available business plan competitions.

## **Finance**

### **FINC 350 - Financial Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 advantage, time value of many concepts, capital markets, capital structure, stock and bond valuation techniques, capital budgeting, cost of capital, and dividend policies. *Spring*

**Prerequisite(s):** ACCT 202 or Permission of Instructor.

### **FINC 390 - Financial Planning & Analysis**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Application of various principles of finance to in-depth case studies. Emphasis is on business problem solving by utilizing tools of financial analysis.

**Prerequisite(s):** FINC 350 or Permission of Instructor.

**FINC 395 - Money & Banking**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Origin, development, and functions of money; banking functions and processes; the Federal Reserve System and monetary policy.

**Prerequisite(s):** FINC 350 or Permission of Instructor.

**FINC 400 - Investments**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Investment risks, security analysis, investment policymaking, both individual and institutional.

**Prerequisite(s):** FINC 350 or Permission of Instructor.

**FINC 420 - International Finance**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Includes the study of international finance markets, investments and multinational corporations with emphasis on the operations of the multinational firm, foreign exchange and trade, banking and investment, and risk.

**Prerequisite(s):** FINC 350 or Permission of Instructor.

Can be substituted for any finance in the Finance Minor Except FINC 350.

**French****FREN 101 - Elementary French I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Grammar and syntax, pronunciation, elementary written and oral composition. *Fall*

## **FREN 102 - Elementary French II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Continuation of FREN 101 with introduction of elementary collateral readings. *Spring*

**Prerequisite(s):** FREN 101.

## **General Engineering Technology**

### **GNET 101 - Technical Physics I w/Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 4**

A study of mechanics and heat. Topics discussed include vectors, concurrent and non-concurrent forces, kinematics and linear motion, work, energy, simple machines, impulse, momentum, thermal expansion, specific heat, and change of state. *Fall*

**Prerequisite(s):** ACT score in mathematics of 19 or above, or GNET 114 or COMPASS Engineering Math score of 59 or higher.

### **GNET 102 - Technical Physics II w/Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** ACT score in mathematics of 19 or above, or GNET 114

### **GNET 114 - Pre-Technical Mathematics**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

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.

Credit not applicable toward degrees.

## **GNET 115 - Technical Mathematics I**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** ACT score in mathematics of 19 or above, or GNET 114

## **GNET 115L - Tech Math I with Lab**

**Lecture Hour(s): 5**

**Lab Hour(s): 0**

**Credit Hour(s): 5**

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. Required of students in GNET Math, i.e. students of Engineering Technology who have scored 15 to 18 inclusive on ACT Mathematics, 340-450 inclusive on SAT Math, or 25-75 inclusive on the ACCUPLAXER elementary algebra test.

**Corequisite(s):** BSCS 100

## **GNET 116 - Technical Mathematics II**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

A study of exponents and radicals, complex numbers, logarithms, systems of equations, theory of equations, inequalities, determinants, matrices, variations, progressions, properties of trigonometric functions, and inverse trigonometric functions. *Spring*

**Prerequisite(s):** GNET 115 or GNET 115L

## **GNET 299 - Problems in Engineering Technology**

**Credit Hour(s): 1-3**

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. credit may be repeated to a maximum of 3 hours credit.

**Prerequisite(s):** Consent of instructor and dean.

## **GNET 490 - Topics in Engineering Technology**

**Credit Hour(s): 3**

Advanced formal course in a field in engineering technology. Specific subject matter will be announced and indicated by subtitle in

schedule and student transcript.

**Prerequisite(s):** Consent of instructor.

## **GNET 499 - Projects in Engineering Technology**

**Lecture Hour(s):** 1

**Lab Hour(s):** 5

**Credit Hour(s):** 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.

**Prerequisite(s):** Consent of instructor and dean.

## **Geography**

### **GEOG 150 - Introduction to Geography**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

### **GEOG 301 - World Physical Geography**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** GEOG 150.

## **Health**

### **HLTH 100 - Allied Health Pre-Readiness**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall, Spring*

## **HLTH 101 - Personal Health and Wellness**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

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. *Fall, Spring*

## **HLTH 201 - Safety and First Aid**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

A presentation of current concepts and techniques for prevention and care of emergencies. Included will be information on various types of accidents, and their causes and preventive measures. *Fall, Spring*

## **HLTH 203 - Medical Terminology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course teaches the basic language related to medical science and allied health professions; word analysis, construction, pronunciation, spelling, definition, and use of terms pertaining to anatomy, pathology, abbreviations, and medical procedures. This is a student-centered online computer-based classroom course. This online course is specifically designed to improve vocabulary skills, prepare for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses, provide multiple color medical pictures that will visually assist in compound medical, scientific, and English terms discussed in this course, and prepare for professional school admission tests such as the GRE, MCAT, PCAT, and DAT. It provides the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of the unique language of medicine and healthcare.

**Prerequisite(s):** None

## **HLTH 300 - Promoting Wellness through Alternative Therapies**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** PSYC 103.

## **HLTH 302 - Epidemiology and Infectious Disease.**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course covers the basic principles, history, and different uses of Epidemiology. The distribution and determinants of chronic conditions as well as infectious diseases are discussed. Epidemiologic measurements and terms are examined that pertain to the frequency of diseases, and risks associated with contracting diseases.

### **HLTH 303 - Culturally Sensitive Health Care**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course examines skills needed to provide culturally appropriate care in the increasing globalizing environment of healthcare and the changing diversity of this nation's population. Topics will assist the learner to demonstrate sensitivity and understanding of a variety of cultures to provide safe, high quality care across health care settings.

### **HLTH 304 - Holistic Health**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Holistic Health examines knowledge and skills needed to understand one's own health as well as provide health care to others with a holistic approach. Topics will assist the learner to recognize that health and illness are impacted by all components of an individual including body, mind and spirit.

### **HLTH 309 - Diversity in Health**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Formal courses in diverse areas of health education. The course explores health in its broadest sense. Students are encouraged to use critical thinking and problem-solving skills to develop their own healthy lifestyle using the most current information in the health and wellness field. *Fall*

### **HLTH 310 - Health Promotion and Protection**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Exploration and identification of factors influencing health and wellness. A personal health promotion plan will be implemented and evaluated. *Fall, Spring*

**Prerequisite(s):** Junior standing or consent of instructor.

### **HLTH 311 - Health Informatics: An Introduction**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course provides an introduction to health informatics as both a discipline and a profession. Describing information systems used in healthcare and explaining their relationship with data, patients, procedures, hardware and software. Topics include information systems and applications such as electronic health records (EHR), clinical decision support, telehealth, ePatients, and social media tools, as well as system implementation. This course provides knowledge essential for success in today's technology-filled healthcare practice.

**Prerequisite(s):** Junior/Senior in a Health Program

## **HLTH 333 - Health and Safety in Schools**

**Lecture Hour(s):** 2

**Lab Hour(s):** 0

**Credit Hour(s):** 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. Candidates present health-related lessons in an elementary school. CPR and first aid are discussed as they relate and impact the school environment. *Fall*

## **HLTH 490 - Topics in Health**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall, Spring, as needed*

## **Health Services Management**

### **HSMT 201 - Introduction to Health Services Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This survey course will touch upon 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. *Fall*

### **HSMT 301 - The U.S. Healthcare System**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course provides an 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. *Fall*

**Prerequisite(s):** HSMT 201 or Permission of Instructor.

## HSMT 302 - Healthcare Organization Management

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course focuses upon the organizational structure of all major types of healthcare companies and agencies; 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. *Fall*

**Prerequisite(s):** MGMT 210, HSMT 301 or Permission of Instructor.

## HSMT 306 - Quality Improvement and Quantitative Techniques.

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 a developing and operating a program, which integrates all of these functions in a successful total quality management program. *Spring*

**Prerequisite(s):**

## HSMT 308 - Healthcare Finance and Economics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** HSMT 301, HSMT 302; BUSN 350, or Permission of Instructor

**Corequisite(s):** HSMT 306 or Permission of Instructor.

## HSMT 402 - Long-term Care Administration

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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, regulations, and quality/service regulatory compliance. *Spring*

**Prerequisite(s):** all HSMT 300 level courses;

**Corequisite(s):** HSMT 404 or Permission of Instructor.

## HSMT 403 - Healthcare Services Management Internship

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

This course provides HSMT students with the opportunity for practical education by completing an internship at a healthcare organization within Bluefield State College's seven county service area.

**Prerequisite(s):** HSMT 301, HSMT 302, HSMT 306, HSMT 308.

## HSMT 404 - Ambulatory Care Administration

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** all HSMT 300 level courses;

**Corequisite(s):** HSMT 402 or Permission of Instructor

## HSMT 405 - Healthcare Law and Ethics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The focus of this course is 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. *Fall*

**Prerequisite(s):** HSMT 201 and all 300 level HSMT courses, BUSN 301.

**Corequisite(s):** HSMT 407, or Permission of Instructor

## HSMT 407 - Healthcare Strategy and Marketing

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MRKT 210 and all 300-level HSMT courses;

**Corequisite(s):** HSMT 405 or Permission of Instructor.

## History

### HIST 101 - World Civilization I

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 3

A study of civilization from prehistoric man to the Age of Absolutism with emphasis on the development of World culture. *Fall*

### HIST 102 - World Civilization II

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 3

A study of world civilization from the Age of Absolutism to the present with emphasis on the development of global culture. *Spring*

### HIST 105 - American History I

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 3

Study of the European background, colonial beginnings, the historical, economic, social and political growth of America prior to 1865. *Fall*

### HIST 106 - American History II

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 3

Study of the historical, political, social, economic and cultural aspects of American civilization since 1865. *Spring*

### HIST 290 - Topics in History

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 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.

**Prerequisite(s):** 3 credits in history.

### HIST 300 - African-American History I

Lecture Hour(s): 3

Lab Hour(s): 0

Credit Hour(s): 3

A study of the contributions and status of African-Americans in U.S. society from 1619 through the Civil War and Reconstruction. *Fall*

**Prerequisite(s):** HIST 105 or HIST 106.

### **HIST 301 - African-American History II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the contributions and status of African-Americans in U.S. society from the post-Reconstruction period to the present. *Spring*

**Prerequisite(s):** HIST 105 or HIST 106.

### **HIST 302 - History, Geography, and Government of West Virginia**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A survey course on the history, economy, and political life of West Virginia with a cursory consideration of its geographic background.  
*Fall*

**Prerequisite(s):** HIST 105 or HIST 106.

### **HIST 306 - Film Studies**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course will provide an introduction to critical vocabularies and techniques in the analysis of film, as well as the understanding of film as a form of social commentary and criticism. Precise themes, topics, and films to be chosen by the instructor. Cross-listed with HUMN 306 - Film Studies

**Prerequisite(s):** ENGL 102

### **HIST 308 - American Colonial History**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of the English colonies: discovery and settlements, colonial governments, the inter-colonial wars, and the Revolutionary War.

**Prerequisite(s):** HIST 105.

## **HIST 400 - Recent American History**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The United States from 1920 to the present.

**Prerequisite(s):** HIST 106.

## **HIST 401 - Diplomatic History of United States**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The diplomatic problems that have confronted the United States from the American Revolution to the present.

**Prerequisite(s):** HIST 105 or HIST 106 and HIST 308 or POSC 200.

## **HIST 490 - Topics in History**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Selected topics of historical importance or of popular interest and contemporary relevance. May be repeated for different topics, offered as announced.

**Prerequisite(s):** 6 hours from 300 or 400 level history courses and the consent of the instructor.

## **HIST 495 - Special Topics in History**

**Credit Hour(s): 1-3**

Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable.

**Prerequisite(s):** Permission of directing professor and dean.

## **HIST 497 - Research Methods in History**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A practical seminar in the techniques of historical research, the compilation and evaluation of sources and the writing of history. *Spring*

**Prerequisite(s):** 6 credits in history.

## Honors

### HONR 101 - Honors Seminar I

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The course will emphasize and develop key intellectual skills in writing, research, logical argumentation, and debate, while also introducing students to various topics of significant social, cultural, and political significance through classical and contemporary readings. Students will also learn the formalities of research writing and citation in APA style. Available to students achieving above or equal to the following test scores: SAT ERW score of 480 and Reading score of 23; ACT score of 18 ENGL main and score of 17 Reading; ACCUPLACER score of 250 Writing and 252 Reading. Fall, Spring

**Prerequisite(s):** Honors College admission.

### HONR 102 - Honors Seminar II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The course will emphasize and develop key intellectual skills in writing, research, logical argumentation, and debate, while also introducing students to various topics of significant social, cultural, and political significance through classical and contemporary readings. Course emphasis will be placed on formal academic research writing and argumentation in MLA style.

**Prerequisite(s):** HONR 101

### HONR 300 - Honors Recitation

**Lecture Hour(s): 1**

**Lab Hour(s): 0**

**Credit Hour(s): 1**

Designed to augment assignments in corequisite courses requiring Honors enhancement. Recitation hours are required for programmatic courses to receive Honors equivalency. Course may be repeated up to 6 hours.

**Prerequisite(s):** Consent of instructor and permission of the Honors College Director.

**Corequisite(s):** Course Co-requisite(s) may vary depending upon which programmatic courses are taken for Honors credit.

### HONR 400 - Independent Studies in Honors

**Lecture Hour(s): 0**

**Lab Hour(s): 0**

**Credit Hour(s): 1-3**

Individual, instructor supervised research. Course may be repeated up to 12 hours.

**Prerequisite(s):** Consent of instructor and permission of the Honors College Director.

## Humanities

### HUMN 150 - Introduction to Fine Arts

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall, Spring*

### HUMN 222 - Introduction to Philosophy

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduces the student to propositional logic and its systematic application to major philosophical areas of inquiry, including moral theory, political theory, and the philosophy of religion. Special emphasis will be placed on argumentation and critique in oral and written assignments. *Spring*

**Prerequisite(s):** ENGL 101 or ENGL 101L (C or higher).

### HUMN 223 - Introduction to Ethics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Course introduces the student to propositional logic and its application in different fields of moral philosophy, including normative ethics and value theory. The goal of the course is to introduce the student to rigorous analysis of foundational questions concerning moral concepts, arguments, and actions. Special emphasis will be placed on argumentation and critique in oral and written assignments.

**Prerequisite(s):** ENGL 101 or ENGL 101L (C or higher)

### HUMN 304 - Critical Theory

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

The student will be introduced to advanced frameworks and critical vocabularies used in the critical analysis of cultural texts, historical events, and social practices. These will include structuralism, semiotics, narratology, Marxism, feminism, and critical race theory, among others. Also, to be considered will be the assumptions and limitations of each critical framework through their comparison. Special emphasis will be placed on applied analysis of texts in written and oral communication. *Fall, Spring*

**Prerequisite(s):** ENGL 201 or ENGL 205.

## **HUMN 306 - Film Studies**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course will provide an introduction to critical vocabularies and techniques in the analysis of film, as well as the understanding of film as a form of social commentary and criticism. Precise themes, topics, and films to be chosen by the instructor. Cross-listed with HIST 306 - Film Studies

**Prerequisite(s):** ENGL 102

## **HUMN 490 - Topics in Humanities**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Selected topics in areas of humanities as needed. May be repeated for different topics; offered as announced.

**Prerequisite(s):** ENGL 201 or ENGL 205; permission of directing professor and dean.

## **HUMN 499 - Projects in Humanities**

**Credit Hour(s): 3**

Approved projects requiring student research culminating in a written report and oral presentation. may be repeated to a maximum of 6 hours. *Spring*

**Prerequisite(s):** HUMN 304, ENGL 409.

## **Imaging Science**

### **IMAG 300 - Patient Assessment, Management, and Education**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course explores advanced patient care skills as essential elements of providing high-quality patient care. This course focuses on patient education, assessment, communication, pre-procedural and post-procedural care as well as proper charting and documentation. The responsibilities of the technologist and interventions in cases of critical patient need is also explored. *Fall*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

### **IMAG 315 - Diversity and Ethics in Health Care**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Diversity and ethics are important to all health care providers who work in a global community that is increasingly diverse and complex. All health care providers must interact with individuals from a variety of backgrounds both ethically and with respect for their beliefs and values. This content builds on ethical and diverse issues that affect the imaging technologists as an individual and interactions with patients, coworkers, and the community. *Fall*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

## **IMAG 325 - Patient Information Management in Imaging Science**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course explores the importance of patient information management due to the integral role of the imaging technologist as part of the health care team. The imaging technologist is essential to the health care team in providing a thorough patient record in order to ensure quality patient care. *Fall*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

## **IMAG 400 - Health Care Law and Compliance for Allied Health Professionals**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Health care law and compliance is important because of its impact on technologists, patients, and health care facilities. This content is geared toward legal and compliance issues that affect the employee and employer directly regarding accreditation and compliance issues. In addition, this content gives guidance on quality management techniques, including reporting, that can help mitigate noncompliance. *Spring*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

## **IMAG 415 - Communications in Healthcare**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT, or permission of the instructor.

## **IMAG 430 - Imaging Research**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** Completion of A.S. in Radiologic Technology or related radiologic sciences, proof of certification in Radiography or other modality through ARRT.

## **IMAG 490 - Topics in Medical Imaging**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course will permit students to take courses in medical modalities from other institutions or special courses by Bluefield State College faculty in medical Imaging Science. *Fall and Spring as necessary*

**Prerequisite(s):** Admission to the Imaging Science program.

## **International Studies**

### **INST 490 - Topics in International Studies**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Selected topics of international significance, emanating from, or grounded in, a variety of academic disciplines. May be repeated for different topics

**Prerequisite(s):** Permission of Instructor.

### **INST 491 - Study Abroad Program**

**Lecture Hour(s): 3**

**Lab Hour(s): 2**

**Credit Hour(s): 3-5**

Study abroad in BSC faculty-led study abroad programs implemented in collaboration with BSC international partner institutions or enroll in BSC's partner organizations for study abroad such as CIEE or KEI.

### **INST 492 - Soliya Connect Program**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Soliya Connect Program (0-2-1). Place-bound BSC students engage in virtual intercultural student exchanges in real time with students in different countries. This activity is embedded within courses with an international focus such as International Relations, Comparative Politics, or Intercultural Communication. The Soliya Connect Program can be repeated for each of the above-mentioned internationally-recognized courses for additional credit. Soliya participation will be awarded 1 credit hour (INST 492) in addition to the 3 credit hours in one of the courses listed above.

## Language

### LANG 190 - Topics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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

**Prerequisite(s):** ENGL 101 or ENGL 101L

### LANG 191 - Topics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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

**Prerequisite(s):** LANG 190

### LANG 290 - Topics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 LANG191 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.

**Prerequisite(s):** LANG 191

## **LANG 291 - Topics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** LANG 290

## **Management**

### **MGMT 210 - Principles of Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

### **MGMT 326 - Human Resources**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MGMT 210 or Permission of Instructor.

### **MGMT 330 - Organizational Behavior**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** None or Permission of Instructor

## **MGMT 344 - Small Business Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** MGMT 210 or Permission of Instructor

## **MGMT 482 - Collective Bargaining and Labor Relations**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MGMT 210 and junior standing or Permission of Instructor.

## **MGMT 488 - Current Issues in Management: Topical Coverage**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** MGMT 210 and junior standing or Permission of Instructor

## **MGMT 490 - International Management**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Explores theory and practice of managing culturally diverse organizations in domestic and international context. Topics include management customs and practices in different world regions, cross-culture communication and learning, and the developing culturally and internationally sophisticated employees and managers.

**Prerequisite(s):** MGMT 210 or Permission of Instructor.

# Manufacturing Engineering Technology

## MAET 301 - Manufacturing Tool Design

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course introduces students to the design of cutting tools with an emphasis on speeds, feeds and power requirements. Major topics include design of jigs, fixture, punch and dies, gaging and inspection tool with emphasis on current industrial practices. Course materials will include a focus on TPS methods such as Poka-Yokes, 5s', and Kaizen events.

**Prerequisite(s):** MEET 202

## MAET 302 - Engineering & Quality

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course introduces students to the concepts underlying statistical quality control and to develop their ability to apply those concepts to the design and management of quality control processes in industries. Major topics include design quality, total quality management, statistical process control, ISO, reliability; R&R gauge capability studies, design of experiments, acceptance sampling and continuous improvement.

**Prerequisite(s):** MEET 312

## MAET 401 - Advanced Manufacturing Systems

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course introduces students to manufacturing systems in terms of material flow and storage, information flow, capacities, and times and durations of events. Fundamental topics include probability, inventory and queuing models, optimization, and linear and dynamic systems. Factory planning and scheduling topics include flow planning, bottleneck characterization, buffer and batch-size analysis, and dynamic behavior of production systems. Graduate students are required to complete additional assignments.

**Corequisite(s):** MAET 301

## MAET 402-402L - Industrial Robots and Automation

**Lecture Hour(s): 3**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

This course introduces students to the he basics of industrial automation systems especially flexible manufacturing. Major topics include, industrial robotics technology, sensors and sensor systems, mechanical structure, drives, precision and repeatability of an industrial robot; and economic, Engineering, and work environment-related issues with robotic automation. Collaborative robotic systems will be explored.

**Corequisite(s):** MEET 202

## Marketing

### MRKT 210 - Principles of Marketing

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

### MRKT 331 - Retailing

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MRKT 210, ACCT 201 or Permission of Instructor.

### MRKT 352 - Integrated Marketing Communication

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MRKT 210, BUSN 232 or Permission of Instructor.

### MRKT 372 - Selling/Sales Management

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** MRKT 210, BUSN 232 or Permission of Instructor.

### MRKT 381 - Consumer Behavior

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. Fundamental psychology and/or sociology courses are recommended before taking this course. *Spring*

**Prerequisite(s):** MRKT 210 or Permission of Instructor.

## **MRKT 442 - Marketing Research**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MRKT 210, BUSN 310, and Junior Standing or Permission of Instructor.

## **MRKT 450 - Marketing Management**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MRKT 210, MRKT 331, MGMT 210, MRKT 352, and junior standing or Permission of Instructor.

## **MRKT 460 - International Marketing**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Multidisciplinary approach to global and international marketing from viewpoints of business management. Examines major marketing issues affecting companies operating in a global environment. Students achieve understanding of economic, political, and cultural differences among nations as they affect marketing opportunities and operations, and develop skills to identify and evaluate global and international marketing opportunities.

**Prerequisite(s):** MRKT 210 or Permission of Instructor.

## **MRKT 490 - Topics in Marketing**

**Credit Hour(s):** 1-3

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.

**Prerequisite(s):** Consent of the instructor.

## Mathematics

### MATH 101 - General Mathematics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Study of natural numbers, integers, rational numbers, real numbers, equations, and inequalities; ratio, proportion and variation; graphs, interest; introduction to elementary statistics. Required for students in Math Track B (i.e., students of Humanities, Social Science, Education, Nursing, or Criminal Justice) scoring 19 or higher on ACT Mathematics, 510 or higher on SAT Math, or 250 or higher on the ACCUPLACER (QAS) test. *Fall, Spring*

### MATH 101L - General Mathematics with Lab

**Lecture Hour(s): 3**

**Lab Hour(s): 1**

**Credit Hour(s): 4**

Study of natural numbers, integers, rational numbers, real numbers, equations, and inequalities; ratio, proportion and variation; graphs, interest; introduction to elementary statistics. Additional lab time meant to assist students with acquiring math skills that are necessary for successful completion of the course. Required for students in Math Track B (i.e., students of Humanities, Social Science, Education, Nursing, or Criminal Justice) scoring 0-18 inclusive on ACT Mathematics, 200-500 inclusive SAT Math, or 200-249 inclusive on the ACCUPLACER (QAS) test.

**Corequisite(s):** BSCS 100

### MATH 106 - Mathematics for Early/Middle Grade Teachers

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Logical reasoning; geometry, measurements; metric system, numeration system; curriculum. No field credit for math majors or minor. *Fall & Spring*

**Prerequisite(s):** MATH 101 or MATH 101L or higher.

### MATH 109 - Algebra

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Study of real numbers, exponents, roots and radicals, polynomials, first and second-degree equations and inequalities; functions and graphs. Required of students in Math Track A, i.e., students of Radiologic Science, Applied Science, Accountancy, Business Administration, Business Information Systems, Education, or Health Services Management, who have scored 21 or higher on the ACT Mathematics, 530 or higher on the SAT Math, or 260 or higher on the ACCUPLACER (QAS). *Fall, Spring*

## **MATH 109L - Algebra with Lab**

**Lecture Hour(s): 3**

**Lab Hour(s): 1**

**Credit Hour(s): 4**

Study of real numbers, exponents, roots and radicals, polynomials, first and second-degree equations and inequalities; functions and graphs. Additional lab time meant to assist students with acquiring math skills that are necessary for successful completion of the course. Required of students in Math Track A, i.e., students of Radiologic Science, Applied Science, Accountancy, Business Administration, Business Information Systems, Education, or Health Services Management, who have scored 0 to 20 inclusive on the ACT Mathematics, 200-520 inclusive on the SAT Math, or 200-259 on the ACCUPLACER (QAS).

**Corequisite(s):** BSCS 100

## **MATH 110 - Trigonometry**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Trigonometric functions and graphs; solution of right angles, trigonometric identities; solution of oblique triangles; vectors; complex numbers; exponential and logarithmic functions. Prerequisite: ACT Mathematics Main Score of 21 or higher; or SAT Math score of 530 or higher; or ACCUPLACER (QAS) score of 260 or higher. *Spring*

## **MATH 111 - Math for Engineering & Bio Med.**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

Matrices, Vectors, Complex numbers & Math and Statistics for Bio medicine. This course is designed primarily for two groups of students. Group 1: Students who are currently enrolled in the Applied Science program and are wishing to switch over to Engineering and Computer Science program and Group 2: Students who are pursuing a Bio Med. Program in the Applied Sciences program.

**Prerequisite(s):** MATH 109 or MATH 109L & MATH 110 with a grade "C" or better

## **MATH 210 - Elementary Statistics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MATH 101 or MATH 101L or higher.

## **MATH 211 - Informal Geometry**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall/Odd*

**Prerequisite(s):** MATH 101 or MATH 101L or higher.

**MATH 220 - Calculus I**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

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. *Fall, Spring*

**Prerequisite(s):** MATH 109 or MATH 109L and MATH 110, or GNET 116, or ACT Mathematics main score of 26 or higher or SAT Math score of 600 or higher, or ACCUPLACER AA&F score of 276 or higher or COMPASS Trigonometry score of 46 or above.

**MATH 230 - Calculus II**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Differentiation of transcendental functions; parametric equation; polar coordinates; methods of integration; applications of the definite integral. Infinite Series. *Fall, Spring*

**Prerequisite(s):** MATH 220.

**MATH 240 - Calculus III**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Solid analytic geometry; partial derivatives; multiple integrals.

**Prerequisite(s):** MATH 230.

**MATH 250 - Discrete Mathematics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MATH 109 or MATH 109L and MATH 110 or GNET 116.

## **MATH 290 - Topics in Mathematics**

**Credit Hour(s):** 1-4

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.

**Prerequisite(s):** Consent of instructor.

## **MATH 301 - Probability and Statistics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MATH 109 or MATH 109L or GNET 116.

## **MATH 310 - Differential Equations**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Equations of order one; linear differential equations; nonhomogeneous equations; variation of parameters; differential operations; Laplace transformation; nonlinear equations; power series methods; applications. *Spring*

**Prerequisite(s):** MATH 230.

## **MATH 311 - Linear Algebra**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Systems of linear equations, matrices and determinants; vector spaces; linear transformations; inner and outer products; eigenvalues and canonical forms.

**Prerequisite(s):** MATH 230.

## **MATH 333 - Math Methods for K-6 Teachers**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** MATH 106.

## **MATH 350 - Modern Algebra**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Sets, relations, and functions; groups, rings, integral domains; fields; operation-preserving functions; quotient groups; quotient rings.

**Prerequisite(s):** MATH 109 or MATH 109L

## **MATH 490 - Topics in Mathematics**

**Credit Hour(s):** 1-4

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.

**Prerequisite(s):** Consent of instructor.

## **Mechanical Engineering Technology**

### **MEET 101 - Industrial Materials**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 3

A study of engineering materials used in a technical civilization. Emphasis is placed on metals, but polymers, ceramics, and composites are studied. Major topics of discussion include material properties and applications. Laboratory experiments are designed to compare the mechanical properties of various materials. *Spring Fall*

### **MEET 111 - Engineering Drafting**

**Lecture Hour(s):** 1

**Lab Hour(s):** 5

**Credit Hour(s):** 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. *Fall*

### **MEET 112 - Computer Aided Drafting**

**Lecture Hour(s):** 1

**Lab Hour(s):** 6

**Credit Hour(s): 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. *Spring*

**MEET 201 - Manufacturing Processes****Lecture Hour(s): 3****Lab Hour(s): 3****Credit Hour(s): 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. *Fall*

**Prerequisite(s):** MEET 111.**MEET 202 - Computer Aided Manufacturing****Lecture Hour(s): 3****Lab Hour(s): 3****Credit Hour(s): 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. *Spring*

**Prerequisite(s):** MEET 201.**MEET 206 - Instrumentation****Lecture Hour(s): 2****Lab Hour(s): 3****Credit Hour(s): 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. *Spring*

**Prerequisite(s):** GNET 102,**Corequisite(s):** ELET 110.**MEET 209 - Industrial Practice****Credit Hour(s): 3**

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. *Fall*

**Prerequisite(s):** Sophomore standing MEET or consent of instructor.

## **MEET 214 - Hydraulics and Fluid Power**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** GNET 101.

## **MEET 290 - Topics in Mechanical Engineering Technology**

**Credit Hour(s):** 1-3

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.

**Prerequisite(s):** Consent of instructor.

## **MEET 305 - Applied Thermodynamics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 3

**Credit Hour(s):** 3

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. *Fall*

**Prerequisite(s):** GNET 101,

**Corequisite(s):** MATH 230.

## **MEET 306 - Heat Transfer**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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 are made to the mechanical design of engines and other machines. *Spring*

**Prerequisite(s):** MEET 305, MATH 230.

## MEET 311 - Machine Elements I

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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 plain surface bearings, linear motion elements, springs, fasteners, bolted connections, welded joints, clutches, and brakes. *Fall*

**Prerequisite(s):** ENGR 202.

**Corequisite(s):** MATH 230

## MEET 312 - Machine Elements II

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A continuation of MEET 311 but introducing the design aspects of a mechanical drive. 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 belts and chain drives, keys, couplings, seals, tolerances and fits, and shafts. Students will be exposed to the process of preparing design drawings and specifications for various machine components. *Spring*

**Prerequisite(s):** MEET 311.

**Corequisite(s):** ENGR 302.

## MEET 321 - Solid Modeling & Simulation

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of intermediate and advanced techniques in solid modeling with an emphasis on assemblies and analysis using parametric modeling software. Major areas of discussion and application include sweeps and lofts, sheet metal parts, top-down assembly, finite-element analysis, thermal studies, flow simulation, motion and vibration analysis, and engineering analysis.

**Prerequisite(s):** MEET 111

**Corequisite(s):** MEET 311

## MEET 403 - Kinematics & Mechanisms

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

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 acceleration of linkages, cams, gears and other mechanisms using both S.I. and English systems of units will be completed. Design and synthesis of basic mechanisms and mechanical vibrations associated with single-, two-, and n-degree-of-freedom systems will be explored. *Fall*

**Prerequisite(s):** ENGR 302.

## **MEET 410 - Industrial Operations**

**Lecture Hour(s):** 2

**Lab Hour(s):** 3

**Credit Hour(s):** 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. *Spring*

## **MEET 421 - Senior Design I**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 1

Team oriented, open-ended, multi-disciplinary capstone experience focused on culturally and industrially relevant problems. Students will investigate, explore, design, and report on a complex engineering problem with an emphasis placed on documenting and reporting technical work, idea generation and selection, application of design and analysis tools developed in previous courses, project management, selling technical ideas and working in teams. Senior standing required. Instructor consent.

**Prerequisite(s):** MEET 312.

**Corequisite(s):** MEET 403.

## **MEET 422 - Senior Design II**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 1

Team oriented, open-ended, multi-disciplinary capstone experience focused on culturally and industrially relevant problems. Students will investigate, explore, design, and report on a complex Engineering problem with an emphasis placed on documenting and reporting technical work, idea generation and selection, application of design and analysis tools developed in previous courses, project management, selling technical ideas and working in teams. Senior standing required. Permission of Instructor.

**Prerequisite(s):** MEET 312

**Corequisite(s):** MEET 403

## **MEET 490 - Topics in Mechanical Engineering Technology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** Consent of instructor.

## Music

### MUSC 130 - Music Skills for Classroom Teachers

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

The study of music fundamentals and basic skills for classroom teachers. *Spring*

**Prerequisite(s):** Eligibility for enrollment in ENGL 101 or ENGL 101L

### MUSC 150 - Introduction to Music

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall, Spring*

### MUSC 220 - Choir

**Credit Hour(s): 2 per semester for a total of 8**

Provides experiences in the study, practice and performance of representative choral literature of the various periods.

## Natural Science

### NASC 200 - Introduction to Scientific Research

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Independent Research where students gain research experience in the laboratories of program faculty located on the Bluefield State College main campus, Course credit usually equates into 40-45 hours of research activity and 30 hours of research training per credit hour. The mentoring faculty member will submit registration of research projects as a course. Independent research courses involve hands-on bench work and laboratory techniques that are non-clinical in nature. *Fall, Spring*

**Prerequisite(s):** One semester of an Applied Science lecture and lab with a grade of "C" or higher.

Note: (1-hour credit per semester; may be repeated to a maximum of 4 credit hours. Subject matter is different each semester.)

### NASC 205 - Introduction to Forensic Science

**Lecture Hour(s): 3**

**Lab Hour(s): 2**

**Credit Hour(s): 4**

Fundamentals of forensic science. Lecture topics include crime scene investigation, fingerprinting, DNA technology, blood splatter

analysis, forensic anthropology, trace evidence, toxicology, the law and forensic science, profiling, and forensic entomology. Laboratory activities complement lecture topics to emphasize how instrumentation is used in analysis and contribute to an understanding that forensic science is a science intensive field. This Course does not fulfill general studies requirements.

**Prerequisite(s):** 4 credits in natural science.

## **NASC 290 - Topics in Natural Science**

**Credit Hour(s):** 1-4

Formal course in diverse areas of natural science. Course may be repeated for different topics.

**Prerequisite(s):** 4 credits in natural science

## **NASC 321 - Advanced Undergraduate Laboratory Research**

**Lecture Hour(s):** 0

**Lab Hour(s):** 6

**Credit Hour(s):** 1

Designed as a continuation of NASC 200 - Introduction to Scientific Research where students gain further research experience in the laboratories of program faculty located on Bluefield State College main campus. Course credit usually equates into 40-45 hours of research activities and 30 hours of research training per credit hour. Independent Laboratory Research courses involve hands-on bench work and laboratory techniques that are non-clinical in nature. *Fall, Spring*

**Prerequisite(s):** 4 credits of NASC: Intro to Scientific Research with a grade of "B" or higher.

Note: (1-hour credit per semester; may be repeated to a maximum of 4 credit hours. Subject matter is different each semester.)

## **NASC 498 - Research/Planning**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

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. *Fall*

**Prerequisite(s):** Senior Standing in Applied Science Program.

## **NASC 499 - Research/Projects**

**Lecture Hour(s):** 1

**Lab Hour(s):** 2

**Credit Hour(s):** 3

Approved projects requiring independent laboratory work culminating in professional written, oral, and poster presentations. *Spring*

**Prerequisite(s):** NASC 498.

## Nursing

### NURS 130L - Fundamentals of Nursing

**Lecture Hour(s): 4**

**Lab Hour(s): 6**

**Credit Hour(s): 6**

This course focuses on acquisition of basic skills, attitudes and knowledge of nursing care applicable to meeting the patient centered needs. Included in this course is the introduction of the student to the fundamental core skills basic to safe and caring therapeutic interventions based on evidenced based practice. This course involves didactic and psychomotor skills acquisitions in the classroom and clinical settings. *Fall*

**Corequisite(s):** First semester nursing courses, MATH 101 or MATH 101L or higher, BIOL 210, BIOL 211L.

### NURS 131L - Health Promotion & Maintenance across the Lifespan

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

The course provides essential information that provides knowledge of growth and development concepts, prevention and early detection of health needs, and strategies to obtain optimal health. The course also focuses on high-risk behaviors and lifestyle choices that can affect the client's health care status. The cultural diversity of clients is embraced and appreciated across the lifespan and all settings. *Fall*

**Corequisite(s):** First semester nursing courses, MATH 101 or MATH 101L or higher, BIOL 210, BIOL 211L.

### NURS 132L - Patient Centered Care One

**Lecture Hour(s): 4**

**Lab Hour(s): 6**

**Credit Hour(s): 6**

The course focuses on the common health needs associated with musculoskeletal, neurological, sensory, gastrointestinal, perioperative, alterations of fluid and electrolytes, hematological, and hypertensive patients. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential in all patient populations. This course involves didactic and psychomotor skills acquisitions in the classroom and clinical settings. *Spring*

**Prerequisite(s):** First semester nursing courses, MATH 101 or MATH 101L or higher, BIOL 210, BIOL 211L.

**Corequisite(s):** Second semester nursing courses, BIOL 212, BIOL 213L, PSYC 103.

### NURS 133L - Patient Centered Care of Women's Reproductive Health and Newborns

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

This course focuses on nursing care of the female patient with functional and dysfunctional reproductive needs. Health promotion of the client during the antepartum, intrapartum and postpartum stages of pregnancy are emphasized. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential in the. The care of the neonate and alterations in physiological integrity are also addressed. This course involves didactic and psychomotor skills acquisitions in the

classroom and clinical settings. *Spring*

**Prerequisite(s):** First semester nursing courses, MATH 101 or MATH 101L or higher, BIOL 210, BIOL 211L

**Corequisite(s):** Second semester nursing courses, BIOL 212, BIOL 213L, PSYC 103.

## **NURS 135L - LPN to RN Transition**

**Lecture Hour(s): 4**

**Lab Hour(s): 6**

**Credit Hour(s): 6**

This ten-week summer course facilitates the role transition of the practical nurse to the professional registered nurse. This course focuses on review of basic skills, attitudes and knowledge of nursing care applicable to meeting the patient centered needs. Included in this course is the introduction of the student to the fundamental core skills basic to safe and caring therapeutic interventions based on evidenced based practice. In addition, the course provides essential information that provides knowledge of growth and development concepts, prevention and early detection of health needs, and strategies to obtain optimal health. The course also focuses on high-risk behaviors and lifestyle choices that can affect the client's health care status. The cultural diversity of clients is embraced and appreciated across the lifespan and all settings. Common health needs associated with musculoskeletal, neurological, sensory, gastrointestinal, perioperative, alterations of fluid and electrolytes, hematological and hypertensive patients are addressed. There is also a focus on nursing care of the female patient with functional and dysfunctional reproductive needs. Health promotion of the client during the antepartum, intrapartum and postpartum stages of pregnancy. The care of the neonate and alterations in physiological integrity are also addressed. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential in all patient populations. This course involves didactic and psychomotor skills acquisitions in the classroom and clinical settings. A competency skills demonstration of dosage calculations and laboratory procedures is required. Upon successful completion of Nursing 135L with a "C" or better, the student will be awarded ten additional hours of block nursing credit. Successful completion allows the students to progress into the third semester of the Associate Degree Nursing Program. *Summer*

**Prerequisite(s):** MATH 101 or MATH 101L or higher, PSYC 103, ENGL 101 or ENGL 101L, BIOL 210, BIOL 211L, BIOL 212, BIOL 213L.

## **NURS 140 - Remediation Strategies for Nursing**

**Lecture Hour(s): 1**

**Lab Hour(s): 0**

**Credit Hour(s): 1**

This course is designed for the AS Nursing student readmitted into nursing program after failure of a nursing course. It is designed to assist the student in time management, study skills, and remediation strategies to be successful in the AS Nursing program with a goal of completion of the program.

**Prerequisite(s):** All General Study and AS Nursing Courses prior to readmission.

**Corequisite(s):** All General Study and AS Nursing Courses of the semester they are readmitted to.

## **NURS 230L - Patient Centered Care Two**

**Lecture Hour(s): 4**

**Lab Hour(s): 12**

**Credit Hour(s): 8**

The course focuses on the common health needs associated with respiratory, communicable disease, genitourinary, vascular, men's reproductive health, renal disorders, seizures, and diabetes. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential in all patient populations. This course involves didactic and

psychomotor skills acquisitions in the classroom and clinical settings. *Fall*

**Prerequisite(s):** All 100 level nursing courses, BIOL 210, BIOL 211L, BIOL 212, BIOL 213L, MATH 101 or MATH 101L or higher, PSYC 103.

**Corequisite(s):** Third semester nursing courses, BIOL 107, ENGL 101 or ENGL 101L

### **NURS 231L - Patient Centered Care of Mental Health Clients**

**Lecture Hour(s): 2**

**Lab Hour(s): 3**

**Credit Hour(s): 3**

This course focuses on nursing care of the patient with alterations in psychological integrity. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential. This course involves didactic and psychomotor skills acquisitions in the classroom and clinical settings. *Fall*

**Prerequisite(s):** All 100 level nursing courses, BIOL 210, BIOL 211L, BIOL 212, BIOL 213L, MATH 101 or MATH 101L or higher, PSYC 103.

**Corequisite(s):** Third semester nursing courses, BIOL 107, ENGL 101 or ENGL 101L

### **NURS 232L - Patient Centered Care Three**

**Lecture Hour(s): 4**

**Lab Hour(s): 12**

**Credit Hour(s): 8**

The course focuses on the common health needs associated with endocrine, hepatic, immunologic, oncological, burns, cardiovascular, neurological, and multi system emergencies. Nutrition, pharmacology, diagnostic, communication, and therapeutic interventions are integrated throughout the course to reduce risk potential in all patient populations. This course involves didactic and psychomotor skills acquisitions in the classroom and clinical settings.

**Prerequisite(s):** All 100 level nursing courses. Third semester nursing courses BIOL 107 BIOL 210 BIOL 211L BIOL 212 BIOL 213L. MATH 101 or MATH 101L or higher, PSYC 103, ENGL 101 or ENGL 101L

**Corequisite(s):** Fourth semester nursing courses, ENGL 102, and one of the following COSC 102, BUSN 130 or MATH 210

### **NURS 233 - Nursing Management in the Evolving Health Care System**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

The course focuses on collaboration of interdisciplinary teams, informatics, ethical and legal practice, and establishing priorities, proper delegation, disaster preparation and quality improvement in varied health care settings. *Spring*

**Prerequisite(s):** All 100 level nursing courses, Third semester nursing courses BIOL 107, BIOL 210, BIOL 211L, BIOL 212, BIOL 213L. MATH 101 or MATH 101L or higher, PSYC 103, ENGL 101 or ENGL 101L

**Corequisite(s):** Fourth semester nursing courses, ENGL 102, and one of the following COSC 102, BUSN 130 or MATH 210.

### **NURS 234L - Synthesis of Nursing Concepts**

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 1**

This course has two focuses. 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.  
*Spring*

**Prerequisite(s):** All 100 level nursing courses. Third semester nursing courses BIOL 107, BIOL 210, BIOL 211L BIOL 212, BIOL 213L. MATH 101 or MATH 101L or higher, PSYC 103, ENGL 101 or ENGL 101L

**Corequisite(s):** Fourth semester nursing courses, ENGL 102, and one of the following COSC 102, BUSN 130 or MATH 210.

**NURS 300 - Concepts of Professional Nursing**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Is an introduction to the basic concepts, principles, theories and issues essential to professional nursing practice. This course is 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. The philosophical and theoretical foundations of nursing will be studied and applied to a personal philosophy of nursing. Alternative methods of facilitating harmony and health will be examined as the student incorporates caring into dealing with a diverse population. There will be an emphasis on effective oral and written communication.

**Prerequisite(s):** Admission to Program

**Corequisite(s):** NURS 301, NURS 303.

**NURS 301 - Advanced Health Assessment for Registered Nurses.**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. (Open enrollment course available to RNs and to qualified (GPA 3.0) current second year Bluefield State College A.S. nursing students. These students are exempt from co-requisite requirements.)

**Corequisite(s):** NURS 300, NURS 303.

**NURS 302 - Community Nursing**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Focuses on concepts, principles, and theories of professional nursing practice associated with caring for families and communities. Emphasis is placed on analysis of cultural, social, and economic factors, which influence family and community health. Course content includes historical and current perspectives of public health nursing, methods of family and community assessment, epidemiology, global health, and populations at risk.

**Prerequisite(s):** NURS 300, NURS 301, NURS 303.

**Corequisite(s):** NURS 306.

## **NURS 303 - Complex Health Problems**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 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. (Open enrollment course available to RNs. These students are exempt from co-requisite requirements.)

**Corequisite(s):** NURS 300, NURS 301.

## **NURS 306 - Ethics and Issues in Professional Nursing**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course 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. (Open enrollment course available to RNs. These students are exempt from pre and co-requisite requirements.)

**Prerequisite(s):** NURS 300, NURS 301, NURS 303.

**Corequisite(s):** NURS 302.

## **NURS 402 - Nursing Management and Leadership**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Senior Standing.

**Corequisite(s):** NURS 412. or Admission to the Three-Semester Track.

## **NURS 403 - Gerontological Health Care Issues**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course offers the professional nursing student the knowledge and skills necessary to provide high quality care to older adults. Course content includes assessment tools and nursing strategies necessary to evaluate and care for healthy older adults, as well as those who experience acute and chronic co-morbid physical and mental conditions.

**Prerequisite(s):** Senior Standing.

**Corequisite(s):** NURS 405.

## **NURS 405 - Nursing Research**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Introduces 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.

**Prerequisite(s):** MATH 210, Senior standing.

**Corequisite(s):** NURS 403.

## **NURS 412 - Senior Practicum**

**Lecture Hour(s): 1**

**Lab Hour(s): 12**

**Credit Hour(s): 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.

**Prerequisite(s):** Senior Standing.

**Corequisite(s):** NURS 402

## **NURS 414 - Foundations and Principles of School Health Nursing**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is offered online and 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. Course concepts include case management; collaboration; chronic illness and family impact; assessment; growth and developmental theories; legal aspects, including delegation and the Nurse Practice Act. *SPRING SEMESTER ONLY*

**Prerequisite(s):** Senior standing or RN with BSN degree.

**Corequisite(s):** NURS 416.

## **NURS 416 - School Nursing Practicum**

**Lecture Hour(s): 0**

**Lab Hour(s): 6**

**Credit Hour(s): 3**

This practicum 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 school health needs assessments, screening and counseling, examining community resources, and reviewing and developing plans for school age youth. *SPRING SEMESTER ONLY*

**Prerequisite(s):** Senior standing or RN with BSN degree.

**Corequisite(s):** NURS 414.

## **NURS 490 - Topics in Nursing**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Formal courses in diverse areas of nursing education. Course may be repeated for different topics. Specific topics will be announced and indicated by subtitle on the student transcript. *Fall, Spring, as offered*

**Prerequisite(s):** Enrolled AD and BSN nursing students or current registered nurses.

## **NURS 495 - Projects in Nursing**

**Credit Hour(s):** 1-3

Independent study on a special problem or project relating to Nursing under the supervision of an instructor. may be repeated to a maximum of 3 hours credit. *Fall, Spring, as offered*

**Prerequisite(s):** Consent of instructor and Director of BSN program.

## **Organizational Leadership**

### **LEAD 301 - Introduction to Leadership**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course is meant to appeal to adult students who aim to increase their skills and prepare for leadership positions in the community- whether this is in the workforce small businesses, corporations, non- profit organizations, or any civic involvement in their community. The course encourages students to think seriously about leadership and facilitates practical application of leadership principles.

**Prerequisite(s):** ENGL 102 or COMM 201 or COMM 208.

### **LEAD 303 - Philosophy of Organizational Leadership**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course focuses on philosophical approaches to leadership within organizations. Topics include visionary leadership, service, courage, and illusion-free leadership. Students will identify leadership challenges as well as strategies for successful leadership.

**Prerequisite(s):** ENGL 102 or COMM 201 or COMM 208.

## **LEAD 400 - Theories of Leadership**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course is devoted to the examination and study of organizational leadership theory. Course content will include paradigms of leadership theory and the practical application of theoretical constructs to the realm of organizational management. The knowledge base draws from many areas of scholarly research on leadership theory with applicability in a variety of organizational settings. Students develop a broad understanding of organizational constructs and the generic leadership paradigms. Included will be the application of theories of decision-making, communication, leadership qualities, organizational climate, power, conflict, change processes, morale, and motivation.

**Prerequisite(s):** ENGL 102 or COMM 201 or COMM 208.

## **LEAD 450 - Ethical Leadership**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course examines the unique ethical challenges faced by leaders with an emphasis on building ethical competency through self-assessment, challenge, and feedback. Topics include virtue ethics, evil, forgiveness, moral theories, transformational leadership, ethical group problem solving, organizational integrity, and managing ethical diversity.

**Prerequisite(s):** ENGL 102 or COMM 201 or COMM 208.

## **LEAD 460 - Self-Leadership and Personal Growth**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course conveys self-leadership in the context of a personal journey. The course will be delivered in five modules using a basic text, self-assessments, internet sources, and film and literature cases. This course requires intensive writing to complete the assignments. The readings, assignments, and activities focus on self-exploration and engenders meaningful introspection into personal values, motivation, and ethics.

**Prerequisite(s):** ENGL 102 or COMM 201 or COMM 208.

## **Physical Education**

### **PHED 104 - Aerobics**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 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.

## **PHED 106 - Tennis and Racquetball**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 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.

## **PHED 108 - Swimming Mechanics and Water Safety**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 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.

## **PHED 109 - Walking for Fitness**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, nutrition, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

## **PHED 210 - Fitness for Life**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

## **PHED 212 - Fundamentals of Officiating**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A theory and practical work class designed to enable the student to be a competent official in recreational activities.

## **PHED 215 - Aquatics**

**Lecture Hour(s): 1**

**Lab Hour(s): 1**

**Credit Hour(s): 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.

**Prerequisite(s):** Basic swimming competency sufficient to pass a departmental pre- assessment.

### **PHED 261 - Strength Training I.**

**Lecture Hour(s):** 1

**Lab Hour(s):** 2

**Credit Hour(s):** 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.

### **PHED 333 - Physical Education in K-6 Grades**

**Lecture Hour(s):** 2

**Lab Hour(s):** 2

**Credit Hour(s):** 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. *Fall*

## **Physical Science**

### **PHSC 101 - Physical Science Survey I**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s)/Corequisite(s):** MATH 101 or MATH 101L or equivalent.

### **PHSC 102 - Physical Science Survey II**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Introductory course for non-science majors containing elementary modern physics; basic principles of chemistry, meteorology, and earth science. *Spring*

**Prerequisite(s)/Corequisite(s):** MATH 101 or MATH 101L or equivalent.

## PHSC 103L - Laboratory for Physical Science Survey I

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce PHSC 101 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. *Fall*

**Prerequisite(s)/Corequisite(s):** PHSC 101.

## PHSC 104L - Laboratory for Physical Science Survey II

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 1**

Laboratory sessions designed to reinforce PHSC 102 lecture. Sessions consist of observing, reporting, and interpreting physical phenomena. *Spring*

**Prerequisite(s)/Corequisite(s):** PHSC 102.

## Physics

### PHYS 201 - General Physics I algebra-based

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An algebra-trigonometry based study of mechanics, properties of materials, thermal energy, and wave motion *Fall*

**Prerequisite(s):** MATH 109 or MATH 109L, MATH 110.

### PHYS 202 - General Physics II algebra-based

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An algebra-trigonometry based study electricity, magnetism, electromagnetic radiation, and optics. *Spring*

**Prerequisite(s):** PHYS 201

### PHYS 203L - General Physics I Lab

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 1**

Sessions consist of observing reporting, and interpreting physical phenomena. *Fall*

**Prerequisite(s)/Corequisite(s):** PHYS 201

## **PHYS 204L - General Physics II Lab**

**Lecture Hour(s):** 0

**Lab Hour(s):** 3

**Credit Hour(s):** 1

Sessions consist of observing, reporting, and interpreting physical phenomena. *Spring*

**Prerequisite(s)/Corequisite(s):** PHYS 202

## **Political Science**

### **POSC 200 - American National Government**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and selected policy outcomes *Fall, Spring*

### **POSC 210 - Introduction to Politics**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Answers perennial questions such as: "What is politics?", "Why is politics important?", "What has politics got to do with me?", "Can I live my life without focusing on politics?", "Does it matter how we structure our governmental processes?", and "Do values matter in structuring a political system?" Presenting a broad overview of the academic analysis of politics. This course focuses on explaining key political concepts utilized in political science and political theory while applying these concepts to various political processes, institutions, ideologies, political change, etc. in order to both expose students to the world of politics while helping students, utilizing the comparative method, to clarify their own articulation of political beliefs, attitudes, and dispositions. *Fall*

### **POSC 218 - State and Local Government**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

### **POSC 290 - Topics in Political Science**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s): 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.

**Prerequisite(s)/Corequisite(s):** 3 credits in political science.

**POSC 300 - Political Thought**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A survey of ancient, medieval, modern, and post-modern political thought. Special attention given to contemporary political ideologies, including fundamentalism, feminism, environmentalism, communitarianism, and multiculturalism. *Fall*

**Prerequisite(s)/Corequisite(s):** POSC 200 or POSC 210

**POSC 312 - Comparative Politics**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

This course focuses on both the substantive study of countries' political systems as well as the method of identifying and explaining similarities and differences between those countries using internationally applicable concepts central to the discipline of political science. Students in POSC 312 will also enroll in INST 492 Soliya Connect Program for one extra hour of credit. *Fall, Spring*

**Prerequisite(s)/Corequisite(s):** POSC 200 or POSC 210 and INST 492

**POSC 325 - Judicial Process in America**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s)/Corequisite(s):** POSC 200 or POSC 210.

**POSC 350 - Public Administration**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s)/Corequisite(s):** POSC 200 or POSC 210.

### **POSC 401 - American Constitutional Law**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of basic principles of American constitutional government with emphasis on leading Supreme Court cases. *Spring*

**Prerequisite(s):** POSC 200 or POSC 210.

### **POSC 404 - American Political Parties and Pressure Groups**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Study of American politics with emphasis upon the role, organization, functions and processes of political parties and pressure groups.

**Prerequisite(s):** POSC 200 or POSC 210.

### **POSC 405 - International Relations**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Study of major concepts and approaches in world politics and analysis of process, institutions, problems of war and peace, and contemporary trends. Students in POSC 405 will also enroll in INST 492 Soliya Connect Program for one extra hour of credit. *Spring*

**Prerequisite(s)/Corequisite(s):** POSC 200 or POSC 210 and INST 492

### **POSC 490 - Topics in Political Science**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Selected topics concerning political issues of historical importance, popular interest, or contemporary relevance. May be repeated for different topics, offered as announced.

**Prerequisite(s):** POSC 200 or POSC 210 and consent of the Instructor.

### **POSC 495 - Special Topics in Political Science**

**Credit Hour(s):** 1-3

Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable.

**Prerequisite(s):** POSC 200 or POSC 210, permission of directing professor and dean.

## **POSC 498 - Political Science Internship**

**Credit Hour(s):** 1-6

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.

**Prerequisite(s):** POSC 200 or POSC 210, POSC 218, and consent of instructor.

## **Psychology**

### **PSYC 103 - General Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall, Spring*

### **PSYC 210 - Life Span Human Development**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

The life span covering the prenatal, early childhood, adolescent and adult stages. *Fall, Spring*

**Prerequisite(s):** PSYC 103.

### **PSYC 290 - Topics in Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Formal course in diverse areas of psychology. Course may be repeated for different topics.

**Prerequisite(s):** Consent of instructor. PSYC 103.

### **PSYC 300 - Introduction to Counseling**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Introduction to the broad spectrum of counseling as well as its history, theories, procedures, professional issues, ethical standards, accreditation, licensure and major specialties. *Fall and Spring*

**Prerequisite(s):** PSYC 103 and PSYC 210.

## **PSYC 312 - The Psychology of Gender and Communication**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Explores the bio-psychological 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. *Spring*

**Prerequisite(s):** PSYC 103 and PSYC 210.

## **PSYC 328 - Social Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. Cross-listed with SOCI 328 Spring, *Even*

**Prerequisite(s):** PSYC 103 or PSYC 210.

## **PSYC 329 - History of Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

A study of the evolution of psychology as an academic science from its roots in physiology and philosophy to status. This study is focused through the lives of major contributors, their theories, and their influence on psychology. *Fall*

**Prerequisite(s):** PSYC 103 and PSYC 210.

## **PSYC 350 - Health Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

The application of psychological theories to understanding physical and mental illnesses, health promotion and the prevention and treatment of illness. Introduces the key concepts and methodologies important to health psychology, and the skills to think analytically and critically about health issues. *Spring*

**Prerequisite(s):** PSYC 103 and PSYC 210.

## **PSYC 385 - Introduction to Biological Psychology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring, Odd*

**Prerequisite(s):** PSYC 103, PSYC 210 and either BIOL 102 or BIOL 210.

## **PSYC 401 - Theories of Personality**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** PSYC 103, PSYC 210 and 3 additional hours of psychology credits.

## **PSYC 402 - Abnormal Psychology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** PSYC 103, PSYC 210 and 3 additional hours of psychology credits.

## **PSYC 403 - Cognitive Psychology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** PSYC 103, PSYC 210 and 3 additional hours of psychology credits.

## PSYC 450 - Psychological Tests

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Designed to introduce the principles that underlie the development, use and interpretation of psychological assessment tools. Topics include test construction, scaling, norming, assessment interpretation issues and psychological assessment applications in industrial, vocational, clinical and research settings. Additionally, psychological assessment will be discussed in terms of social, legal, and ethical concerns. *Spring*

**Prerequisite(s):** PSYC 103, MATH 210 or MATH 301 OR BUSN 310 and 6 additional hours of psychology.

## PSYC 460 - Psychology and the Law

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring, Odd-years*

**Prerequisite(s):** PSYC 103, PSYC 210, and 3 additional PSYC credits or CRMJ 151.

## PSYC 480 - Research Design and Proposal

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** PSYC 103, PSYC 403, MATH 210, or MATH 301, or BUSN 301, and permission of the instructor.

## PSYC 490 - Topics in Psychology

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Advanced formal course in diverse areas of psychology. Course may be repeated for different topics.

**Prerequisite(s):** Consent of instructor and 6 hours of upper-level psychology courses.

## PSYC 495 - Special Topics in Psychology

**Credit Hour(s): 1-3**

Independent research for students who have demonstrated a capacity for responsible work.

**Prerequisite(s):** 9 hours of psychology courses plus permission of instructor and dean.

## PSYC 498 - Psychology Internship

**Lecture Hour(s): 1**

**Lab Hour(s): 7**

**Credit Hour(s): 8**

Supervised internship in a mental health agency. Course may be repeated to a maximum of six semester hours.

**Prerequisite(s):** Junior or Senior Standing, PSYC 300, PSYC 402, and consent of instructor.

## Radiologic Technology

### RADT 109 - Introduction to Radiology & Patient Care

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Summer*

**Prerequisite(s):** Admission to Program

**Corequisite(s):** RADT 109L, RADT 112, RADT 113.

### RADT 109L - Introduction to Radiology & Patient Care Lab

**Lecture Hour(s): 0**

**Lab Hour(s): 3**

**Credit Hour(s): 0**

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 as well as an introduction to the energized laboratory. *Summer*

**Prerequisite(s):** Admission to the program.

**Corequisite(s):** RADT 109, RADT 112, RADT 113.

## **RADT 112 - Introduction to Clinical Radiography**

**Lecture Hour(s): 0**

**Lab Hour(s): 16**

**Credit Hour(s): 1**

The student is introduced to the clinical phase of the practice of radiologic technology. All experiences occur at the clinical education setting providing the student with experience in imaging and ancillary areas. *Summer*

**Prerequisite(s):** Admission to Program, RADT 109, RADT 109L, RADT 113.

## **RADT 113 - Medical Terminology for Imaging Professionals**

**Lecture Hour(s): 0**

**Lab Hour(s): 1**

**Credit Hour(s): 0**

This course is designed to establish a knowledge of medical terminology applicable to the field of Radiology. The course will provide the ability to translate and analyze physician orders, requests and diagnostic reports in medical imaging. A focus on the word-building process incorporating prefixes and suffixes, along with many other components of medical terminology, will also be included. *Summer*

**Prerequisite(s):** Admission to the Program, RADT 109, RADT 109L, RADT 112.

## **RADT 115 - Radiographic Procedures I**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the extremities and trunk with consideration to typical and atypical patients and/or conditions. Consideration is given to the performance of optimal diagnostic images while applying radiation safety measures and the evaluation of such images. *Fall*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113.

**Corequisite(s):** RADT 116L, RADT 117, RADT 118.

**Prerequisite(s)/Corequisite(s):** BIOL 210 and BIOL 211L.

## **RADT 116L - Radiographic Procedures I Lab**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 0**

Laboratory practice designed to reinforce lecture in RADT 115. Emphasis is on imaging procedures of the extremities, shoulder girdle, thorax, abdomen, and pelvic girdle procedures. This course takes place in a radiographic imaging lab or in simulating in a hospital/clinical environment. *Fall*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113.

**Corequisite(s):** RADT 115, RADT 117, RADT 118.

**Prerequisite(s)/Corequisite(s):** RADT 115, RADT 117, RADT 118. BIOL 210, BIOL 211L.

## **RADT 117 - Clinical Radiography I**

**Lecture Hour(s): 0**

**Lab Hour(s): 16**

**Credit Hour(s): 2**

Introduction to the actual performance of patient care and to the role of a radiologic technologist. All experiences occur at the clinical education setting. *Fall*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113.

**Corequisite(s):** RADT 115, RADT 116L, RADT 118.

## **RADT 118 - Imaging Equipment and Acquisition I**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course is designed to explain the formation of the latent image for 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. In addition to image production processes, the conditions necessary for x-ray production and properties of x-radiation will be explained. *Fall*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113.

**Corequisite(s):** RADT 115, RADT 116L, RADT 117.

**Prerequisite(s)/Corequisite(s):** MATH 109 or MATH 109L or MATH 101 or MATH 101L

## **RADT 119 - Radiographic Procedures II**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the spine, cranium, Fluoroscopic and Trauma procedures including basic CT correlation. Consideration is given to the performance and evaluation of optimal diagnostic images and with applying radiation safety measures for the typical and atypical patient. *Spring*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113, RADT 115, RADT 116L, RADT 117, RADT 118, "C" or better in BIOL 210 and BIOL 211L.

**Corequisite(s):** RADT 120, RADT 121L RADT 122L RADT 127.

**Prerequisite(s)/Corequisite(s):** BIOL 212 and BIOL 213L.

## **RADT 120 - Imaging Equipment and Acquisition II**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

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 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. *Spring*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113, RADT 115, RADT 116L, RADT 117, RADT 118, "C" or better in MATH 101 or MATH 101L or MATH 109 or MATH 109L

**Corequisite(s):** RADT 119, RADT 121L RADT 122L RADT 127.

## **RADT 121L - Radiographic Procedures II Lab**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 0**

Laboratory practice designed to reinforce lecture in RADT 119. Emphasis is on imaging procedures of the spine, cranium, fluoroscopic and trauma procedures. This course takes place in a radiographic imaging lab in or simulating a hospital/ clinical environment. *Spring*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113, RADT 115, RADT 116L, RADT 117, RADT 118, "C" or better in BIOL 210 and BIOL 211L,

**Corequisite(s):** RADT 119, RADT 120, RADT 122L, RADT 127.

**Prerequisite(s)/Corequisite(s):** BIOL 212 and BIOL 213L.

## **RADT 122L - Imaging and Equipment Acquisition II Lab**

**Lecture Hour(s): 0**

**Lab Hour(s): 2**

**Credit Hour(s): 0**

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 radiographic imaging lab in or simulating a hospital/clinical environment. *Spring*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113, RADT 115, RADT 116L, RADT 117, RADT 118, "C" or better in MATH 101 or MATH 101L or MATH 109 or MATH 109L

**Corequisite(s):** RADT 119, RADT 120, RADT 121L, RADT 127.

## **RADT 127 - Clinical Radiography II**

**Lecture Hour(s): 0**

**Lab Hour(s): 16**

**Credit Hour(s): 2**

A continuation of the performance of procedures in RADT 117 as well as procedures discussed in RADT 119, under direct/indirect supervision. All experiences occur at the clinical education setting. *Spring*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113, RADT 115, RADT 116L, RADT 117, RADT 118.

**Corequisite(s):** RADT 119, RADT 120, RADT 121L, RADT 122L

## **RADT 201 - Ethics and law in the Radiologic Sciences**

**Lecture Hour(s): 1**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Summer*

**Prerequisite(s):** All 100 level RADT courses

**Corequisite(s):** RADT 212, RADT 216.

## **RADT 211 - Radiographic Procedures III**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** All 100 level RADT courses, RADT 201, RADT 212, RADT 216

**Corequisite(s):** RADT 220, RADT 225, RADT 226.

## **RADT 212 - Radiographic Pathology and Image Analysis**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course is designed to introduce theories of disease causation and pathophysiological disorders that comprise health systems. Additionally, the content provides a basis for analyzing radiographic images. It includes etiology, pathophysiological responses, clinical manifestations, radiographic appearance, and 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. *Summer*

**Prerequisite(s):** All 100 Level RADT courses.

**Corequisite(s):** RADT 201, RADT 216.

## **RADT 216 - Clinical Radiography III**

**Lecture Hour(s): 0**

**Lab Hour(s): 24**

**Credit Hour(s): 1**

The student participates in fluoroscopic and radiographic procedures illustrating internal organ systems. All experiences occur at the clinical education setting. *Summer*

**Prerequisite(s):** All 100 level RADT courses.

**Corequisite(s):** RADT 201, RADT 212.

## **RADT 218 - Integration of Radiographic Principles**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Correlation and integration of radiographic principles, procedures, exposure, physics, anatomy, and protection. *Spring*

**Prerequisite(s):** All 100 level RADT Courses, RADT 201, RADT 211, RADT 212, RADT 216, RADT 220, RADT 225, RADT 226.

**Corequisite(s):** RADT 227.

### **RADT 220 - Imaging Equipment and Acquisition III**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 2**

This course is designed to establish a knowledge base in circuitry and electronics of imaging equipment. The nature and interactions of radiation will be discussed. Specialized imaging equipment, including the image intensifier, will be reviewed. Further discussion of the digital system and equipment specifications will be included. *Fall*

**Prerequisite(s):** All 100 level RADT courses, RADT 201, RADT 212, RADT 216.

**Corequisite(s):** RADT 211, RADT 225, RADT 226.

### **RADT 225 - Radiobiology and Protection**

**Lecture Hour(s): 2**

**Lab Hour(s): 0**

**Credit Hour(s): 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 completely as presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. *Fall*

**Prerequisite(s):** All 100 level RADT courses, RADT 201, RADT 212, RADT 216.

**Corequisite(s):** RADT 211, RADT 220, RADT 226.

### **RADT 226 - Clinical Radiography IV**

**Lecture Hour(s): 0**

**Lab Hour(s): 16**

**Credit Hour(s): 2**

Students perform in specialty areas as well as general areas. They become a true part of the health care team. All experiences occur at the clinical education setting. *Fall*

**Prerequisite(s):** All 100 level RADT courses, RADT 201, RADT 212, RADT 216.

**Corequisite(s):** RADT 211, RADT 220 and RADT 225

### **RADT 227 - Clinical Internship**

**Lecture Hour(s): 0**

**Lab Hour(s): 24**

**Credit Hour(s): 3**

Students perform in specialty areas as well as general areas. They become a true part of the health care team. All experiences occur at the clinical education setting. *Spring*

**Prerequisite(s):** All 100 level RADT courses, RADT 201, RADT 211, RADT 212, RADT 216, RADT 220, RADT 225, RADT 226.

**Corequisite(s):** RADT 218.

## **RADT 290 - Topics in Radiology Careers**

**Lecture Hour(s):** 1

**Lab Hour(s):** 0

**Credit Hour(s):** 1

Explores numerous modalities in the radiologic and Imaging Science for future educational endeavors/advances. *Fall, Spring, as needed*

**Prerequisite(s):** RADT 109, RADT 109L, RADT 112, RADT 113

## **Reading**

### **READ 270 - The Reading Process**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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 additional hours of clinical experience in a public-school setting *Spring*

**Prerequisite(s):** EDUC 200.

### **READ 360 - Reading in the Content Area**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course addresses issues, challenges related to teaching language and content to students from culturally, and linguistically diverse backgrounds. Implementation and evaluation of reading interventions for struggling readers including improving overall level of reading achievement through building vocabulary, literal understanding, inferential reading, and creative content application to increase comprehension retention are covered. *Fall and Summer*

**Prerequisite(s):** Admission to Teacher Education.

### **READ 371 - Teaching of Reading and Language Arts**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Classroom strategies for reading, listening, speaking, handwriting, spelling, and grammar and viewing. *Fall and Spring*

**Prerequisite(s):** READ 270 and Admission to Teacher Education.

**Corequisite(s):** EDUC 330.

## Social Science

### SOSC 200 - The Study of Race in the Social Sciences

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

This course is an examination of how the concept of race is understood by social scientists and how it shapes thinking in the discipline. It addresses long held contentions and prejudices surrounding the notions of race, including race as a biological reality and the more contemporary idea of it as a product on social constructionism. The course will also provide intellectual tools for interpreting behaviors and policies that have potential racialized outcomes in American culture and society.

**Prerequisite(s):** HIST 101/HIST 102/HIST 105/HIST 106, or PSYC 103, SOCI 210 or POSC 200/POSC 210.

### SOSC 340 - Model United Nations

**Credit Hour(s):** 1-2

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. may be repeated to a maximum of 8 credit hours.

**Prerequisite(s):** COMM 201 or COMM 208.

### SOSC 490 - Seminar in Social Science

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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.

**Prerequisite(s):** Social Science major and Senior Standing.

## Sociology

### SOCI 210 - Principles of Sociology

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall, Spring*

## **SOCI 290 - Topics in Sociology**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Formal course in diverse areas of sociology. Course may be repeated for different topics.

**Prerequisite(s):** SOCI 210.

## **SOCI 300 - Social Research Methods**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** MATH 210 or MATH 301; and PSYC 103 or SOCI 210.

## **SOCI 320 - Introduction to Sociological Theories**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** SOCI 210.

## **SOCI 323 - Social Deviance**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall*

**Prerequisite(s):** SOCI 210.

## **SOCI 324 - Marriage and Family Relations**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Spring*

**Prerequisite(s):** SOCI 210.

### **SOCI 328 - Social Psychology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. Cross-listed with PSYC 328.

**Prerequisite(s):** PSYC 103 or SOCI 210

### **SOCI 330 - Social Class in America**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Fall*

**Prerequisite(s):** SOCI 210.

### **SOCI 410 - Medical Sociology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 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. *Spring*

**Prerequisite(s):** SOCI 210.

### **SOCI 490 - Topics in Sociology**

**Lecture Hour(s):** 3

**Lab Hour(s):** 0

**Credit Hour(s):** 3

Advanced formal course in diverse areas of sociology. Course may be repeated for different topics.

**Prerequisite(s):** Consent of instructor and 6 hours of upper-level sociology courses.

## **SOCI 495 - Special Topics in Sociology**

**Credit Hour(s): 1-3**

Independent research in major field for students who have demonstrated a capacity for responsible work. Not repeatable.

**Prerequisite(s):** Permission of directing professor and dean.

## **SOSC 230 - Social & Economic Processes**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Designed to acquaint and engage students with foundational work in economics, sociology, and political science, by addressing social classification through markets, the performative role of economic relationships, including the subjectivity of agents and the resulting structural operation of social formations.

**Prerequisite(s):** HIST 101 HIST 102 HIST 105 HIST 106 POSC 200 POSC 210 PSYC 103, or SOCI 210

## **SOSC 341 - Gender Studies**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Designed to acquaint and engage students with a social scientific approach in examining the role of gender in human behavior and society. Surveying social processes as they relate to gender's role in culture, society, and history encompasses the framework for this course.

**Prerequisite(s):** HIST 101 HIST 102 HIST 105 HIST 106 POSC 200 POSC 210 PSYC 103, or SOCI 210

## **Sonography**

### **SONO 300 - Intro to Sonography & Patient Care**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Establishes the sonography student foundations of diagnostic medical sonography, including sonographic terminology, scan plane orientations, anatomic relationships, sonographic departmental ethics and professionalism, basic patient care principles and techniques, patient and student safety aspects of sonography, and the hospital environment. *Fall*

**Prerequisite(s):** Admission to Program currently enrolled in Nursing or Allied Health Program, or permission of instructor.

**Corequisite(s):** SONO 310, SONO 312, SONO 316.

### **SONO 310 - Sectional Anatomy for Sonographers**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Instructs the sonography student on normal sectional anatomy in various planes with emphasis on abdomen-pelvic organs, small parts imaging, and vasculature. *Fall*

**Prerequisite(s):** Admission to Program.

**Corequisite(s):** SONO 300, SONO 312, SONO 316.

**SONO 312 - Clinical Sonography I**

**Lecture Hour(s): 0**

**Lab Hour(s): 8**

**Credit Hour(s): 1**

Introduces student knowledge and understanding of sonographic skills under supervision through observation and participation in a diagnostic medical environment; may include on-campus lab setting, private office setting, and hospital rotation. Includes various types of sonographic imaging specialties, such as abdominal, small parts imaging, obstetrics, gynecological, and vascular studies. *Fall*

**Prerequisite(s):** Admission to Program

**Corequisite(s):** SONO 300, SONO 310, SONO 316.

**SONO 316 - US Physics and Instrumentation I**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Examines the use of sonographic evaluation with human tissue, sonographic imaging instrumentation, scanning technology, transducers, Doppler Effect, Spectral and Color- Doppler principles, artifacts, and performance and safety aspects of sonography. *Fall*

**Prerequisite(s):** Admission to Program.

**Corequisite(s):** SONO 300, SONO 310, SONO 312.

**SONO 318 - Abdominal Sonographic Imaging**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Designed to examine the clinical applications of abdominal sonographic imaging including interpretation of normal, normal variant and abnormal sonographic signs and symptoms, findings, scanning techniques, protocols, pathology and clinical lab tests. *Spring*

**Prerequisite(s):** SONO 300, SONO 310, SONO 312, SONO 316.

**Corequisite(s):** SONO 322.

**SONO 320 - Small Parts Imaging**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Designed to examine the clinical applications of small part sonographic imaging including interpretation of normal, normal variant and

abnormal sonographic signs and symptoms, findings, scanning techniques, protocols, pathology and clinical lab tests. *Spring*

**Prerequisite(s):** SONO 300, SONO 312, SONO 316.

**Corequisite(s):** SONO 322.

## **SONO 322 - Clinical Sonography II**

**Lecture Hour(s): 0**

**Lab Hour(s): 24**

**Credit Hour(s): 3**

Builds student knowledge and understanding of sonographic skills under supervision through observation and participation in a diagnostic medical environment; may include on-campus lab setting, private office setting, and hospital rotation. Includes various types of sonographic imaging specialties, such as abdominal, small parts imaging, obstetrics, gynecological, and vascular studies. *Spring*

**Prerequisite(s):** SONO 300, SONO 310, SONO 312, SONO 316.

**Corequisite(s):** SONO 318, SONO 320.

## **SONO 324 - OB/GYN Sonography Imaging**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Designed to examine the clinical applications of obstetrics and gynecological sonographic imaging including interpretation of normal, normal variant and abnormal sonographic signs and symptoms, findings, scanning techniques, protocols, pathology and clinical lab tests. *Fall*

**Prerequisite(s):** SONO 300, SONO 310, SONO 312, SONO 316, SONO 318, SONO 320, SONO 322.

**Corequisite(s):** SONO 400, SONO 414.

## **SONO 400 - Vascular Sonographic Imaging**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Discusses the principles of vascular sonographic imaging, related anatomy, normal variants, common pathologies, and physiology and hemodynamics of vascular imaging. *Fall*

**Prerequisite(s):** SONO 300, SONO 310, SONO 312, SONO 316, SONO 318, SONO 320, SONO 322.

**Corequisite(s):** SONO 324, SONO 414.

## **SONO 410 - Specialty Sonographic Procedures**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Presents some basic echocardiography, basic pediatric echocardiography, neurosonography, and other related sonographic studies such as neonatal spine and the pediatric hip, including anatomy, special techniques and skills, clinical symptoms and associated laboratory tests. *Spring*

**Prerequisite(s):** All SONO 300 level and, SONO 400, SONO 414.

**Corequisite(s):** SONO 416, SONO 418.

### **SONO 414 - Clinical Sonography III**

**Lecture Hour(s): 0**

**Lab Hour(s): 24**

**Credit Hour(s): 3**

Enhances student knowledge and understanding of sonographic skills under supervision through observation and participation in a diagnostic medical environment; may include on-campus lab setting, private office setting, and hospital rotation. Includes various types of sonographic imaging specialties, such as abdominal, small parts imaging, obstetrics, gynecological, and vascular studies. *Fall*

**Prerequisite(s):** SONO 300, SONO 310, SONO 312, SONO 316, SONO 318, SONO 320, SONO 322

**Corequisite(s):** SONO 324, SONO 400.

### **SONO 416 - Clinical Sonography IV**

**Lecture Hour(s): 0**

**Lab Hour(s): 32**

**Credit Hour(s): 4**

Advances student knowledge and understanding of sonographic skills under supervision through observation and participation in a diagnostic medical environment; may include on-campus lab setting, private office setting, and hospital rotation. Includes various types of sonographic imaging specialties, such as abdominal, small parts imaging, obstetrics, gynecological, and vascular studies. *Spring*

**Prerequisite(s):** All 300 level SONO and SONO 400, SONO 414.

**Corequisite(s):** SONO 410, SONO 418.

### **SONO 418 - Integration of Sonography Principles**

**Lecture Hour(s): 4**

**Lab Hour(s): 0**

**Credit Hour(s): 4**

Integrate and review the sonographic information presented throughout the sonography program in order to prepare the student for the diagnostic medical sonography registry examination.

**Prerequisite(s):** All 300 Level SONO and SONO 400, SONO 414.

**Corequisite(s):** SONO 410, SONO 416.

## **Spanish**

### **SPAN 101 - Elementary Spanish I.**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Grammar and syntax, pronunciation, elementary written and oral composition. *Fall, Spring*

## **SPAN 102 - Elementary Spanish II.**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Continuation of SPAN 101 with introduction of elementary collateral readings. *Spring*

**Prerequisite(s):** SPAN 101.

## **Special Education**

### **SPED 310 - Introduction to Special Education**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** EDUC 110, EDUC 200.

### **SPED 311 - Teaching Special Needs Students in Inclusive Classrooms**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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. *Fall and Spring*

**Prerequisite(s):** EDUC 110, EDUC 200, SPED 310.

### **SPED 312 - Math Strategies for Exceptional Learners**

**Credit Hour(s): 3**

This course presents research-based strategies, tools for assessment, and technology to support exceptional students in learning math. Math skills of reasoning, comprehension, and standards-based instruction will be emphasized.

**Prerequisite(s):** Successful completion of SPED 310

## **SPED 313 - Assessment, Curriculum, and Planning for Exceptional Learners**

**Credit Hour(s): 3**

Candidates will explore the implementation of assessment, development of curriculum, and strategies for planning instruction for exceptional learners. Candidates will explore models of classroom-based assessment and intense intervention for students with disabilities.

**Prerequisite(s):** EDUC 110, EDUC 200, SPED 310

## **SPED 314 - Behavior Management and Instructional Supports**

**Credit Hour(s): 3**

This course presents principles and practices in research-based applied behavior analysis and other strategies with both normal and exceptional learners, emphasizing those with learning disabilities, behavior disorders and mental impairments.

**Prerequisite(s):** Successful completion of SPED 310

## **SPED 315 - Trends and Issues in Special Education**

**Credit Hour(s): 3**

Candidates will explore a variety of special education related topics including legal/ethical issues, documentation procedures, and development of the IEP as well as models of service delivery and collaboration that can be used in school and community settings.

**Prerequisite(s):** EDUC 110, EDUC 200, SPED 310

## **SPED 316 - Characteristics of Autism Spectrum Disorder**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Candidates will explore a variety of topics related to autism including specific definitions and eligibility criteria as well as the characteristics, educational implications, and incidence rate relating to individuals with autism. Candidates will also explore program delivery, instructional strategies, and services for individuals with autism.

**Prerequisite(s):** SPED 310

## **SPED 317 - Autism: Assessment and Interventions**

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

Candidates will explore various strategies to design, deliver, and evaluate the instruction of individuals with autism. Students will explore effective strategies for collaboration, the use of positive behavioral supports, the development of social skills, and the use of assistive technology for students with autism spectrum disorder. This course requires 30 clock hours of experience in work with students with ASD.

**Prerequisite(s):** SPED 316

## Sport Management

### SPMT 328 - Sport Management & Marketing

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An overview of the sport management profession including career opportunities, current issues and trends, and professional standards. The study of management principles as they relate to sport organizations including planning, organizing, leading, and evaluating the functions of management in sport. The study of marketing principles as they relate to sport organizations including the marketing process, marketing information systems, and internal marketing.

### SPMT 333 - Sport Facility & Event Management

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An analysis of the principles and practices of planning, funding, and managing sport facilities and sport events.

**Prerequisite(s):** SPMT 328 or Permission of Instructor

### SPMT 346 - Legal Issues & Liability in Sport

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

An overview of the legal systems as it applies to sport, including contracts, tort law, drug testing, product liability, and legal duties of facilities supervisors, coaches, and athletic directors.

**Prerequisite(s):** BUSN 302 or Permission of Instructor

**Corequisite(s):**

### SPMT 355 - Sport Finance & Economics

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 3**

A study of financial and economic aspects of professional, collegiate, and recreational sport. Students will learn financial structures of sport organizations and various economic principles applied to the sport industry.

**Prerequisite(s):** ECON 211 or ECON 212 or Permission of Instructor.

## Theatre

### THEA 200 - Introduction to Theater

**Lecture Hour(s): 3**

**Lab Hour(s): 0**

**Credit Hour(s): 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.

**Prerequisite(s):** Eligibility for enrollment in ENGL 101.

### THEA 223 - Play Production

**Lecture Hour(s): 1**

**Lab Hour(s): 2**

**Credit Hour(s): 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.

**Prerequisite(s):** Eligibility for enrollment in ENGL 101.

## Faculty & Staff

### Higher Education Policy Commission Members

1018 Kanawha Boulevard, East  
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### President's Administrative Staff

Robin C. Capehart	(2019) President; B.A. West Virginia University, J.D. West Virginia University, L.L.M. Georgetown University.
Hon. Brent Benjamin	(2020) Executive Vice President and General Counsel; B.S. Ohio State University, J.D. The OSU School of Law
Keith Olson	(2020) Special Assistant to the President; B.S. West Liberty University
Ted Lewis	(2018) Provost and Vice President for Academic Affairs & Student Affairs; B.A. Texas Wesleyan University, M.S. University of North Texas, Ed.D. University of Texas at Austin.
Shelia Johnson	(1985) Vice President for Financial and Administrative Affairs; B.S., Bluefield State College.
James A. Nelson	(1991) Vice President for Media Relations; B.S., West Virginia University.
Jonette Aughenbaugh	(2013) Vice President for Human Resources; B.A., University of Virginia.
John Spencer	(2012) Chief Technology Officer: B.S., Concord University.
Derrick Price	(2020) Interim Director of Athletics: B.S. Bluefield College
Ansel Ponder	(2019) Chief Marketing Officer; B.A. Western Michigan University

Guy Sims

(2013) Dean of Students; B.S., Lincoln University, M.Ed., Arcadia University; M.A., National University; Ed.D., University of Northern Iowa.

## Support Personnel

Academic Affairs Administrator	Sarita A. Rhonemus, Ph.D.
Administrative Application Software Specialist	Allonia Thompson, M.S.
Admissions Supervisor	Jennifer Johnson, M.S.
Admissions Counselor	Christina Nunley, B.A.
Admissions Counselor	James Shelton, B.A.
Assistant to the Provost	Darlene Gilley, M.S.
Associate Director of Administrative Computing	Delano Sweeney, B.S.
Associate Director of Instructional Technologies	Cody Chambers, M.S.
Associate Registrar	Marviene Johnson, M.B.A.
Bookstore Manager	Susan Plumley, M.B.A.
Chief Marketing Officer	Ansel Ponder, B.A.
Chief Technology Officer	John Spencer, B.S.
Coordinator of Office of International Initiatives	Sudhakar R. Jamkhandi, Ph.D.
Counselor II	Catherine Harrison, M.Ed.
Dean of Student	Guy Sims, Ed.D.
Director, Advising and Counseling	Cravor Jones, Ph.D.
Director, Alumni Affairs	Deirdre Guyton, Ph.D.
Director, Athletics	Derrick Price, B.S.
Director, Intramurals & Wellness Programs	Louis Belt, B.S.
Director, Libraries (Interim)	James Leedy, M.L.I.S.
Director of Purchasing	Paul Rutherford, B.S.
Director, Research and Sponsored Programs; Title III and Title IX Coordinator	Timothy McKenzie, M.S.
Director, Student Support Services	Carolyn Kirby, M.S.
Educational Outreach Counselor, Student Support Services	H. Scott Pitt, B.A.
Educational Outreach Counselor, Student Support Services	Helena Taylor, B.S.
Information Systems Manager	Chris Shrader, B.S.
Information Systems Technician	Brian Foy, B.S.
Information Systems Technician	Kristin Hicks B.S.
Registrar	Terry Thompson, M.S.
Staff Librarian/Archivist	James Leedy, M.L.I.S.
Staff Librarian	Nancy Adam-Turner, Ph.D.
Transitional Studies Lab Specialist	S. Beth Hashemzadeh, B.A./B. S
Video Operations Specialist	Jerry Conner, A.S.
Web Developer	Larry Zande, M.S.

## Administrators of Instructional Units

### Dean, W. Paul Cole, Jr. School of Business

Accountancy  
Accounting  
Business Administration  
Entrepreneurship  
Health Services Management  
Leadership  
Management  
Marketing  
Regents Bachelors of Arts  
Sports Management

### Dean, School of Education, Social Sciences & Humanities

Criminal Justice  
Humanities  
Social Sciences  
Teacher Education

### Dean, School of Science, Technology, Engineering, & Mathematics (STEM)

Center for Applied Research and Technology  
Civil Engineering Technology  
Computer Science  
Electrical Engineering Technology  
Engineering Management  
Mechanical Management Technology  
Science and Mathematics

### Dean, School of Nursing and Allied Health

A.S. Radiologic Technology and B.S. Imaging Science  
Associate of Science Nursing/LPN-RN  
Bachelor of Science Nursing

### Philip Imel, M.B.A.

Dept. Chair Michelle Taylor, Ed.D.

### Shelia Sargent-Martin, Ed. D.

Dept. Chair Mike Lilly, J.D.  
Dept. Chair Sean Connolly, Ph. D.  
Dept. Chair Amanda Matoushek, Ph.D.  
Director Terene Stiltner, Ed.D.

### Jan Czarnecki, Ph. D.

Director Bruce Mutter, M.S., C.A.G.S.  
Dept. Chair Kerry Stauffer Ph.D.  
Dept. Chair Bill Bennett Ph.D.  
Dept. Chair Roy Pruett B.S.  
Dept. Chair Bruce Mutter, M.S., C.A.G.S.  
Dept. Chair Jeff Bolton Ph.D.  
Dept. Chair James Walters, Ph. D.

### Angela M. Lambert, MSRT(R), Ed. D.

Director Melissa O. Haye, Ed. S., MSRT(R)  
Director Sandra M. Wynn, M.S.N.  
Director Carol Cofer, MSN, M.Ed., B.S.N. ACNS-BC

## Faculty

DHARSHANA ARACHCHI

(2013) Associate Professor of Mathematics; B.S. University of Colombo; M.S., Ph.D. Southern Illinois University.

ADRIAN AYERSMAN

(2017) Visiting Instructor of English; B.A. Bluefield State College; M.A. Marshall University.

ERIK BALDWIN

(2007) Professor of Civil Engineering Technology; A.S., B.S., Bluefield State College; M.S.E. Marshall University; Professional Engineer, (OH, WV, VA); Professional Surveyor (VA, WV).

AMANDA B. BANKS

(2018) Assistant Professor of Education; B.A., University of North Carolina at Chapel Hill; M.S., Radford University; Ph.D., Virginia Polytechnic Institute and State University.

TESFAYE BELAY	(2005) Professor of Biology; B.S., Addis Ababa University; M.S., Ph.D., Michigan State University.
AMY L. BENNETT	(2011) Assistant Professor of Radiologic Technology and Clinic Coordinator; A.S. and R.B.A., Bluefield State College. M.S., Walden University. Registered ARRT (R) (M) (MR).
WILLIAM BENNETT	(2018) Associate Professor of Computer Science; DBA, North Central University.
ALBERT N. BERKOH	(2009) Associate Professor of Business; B.A. University of Ghana; M.P.A., Clark Atlanta University; M.B.A., Nova Southeastern University; Ph.D., Clark Atlantic University.
JEFFREY N. BOLTON	(2011) Associate Professor of Mechanical Engineering Technology; B.S.; M.S., Ph.D., Virginia Polytechnic Institute and State University.
SHANNON R. BOWLING	(2011) Assistant Professor of Electrical Engineering Technology; B.S., Bluefield State College; M.S., East Tennessee State University; Ph.D., Clemson University.
COLIN S. CAVELL	(2012) Professor of Political Science; B.A., Louisiana State University. M.A. University of New Orleans; Ph.D. University of Massachusetts at Amherst.
CAROL A. COFER	(1981) Professor of Nursing and B.S.N. Program Director; A.S.N., B.S.N. Gwynedd- Mercy College; M.Ed., Virginia Polytechnic Institute and State University; M.S.N., University of Virginia. Registered Nurse.
DEBJANI CHAKRABARTA	(2018) Assistant Professor of Sociology; B.A. Presidency College; M.A. Delhi School of Economics; Ph.D. Mississippi State University.
SEAN CONNOLLY	(2012) Professor of Humanities; B.A. Stony Brook University; M.A. Cornell University; D.E.A. Paris VIII University; Ph.D. Cornell University.
JAN CZARNECKI	(2008) Professor of English; B.A., Pennsylvania State University; M.A., Purdue University; M.Ed., Ed.D. Wilmington University.
BILLY DAVIS	(2013) Associate Professor of Nursing; A.S., B.S.N., Bluefield State College; M.S.N., West Virginia University. M.F.A. WV Wesleyan. Registered Nurse. Certified Family Nurse Practitioner.
TAMARA L. FERGUSON	(2003) Professor of English; B.A., Bluefield College; M.S., Radford University; Ed.D. University of Virginia.
SHEILA DUNN GATES	(2000) Assistant Professor of Nursing-Clinical Track; A.S.N., Bluefield State College; B.S.N., West Virginia University; M.S.N., West Virginia University, Registered Nurse and Family Nurse Practitioner.
VANESSA M. GODFREY	(2004) Instructor of Radiology Technology; A.S., B.S. Bluefield State College. Registered Radiographer ARRT (R).
KAREN N. GROGAN	(2016) Assistant Professor of Health Services Management; B.S. Bluefield College; M.Ed., Bluefield College; M.S., Mountain State University; A.S. Southwest Virginia Community College.
SHELIA HALLMAN-WARNER	(1994) Assistant Professor of Criminal Justice Administration; B.S., Georgia Southern College; M.S., Armstrong State College.
JOSEPH HAZELWOOD	(2017) Visiting Instructor of Engineering; A.A.S., New River Community College; B.S., Bluefield College; M.A., Marshall University.
MELISSA OXLEY HAYE	(1993) Associate Professor and Program Director of Radiologic Technology and BS Imaging Science; A.S., Morris Harvey College; B.S., Bluefield College; M.S., Capella University, Ed.S., ABD, Northcentral University. Registered Radiographer, ARRT (R).
T. GEOFFREY HUNTER	(1982) Associate Professor of Business; B.S., Clinch Valley College of the University of Virginia; M.B.A., University of Baltimore.
PHILLIP IMEL	(2017) Assistant Professor of Business; B.S., Morehead State University; M.B.A., Morehead State University; A.B.D., The University of Virginia.
SUDHAKAR R. JAMKHANDI	(1986) Professor of English; B.A., Poona University; B.Ed., Poona University; M.A., Karnatak University; Ph.D., Texas Christian University.
KIMBERLY KESSLER	(2017) Clinical-Track Instructor of Nursing; ASN, Wytheville Community College; BSN, Chamberlain University; M.S.N. Chamberlain University
YOUNG B. KIM	(2015) Associate Professor of Chemistry; B.A. University of Mississippi; M.S. University of Mississippi; Ph.D. University of Mississippi.
THOMAS F. LAFONE	(1967) Professor of Mathematics; B.S., Lenoir Rhyne College; M.A., Appalachian State University.
ANGELA M. LAMBERT	(1991) Dean of Nursing and Allied Health; and Professor of Imaging Science; A.S., Bluefield State College; B.S., Bluefield State College; M.S., Capella University; Ed.S., Liberty University; Ed. D., Liberty University.
MICHAEL H. LILLY	(1985) Professor of Criminal Justice; B.A., Hampden Sydney College; J.D., University of South Carolina.

DARREL MALAMISURA	(2006) Professor Business; B.S., Bluefield State College; M.B.A., St. Mary's University; J.D., Ohio Northern University.
SHELIA SARGENT MARTIN	(2010) Dean of Teacher Education; Professor of Education. B.A, University of Virginia at Wise; M.S. Radford University; Ed.S. University of Southern Mississippi; Ed.D., East Tennessee State University.
VINSENT MATEESCU	(2018) Assistant Professor of Mathematics; B.A. Rutgers University; Ed. M. Rutgers University; M.S. University of New Hampshire.
AMANDA R. MATOUSHEK	(2013) Assistant Professor of Psychology; B.S. Bridgewater College; M.S. Ph.D., Binghamton University.
JEFFREY MCFADDEN	(2014) Assistant Professor of Mechanical Engineering Technology; B.S. Northeastern State University Tahlequah, Oklahoma; M.S. New Jersey Institute of Technology, Newark, NJ; Post Graduate, Brooklyn Polytechnic, Brooklyn, NY.
SARAH MILES	(2020) Visiting Professor of Marketing and Management, A.A. New River Community College; B.A., Radford University; M.B.A., Radford University.
RODNEY MONTAGUE	(2013) Professor of History; B.A. Wesleyan University; M.A. Columbia University; M.Phil. Columbia University; Ph.D. Columbia University.
BRUCE V. MUTTER	(1989) Associate Professor of Engineering Management and Associate Dean for Applied Research; A.S., B.S.E.T., Bluefield State College; M.S. Architecture, C.A.G.S, Virginia Polytechnic Institute and State University; CEO and Chair, CART, Inc.
BETTY NASH	(1989) Professor of Nursing; B.S.N., University of Tennessee; M.S.N., West Virginia University; Registered Nurse. Certified Critical Care Nurse.
TINA NICHOLSON	(2009) Assistant Professor of Nursing-Clinical Track; A.S.N., Bluefield State College; M.S.N. Capella University. B.S.N. South University; Registered Nurse.
JULIE DEVOR ORR	(1990) Assistant Professor of Nursing; A.S., Bluefield State College; B.S.N., Bluefield State College; M.S.N., Radford University. Post-master's certification, Marshall University. Registered Nurse., Certified Family Nurse Practitioner.
JAMES PRUETT	(2014) Assistant Professor of Electrical Engineering Technology; B.S. Bluefield State College; M.E.M. Old Dominion University.
ROY E. PRUETT, JR	(1983) Professor and Department Chair of Electrical Engineering Technology; B.S.E.E., West Virginia Institute of Technology; M.S., West Virginia University College of Graduate Studies; Professional Engineer (WV).
ANTHONY S. RASNICK	(2016) Assistant Professor of Criminal Justice; B.A. Bluefield State College; M.S., Bethel University.
PETER RONHOVDE	(2020) Visiting Instructor of Mathematics; B.S., M.S. University of Southern Mississippi; Ph.D. Washington University in St. Louis.
AMANDA QUESENBERY	(2013) Associate Professor Imaging Science., B.S., M.S. Mountain State University.
BONNIE L. REESE	(2015) Associate Professor of Communications; B.S. California University; M.A. Duquesne University; Ph.D. Duquesne University.
SALLY SALE	(2017) Clinical Track Instructor of Nursing; A.S.N., B.S.N. Marshall University; M.S.N. West Virginia University.
KELLI SARVER	(2010) Assistant Professor of Nursing; A.S.N., B.S.N., Bluefield State College; M.Ed., M.S.N., Marshall University. Registered Nurse; Certified Family Nurse Practitioner.
MICHAEL W. SMITH	(1997) Dean of Arts & Sciences and Professor of English; B.S., M.A., Virginia Polytechnic Institute and State University; Ph.D., Florida State University.
JOHN D. SNEAD	(1989) Professor of Business B.S. Bluefield State College; M.B.A., Radford University; Ph.D., Virginia Polytechnic Institute and State University.
KERRY STAUFFER	(2000) Professor and Department Chair of Civil Engineering Technology, B.S., Bluefield State College, M.S., Ph.D. West Virginia University. Professional Surveyor (WV), Professional Engineer (WV, VA).
TERENE M. STILTNER	(2012) Associate Professor of Special Education; B.S., Virginia Polytechnic Institute and State University; M.Ed., Old Dominion University. ED.S. Liberty University.
J. DARRELL THOMPSON	(2010) Professor of Education. B.S., M.A., Ed.D. East Tennessee State University; Ed.S., Virginia Polytechnic Institute and State University.
MICHELLE TAYLOR	(2009) Associate Professor of Business; B.A., West Virginia University; M.B.A. West Virginia University; Ed.D., Benedictine University.

NATHAN J. TAYLOR	(2019) Visiting Professor of Accounting; B.S. Accounting; B.S. Finance; B.S. Economics; West Virginia University. M.A.C.C University of Alabama at Birmingham.
DEBORAH TONELLI	(2009) Associate Professor of Nursing-Clinical Track; A.S.N., West Virginia Institute of Technology; B.S.N., West Virginia University; M.S.N., Post Masters certification in Nursing Administration, Marshall University. Registered Nurse.
LINDA P. TRIGG	(2007) Instructor of Computer Science; B.S. Bluefield State College.
JAMES W. WALTERS	(2013) Assistant Professor of Biology; B.S. Arizona State University; Ph.D. University of Pennsylvania.
SHERRI L. WILLIAMS	(2002) Assistant Professor of Nursing-Clinical Track; B.S.N., M.S.N., West Virginia University; Registered Nurse. Certified Family Nurse Practitioner.
CHERYL WINTER	(1990) Associate Professor of Nursing; A.S., West Virginia Institute of Technology; B.S.N., West Virginia University; M.S.N., Bellarmine College. Registered Nurse. Certified Family Nurse Practitioner. Post Masters, West Virginia University.
SANDRA M. WYNN	(2002) Associate Professor of Nursing; ADN Program Director; A.S., B.S.N., Bluefield State College; M.S.N., Radford University. Registered Nurse. Certified Family Nurse Practitioner.

## Health Careers Affiliate Faculty

### Radiologic Technology Clinical Faculty

SUSAN ALMOND	Clinical Instructor Radiology Technology, Beckley Appalachian Regional Hospital; A.S. Bluefield State College. ARRT (R) (M).
KATHERINE BELCHER	Clinical Instructor Radiologic Technology, Welch Community Hospital; A.S.; B.S. Bluefield State College ARRT (R)(M).
ROBIN M. GIBSON	Clinical Instructor Radiologic Technology, Princeton Community Hospital; A.S., Bluefield State College; B.S., Bluefield College. Registered ARRT (R) (CT).
JENNIFER SHELTON	Clinical Instructor Radiologic Technology, VA Medical Center-Beckley; A.S. Mountain State University. Registered ARRT (R).

## Advisory Boards

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Kitt McCarthy  
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Lance Morgan  
Matthew Peters  
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Jeremiah Tuggle  
John Tuggle  
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Aaron Galligher

Sean McReynolds  
Brent Murphy

Delano Sweeney  
Kevin Tilley

## Electrical Engineering Technology

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Nelson Linkous

Jody Lusk  
Cory Nunn  
John Rinehart  
Don Schellenberg

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Steven Rowe  
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Marvin Woodie

## Mechanical Engineering Technology

David Downard  
Ken Harless  
Barry Jones  
Kevin Law

Roger O'Quinn  
Thomas O'Quinn  
John Pelts

Shannon Remines  
Eugene Samson  
David Williams

## Radiologic Technology

Afzal Ahmed  
Susan Almond  
Amy Bennett  
Andrew Burleson  
Jennifer Collins  
Melissa Crookshanks  
Sam Davis  
Miriam Dittman  
Richard Gibson  
Robin Gibson  
Vanessa Godfrey

Karen Harper  
Melissa Haye  
Angela Lambert  
Ted Lewis  
Kevin Meadows  
Salina Meadows  
Shannon O'Dell  
Sonia O'Dell  
Amanda Quesenberry  
Justin Rohlf

Jennifer Shelton  
Courtney Siers  
Walt Smith  
Sherri Snead  
Jason Stafford  
Leta Vestal  
Shelley Oakes Vest  
Jermy Willis  
Faith Testament, Student Rep.  
Kyra Kessler, Student Rep.