Summer Term • May 20 – July 26, 2019
Returning students, Veterans and Service Members summer & fall semester registration begins, including online..........................Feb. 11
(must have > 30 credit hours completed at Belmont)
Returning student summer & fall semester registration begins...........Feb. 18
Summer & fall registration for new students.................................Feb. 25
Summer session I begins..............................................................May 20
Summer session I ends...............................................................July 26
Summer session I grades due......................................................June 24

Summer Session II • June 24 – July 26, 2019
Summer session II begins.............................................................June 24
Last day to add a class or drop without record...............................June 25
COLLEGE CLOSED - Independence Day....................................July 4 & 5
Last day to withdraw with a ‘W’.....................................................July 14
Summer Nurse Pinning Ceremony...................................................July 24
Summer session II ends...............................................................July 26
Summer session II grades due......................................................July 29

Fall Semester • August 19 – December 13, 2019
Returning students, Veterans and Service Members fall semester registration begins, including online..........................Feb. 11
(must have > 30 credit hours completed at Belmont)
Returning student fall semester registration for all students...........Feb. 25
Fall new student orientation programs for fall semester begin**.Feb. 25
New student group orientation programs for fall semester begin**.Feb. 25
Fall semester begins .................................................................Aug. 19
Fall semester tuition and fees due...............................................Aug. 5
Faculty Work Days.......................................................................Aug. 7 – 9
Fall Forum.....................................................................................Aug. 12 – 16
Fall semester begins .................................................................Aug. 19
Last day to add classes or drop without record*............................Aug. 26
COLLEGE CLOSED - Labor Day..................................................Sept. 2
Fall semester midterm.................................................................Oct. 11
COLLEGE CLOSED - Veteran’s Day..........................................Nov. 11
Last day to withdraw with a ‘W’*.....................................................Nov. 25
COLLEGE CLOSED - Thanksgiving..........................................Nov. 28 & 29
Fall semester ends.......................................................................Dec. 13
Fall semester grades due.............................................................Dec. 16
COLLEGE CLOSED - Christmas Holidays...............................Dec. 23 - 31
COLLEGE CLOSED - New Year’s................................................Jan. 1

*Dates will be adjusted accordingly for flex classes.
**Please contact admissions at 740-699-3810 for orientation dates and times.
Spring Semester • January 13 – May 8, 2020
Returning students, Veterans and service members summer & fall semester registration begins, including online ..........Nov. 4
(must have >30 credit hours completed at Belmont)
Returning student spring semester registration for all students.............Nov. 12
New student spring registration begins.................................Nov. 18
COLLEGE CLOSED - New Year’s.........................................................Jan. 1
Spring semester tuition and fees due.................................................Jan. 6
Faculty Work Days....................................................................................Jan. 9 – 10
Spring semester begins ................................................................. Jan. 13
Last day to add a class or drop without record*............................Jan. 21
COLLEGE CLOSED - President’s Day.................................................Feb. 17
Spring semester midterm ....................................................................March 11
Spring break (No Classes/College open)............................................March 9 – 14
Last day to withdraw with a “W” ..........................................................April 24
Spring Graduation/ Nurse Pinning Ceremony ...............................May 7 & 8
Spring semester ends ...........................................................................May 8
Spring semester grades due.................................................................May 11

Summer Term • May 18 – July 24, 2020
Returning students, Veterans and Service Members summer & fall semester registration begins, including online ..........Feb. 10
(must have >30 credit hours completed at Belmont)
Returning student summer & fall semester registration begins........Feb. 18
Summer & fall registration for new students........................................Feb. 24
Summer term tuition and fees due......................................................May 11
Summer term begins............................................................................May 18
COLLEGE CLOSED - Memorial Day.....................................................May 25

Summer Session I • May 18 – June 19, 2020
Summer session I begins ................................................................. May 18
Last day to add a class or drop without record*..............................May 19
COLLEGE CLOSED - Memorial Day.....................................................May 25
Last day to withdraw with a “W” ..........................................................June 3
Summer session I ends ........................................................................June 19
Summer session I grades due.................................................................June 22

Summer Session II • June 22 – July 24, 2020
Summer session II begins ................................................................. June 22
Last day to add a class or drop without record*..............................June 23
COLLEGE CLOSED - Independence Day..........................................July 3
Last day to withdraw with a “W” ..........................................................July 10
Summer Nurse Pinning Ceremony ......................................................July 23
Summer session II ends......................................................................July 24
Summer session II grades due...............................................................July 27

* Dates will be adjusted accordingly for flex classes.
**Please contact admissions at 740-699-3810 for orientation dates and times.
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BELMONT INFORMATION
2019 - 2020 Academic Year
MISSION, VISION & VALUES

Mission
Belmont College will provide affordable, achievable, and meaningful academic degrees and technical training to all who seek them.

Vision
Belmont College will be a first choice among our potential students seeking quality academic degrees and technical training that is also affordable and achievable.

Values
Belmont College is a learning organization that embraces a culture of continuous knowledge acquisition, integrity, openness, caring, and respect for all. Access, affordability and quality are operational values that inspire the college community to be its best. The College continuously transforms itself to respond to changing community, regional and state needs.

HISTORY & ACCREDIATIONS

In 1965, funds were provided to Belmont County by the Appalachian Regional Commission to construct a post-secondary technical institute. During the winter of 1969-70, the first classes were taught in the evening in temporary facilities located in St. Clairsville, while the Main Building was being constructed. Full-time instruction began in Fall 1970. The Institute’s first Board of Trustees was sworn into office on May 28, 1971, and a State Charter was granted to Belmont Technical Institute on May 21, 1971, allowing the Institute to serve Belmont, Harrison, and Monroe Counties. The Main Building was completed later that summer in time for the second year of full-time instruction. On December 21, 1971, the Board of Trustees changed the Institute’s name to Belmont Technical College.

In 1978, the College was accredited for the first time by The Higher Learning Commission (www.ncahighered.com or 312.263.0456), a regional accrediting body, and has maintained accreditation since that time. In addition, the College is approved and/or accredited by the following agencies: United States Department of Education; Ohio Approving Agency for Veterans Training; Ohio Department of Higher Education; Ohio Bureau of Vocational Rehabilitation; Ohio Board of Nursing; Commission on Accreditation of Allied Health Education Programs (CAAHEP); American Heart Association; and the Ohio Department of Public Safety, Division of EMS/Fire.

On July 1, 2012, the College name was changed from Belmont Technical College to Belmont College because it better reflects the expanded College mission of offering not only technical degrees and certificates, but also pre-baccalaureate degrees.

Initially, the College offered three associate degree programs in business and now offers more than 28 associate degrees and 24 certificates in Business, Engineering, Industrial Trades, Nursing/Allied Health, Public Service, Building Preservation/Restoration, Information Technology, Early Childhood Education, and pre-baccalaureate studies. The College grants two-year applied associate degrees and certificates, as well as Associate of Arts (AA) and Associate of Science (AS) pre-baccalaureate degrees. Through articulation agreements with four-year colleges and universities, the Ohio Transfer Module, and the Ohio Transfer Assurance Guides, many courses in these programs are transferable to public four-year institutions. The AA and AS degrees potentially constitute the first two years of a bachelor’s degree.

Noncredit classes are also offered on campus, in the community, at industrial and business sites. Classes are offered in day, evening, night and weekend sequences as well as online.
Belmont College is a dynamic organization which is sensitive and responsive to the changing educational needs of individual learners and stakeholders. The environment for learning at Belmont is a liberating, motivating force that empowers students, employees, and external stakeholders to be in mutual partnership in the learning process and to strive for excellence in attaining teaching and learning goals. The environment fosters lifelong personal and professional growth with a commitment to the intellectual, physical, emotional, and cultural development of students, employees, and community.

Learning is an active, participatory process. It transcends time and space as individuals learn differently and have preferred learning styles. Faculty, staff, and students share responsibility for learning and adapting to diverse teaching and learning styles. Learning involves a mutual relationship among faculty and students. Faculty members are caring, competent, and knowledgeable in the relationship, and students are responsible for full engagement in the relationship in order to become motivated, confident, and competent. An institutional culture of self-reflection and evaluation, team building, positive and constructive reinforcement, and accountability supports the learning process.

Belmont is a learning-centered organization. Core learning competencies include analytical, critical/creative thinking; communication skills; active learning; personal responsibility; and global/multicultural diversity awareness. All are paramount for student success. The use of technology is an integral part of supporting and enhancing the learning process. Positive role modeling, respect, and a community characterized by a systems approach to learning and problem-solving are the hallmarks of the Belmont learning community. Belmont creates substantive change in individual learners.

Belmont is a student-centered organization. The primary purpose of academic support services is to assist students in meeting their educational goals. College departments and functional units are aligned and coordinated to support teaching and learning. Employees are professional, accessible, and helpful.

Accountability for learning is shared by students, stakeholders, and employees. Best practices are actively and continually adopted. Outcome competencies for each program and department are the backbone of the Belmont continuous feedback loop, which allows an ongoing, systematic, college-wide assessment of student achievement and institutional best practices.
CORE LEARNING OUTCOMES

The following core learning outcomes are the goals of all members of the Belmont College community. Belmont believes that when practiced across the life span, the goals encourage 1) personal and professional growth; 2) the ability to function in an employment situation and in the world at large; 3) community service; and 4) good citizenship. Assessment of the core competencies and goals occurs inside and outside of the classroom. They guide all learning, decision-making, and actions.

Students in AAS, AAB, ATS, AA, AS, and/or certificate programs at Belmont are expected to master and demonstrate the core outcomes and goals within the context of their degree or certificate program. When appropriate and applicable to the course content, the faculty will integrate and measure the outcome competencies and goals, and emphasize them in course activities and assignments.

I. Communicate Effectively (Written, Oral, Reading)
   a. Written Communication Skills and Competencies
      1. Produces clear, correct, and coherent written material adapted to purpose, occasion, and audience
      2. Demonstrates an understanding of writing as a process which includes pre-writing, revision, editing, and proofreading
      3. Researches and writes a documented paper using correct spelling, grammar, punctuation, and phrasing
   b. Oral Communication Skills and Competencies
      1. Uses clear, coherent, and persuasive language
      2. Selects and uses appropriate support materials to enhance oral presentations
      3. Organizes and articulates ideas for a range of audiences and purposes
   c. Reading/Listening Skills and Competencies
      1. Retrieves, organizes, interprets, and analyzes information from a variety of sources
      2. Integrates new information into the individual’s existing body of knowledge
      3. Uses technology to gather, process, and communicate information
      4. Demonstrates an understanding of self and relationships with others through all forms of communication and listening skills

II. Think Critically and Creatively
   a. Identifies and challenges assumptions
   b. Can see a problem or issue from a variety of perspectives
   c. Thinks logically, analytically, and systematically to problem-solve
   d. Demonstrates critical and creative thinking skills in discipline-specific and employment situations

III. Learn Actively
   a. Engages in individual and team learning through listening, observing, reading, and doing
   b. Develops professional expertise and competencies
   c. Examines and develops interpersonal/personal skills, such as basic independent living skills, professional attitude, social skills, and self discipline
   d. Applies quantitative and qualitative concepts, logic, and symbolic systems/mathematical techniques required by employment and discipline-specific situations
   e. Demonstrates personal and professional integrity and ethics, including a work ethic of doing the best job possible at all times
   f. Integrates and uses basic technology and information technology throughout the educational experience

IV. Accept Accountability
   a. Takes responsibility for current and lifelong learning
   b. Develops proficiency in self-evaluation through introspection and reflection
   c. Participates fully in the College institutional effectiveness plan

V. Build Global/Multicultural Diversity Awareness
   a. Demonstrate global, contemporary, or sociopolitical literacy
   b. Demonstrate knowledge of cultural issues and values
   c. Demonstrate self-awareness as a member of the world community and of a multicultural society.
The Main Campus Building, located at Exit 213 off Interstate 70, accommodates programs, classes, and pre-baccalaureate studies in the Business, Engineering, Nursing, Allied Health, and Public Service Programs. It also houses the Applied Technology and Innovation Center (ATIC), Horizon Hall, Student Affairs, Library, Business Office, computer laboratories, administrative services, student lounge area, and a full-service Campus Shop. The Charles W. Kocher Success Center provides the college community with a multitude of services in one location. Services provided are: testing, make-up testing, general tutoring, drop-in math tutoring, drop-in writing tutoring, an open computer lab, class rooms, and meeting rooms.

The Health Sciences Center is located between Hammond Road and State Route 331 in St. Clairsville and houses all Nursing and Health Science programs. The 27,648 square foot building features state-of-the-art classroom and science labs for biology, anatomy, and chemistry.

The Science and Engineering Building is easily accessible from Interstate 70 at Exit 213. It is located on the Ohio University Eastern Campus within sight of the Main Building. The Science and Engineering Building houses classrooms and laboratories for the Welding, Heating, Ventilation and Air Conditioning, and Building Preservation/Restoration Programs.

The Morristown Field Lab for the Building Preservation/Restoration Program is the 1846 Swaney House, a Federal-style masonry house in the Morristown Historic District, a short drive from the main campus. The house is the subject of an ongoing restoration directed by the faculty and performed by the students.

The Fire Sciences Center contains classrooms and labs for the fire science courses. The building is located directly across Route 331, and students can easily walk to class from the Main Building.

The Harrison County Center is located off Route 9, south of Cadiz, Ohio near the entrance to Sally Buffalo Park. Both credit and noncredit classes are offered at this off-campus site. Advising, financial aid and Campus Shop services are also available at the Harrison County Center.

In addition, Belmont College offers expanded educational opportunities in Monroe County at the Swiss Hills Career Center and at Belmont College’s Monroe County Center located within the Black Walnut Center. College credit can be obtained in such areas as accounting, business, communications, computers, medical terminology, psychology, and other areas of study.

Belmont College Main Campus
68094 Hammond Road
St. Clairsville, Ohio 43950
740.695.9500

Health Sciences Center
68410 Hammond Road
St. Clairsville, Ohio 43950
OFF-CAMPUS OPERATIONS
HARRISON AND MONROE COUNTIES

Satellite Locations
The Harrison County Center in Cadiz, Ohio, the Swiss Hills Career Center and the Monroe County Center in Woodsfield, Ohio are satellite locations for Belmont College. For more than 40 years Belmont College has been assisting the residents of Monroe, Harrison and surrounding counties in achieving their educational and career goals.

The Satellite Centers are designed to provide easier access to the quality post-secondary education already offered at the Belmont College Main Campus in St. Clairsville. All three locations provide a port of entry for students to complete any refresher, general education, and/or a number of first-year classes for selected majors, including the Associate of Arts and Associate of Science degrees, accounting, business, communications, computers, English, medical terminology, psychology, and welding.

Classes Offered at Convenient Times
Classes are offered conveniently during the day and evening at the Harrison County Center and at the Monroe County Center. Classes at the Swiss Hills Career Center are typically offered during evening hours except during summer when day and evening classes are offered. Select classes are also offered at all satellite locations in a flexible, accelerated format to satisfy the needs of transfer students who complete Belmont courses and transfer the credits back to their home institution. The Harrison Center, Monroe Center and Main Campus are equipped with videoconferencing technology which allows instruction to occur simultaneously at all three locations.

Services Offered
Services offered at our Harrison County Center and Monroe County Center may include Admissions, Financial Aid Awareness, Advising, Registration, and Accuplacer Placement Testing. Tutoring, proctoring of online and make-up tests and open computer lab times are available at both locations.

Transportation
Transportation is something many students need especially as they pursue upper level classes. Transportation services are now available for students in both counties. Harrison County students interested in these services may contact Rural Transportation at 740.942.1369 for details. Monroe County students may contact Monroe County Public Transportation at 740.472.2505 which offers transportation to the Main Campus in St. Clairsville.

Workforce Training
The satellite locations also serve as a valuable source of training for area businesses and companies as well as individuals wishing to increase their marketability. Courses are designed to provide soft skills, transferable skills as well as industry-specific skills. We also expand the possibilities of those attending by heightening their awareness of job possibilities or transfer of credits to attain more advanced degrees.

Convenient Locations
Harrison County Center
One College Way
Cadiz, Ohio 43907
740.942.2222

Monroe County Center
47084 Black Walnut PKWY
Woodsfield, Ohio 43793-9560
740.472.5468
WORKFORCE DEVELOPMENT & COMMUNITY EDUCAUTION

The primary objective of the Workforce Development and Community Education Department is to assist individuals, businesses, industry, and the community through training and education. All offerings are intended to strengthen and enhance career, personal, and educational goals. Programs and training can be delivered at our campuses, at the worksite, or online.

Our goal is to contribute to the economic viability of our community by developing and maintaining an up-to-date and well-trained workforce. Belmont College stands ready to help improve our region’s workforce productivity and profitability.

Broad-based training, addressing the latest in business and industry issues, can be provided at our campus locations, at any job site, or online with a schedule and customized training that meets any business’s specific needs.

We also understand that an area’s economic viability relies on its’ ability to attract and retain great people. Community Education provides courses based upon our community’s interests and needs. These programs are designed to help individuals upgrade skills, increase knowledge, learn new hobbies, advance careers, solve problems, and stimulate thinking.

Topics may include the latest in computer software, starting your own business, personal finance, tax preparation, art, music, dance, foreign and sign languages, business skills, safety training, local history, and CEU’s for specific disciplines.

Ohio’s Adult Diploma Program
Ohio’s Adult Diploma Program is brought to you by the Ohio Department of Education, in partnership with educational providers in southeastern Ohio. This program offers a high school diploma to Ohio residents, 22 and older. Graduates of this program will receive a state issued high school diploma as well as credentials and training for an in-demand career field. Choose from manufacturing, medical careers and skilled trades. Best of all, it’s free! Belmont College is approved for the following programs: STNA, EMT Basic, EMT Advanced, and the Welding Fabricator Certificate program. Other programs will be added in the future. For more information, please contact the Belmont College Workforce Development Department at 740.699.3969.

Contract Training
Education and skills are essential for today’s changing economy. A highly competitive industry rewards workers who possess sound general knowledge that enables them to adapt to changes in the workplace and continually learn new job skills.

Belmont College’s Contract Training service provides leadership in workforce training, supports the economic development of the region, and delivers efficient customized, solution-driven training programs.

College credit or non-credit formats are available. Listed below are some of our most popular training subjects:

- Microsoft Office
- Microsoft Outlook
- Microsoft Project
- Industrial Safety
- Internet/E-Mail
- Childcare CEU’s
- Problem Solving
- Supervision
- Management
- Customer Service
- Business Writing
- College Preparation
- Electrical Circuits
- Instrumentation
- SafeLand
- Project Management
- IV Therapy
- Welding (American Welding Society Certification)
- Statistical Quality Control
- AutoCAD
- Drug Free Workplace
- Nurse Aide (STNA)
- Coal Mining Safety Courses
- Programmable Logic Controllers (PLCs)
- Water/Wastewater Treatment
- Refrigeration Certification
- HVAC
- Blueprint Reading
- AC and DC Motors
- ARC Flash
- OSHA 10 and 30
- Oil & Gas Related Training
- Commercial Truck Driving (CDL)
- Continuing Education Units (CEU’s)
Fire and EMS Training
Meeting the needs of our region for trained professional fire fighters and Emergency Medical Services (EMS) personnel is another critical mission of Belmont College. Whether training for professional fire and EMS occupations, or as volunteers in our community, Belmont College stands ready to provide the highest quality training, to accrediting body standards.

Some of our most popular public service trainings include:

EMS
- First Aid/CPR
- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT) (Credit)
- EMS Continuing Education Units
- EMS Instructor
- Advanced-EMT (Credit)
- Advanced Cardiac Life Support (ACLS)
- Paramedic (Credit)
- Pediatric Advanced Life Support (PALS)
- Pediatric Emer. Recognition and Stabilization (PEARS)
- International Trauma Life Support Adult Provider
- International Trauma Life Support Pediatric Provider

Fire
- Firefighter Training (Volunteer)
- Firefighter Training (Level I) (Credit)
- Firefighter Training (Level II) (Credit)
- Fire Safety Inspector
- Hazard Recognition Officer
- Fire Instructor
- Live Fire Instructor
- Emergency Vehicle Operations (EVOC)
- HazMat Awareness and Operations
- Technical Rescue

For more information, or to register for any of these classes, call 740.699.3866 or visit our web site at www.belmontcollege.edu and click on the Workforce & Community Education link.

Energy Institute
The Energy Institute of Belmont College has been established to assist in the training and re-training of individuals for the production, conservation, and utilization of our current and future sources of energy. Belmont College has been in the energy business since the 1970’s preparing workers for employment in local Coal and Electricity industries. With the advent of new sources of energy in our area, Belmont College is working closely with energy employers to provide the necessary training for their future workers. The Energy Institute works with College departments to assist in providing real world training that is flexible to meet the current and projected needs of the energy industry. The Institute’s broad approach in programming includes training and education in the coal, electric, alternative energy, and oil/gas industries.

Some of the recent training offered by the College meets the short term needs of industry by providing Work Force Development Skills training, including safety certifications and CDL drivers training. Longer term training includes one-year Industry Specific Certificates. Many of our legacy 2-year degrees encourage an energy emphasis option specific to the needs of local employers.

College technical programs that include an energy emphasis are Civil Engineering, Energy and Natural Resources, Process Technician, Industrial Electronics, and Instrumentation and Control. Areas where a certificate may be earned are Oil and Gas Accounting, Natural Resources, Process Control, Rockwell Automation, and Welding. Training for specific job skills are available from Belmont College’s Workforce Development department and include SafeLAND- Oil and Gas safety training, OSHA 10 hr. Safety training, Mine Safety Training (40 hr. and 80 hr.), American Welding Society (AWS) Certifications in Welder Fabricator and Pipeline Welder Helper I, Pipeline Field Skills and Commercial Driver’s License Training (CDL).

Individual courses such as: Introduction to Oil and Gas and Introduction to Geographic Information Systems may be taken individually or as part of a certificate or degree program.

General office, CDL, heavy equipment, general labor, and welders represent natural gas workforce occupations that will dominate Belmont and surrounding counties. Belmont College offers strong programs in accounting, business, management, leadership, entrepreneurship, and legal office associate degrees and certificates. Additionally, Belmont College offers Civil Engineering, Energy and Natural Resources, Process Technician, Industrial Electronics, and Instrumentation and Control degrees to support well-pad operations, processing plants, and compression stations.

For more information about Energy related jobs and training contact the Operations Manager, Energy Institute at 740.699.3860 or visit www.belmontcollege.edu/energyinstitute.
ADMISSIONS
INFORMATION
2019 - 2020 Academic Year
Applying to Belmont

Belmont College maintains an open access admissions policy that makes it possible for any person with a high school diploma or General Equivalency Diploma (GED) to pursue the program of their choice.

Students may be admitted to the College and register for classes but must submit a valid high school diploma or General Equivalency Diploma (GED) before attending class. Students may acquire their high school transcript by contacting their high school. GED classes and testing are offered at Belmont College. Contact the Success Center at 740.699.3882 for times and locations. Students who have difficulty obtaining the required documents should consult the Belmont College Record’s Office for assistance.

While an open access admissions policy is maintained, certain instructional departments maintain established guidelines for students desiring to enter specific programs. Refer to “Program Policies and Procedures” in this catalog for clarification of these guidelines.

Resident Status

Student residency is determined at the time of application according to Ohio Board of Regents rules. The tuition structure of the College differentiates between in-state, out-of-state and international students. Under tuition reciprocity agreements currently in force, the following geographic definitions apply:

In-State Status: Residents of Ohio (88 counties) or residents of Hancock, Brooke, Ohio, Marshall, or Wetzel Counties of West Virginia receive Belmont in-state tuition rates.

Out-of-State Status: Residents of any other county in West Virginia, or residents of any other U.S. state, The District of Columbia, or any U.S. territory receive out-of-state tuition rates. Out-of-state students who feel that they have achieved in-state residency status requirements may apply for a change of residency status with the Registrar. All applications for change of residency status will be reviewed by a residency committee. Students may appeal residency committee decisions in writing to the Dean of Instruction.

In-State Tuition for Qualified Veterans from Across the Country

Upon moving to Ohio, veterans with one year of honorable service (and their dependents) are immediately considered in-state residents (with appropriate documentation) for the purposes of tuition, state educational subsidies and financial aid. Active duty, guard, reserve service members, and their families are also eligible for this educational benefit.

On June 26, 2012, Governor John R. Kasich signed into law House Bill 490, a bill that includes provisions which expands the in-state tuition benefit to the spouse or dependents of a deceased veteran regardless of the location of the death or the veteran’s residence at the time of death.

Campus Tour

Prospective students and other interested persons may schedule a tour of the campus by calling 740.695.9500.

Application Procedure

1. Submit the Belmont College Application for Admission
   To apply online, visit www.belmontcollege.edu or call our Main Campus for a copy of the free ‘Belmont Application for Admission.’ The application must be complete for admission consideration.

2. Visit or contact our campus and schedule an initial interview with a Recruiter who will provide you with program information and guidance on admission procedures and address any questions you may have.

3. Request Official and Final Transcripts
   All students must submit transcripts from high school/GED and any previously attended institutions of higher learning. They must be sent directly to the Belmont College Records Office.

4. Placement Test
   Students, unless otherwise noted, must submit placement test scores before they may register for courses. The scores are used as a guide to help match students’ academic ability with their beginning coursework. Belmont recommends that all students take an ACT or SAT test; however, the College provides Accuplacer testing for students as an alternative. Please see the Placement Testing information in this section for details.
5. Apply for Financial Aid and Scholarships
Students interested in applying for financial aid must submit the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov. The Belmont College code is 009941. Also, please check our financial aid link at www.belmontcollege.edu for scholarship applications and information. Reference the Financial Aid section of this catalog for more scholarship details.

After completing the FAFSA and other necessary paperwork, applicants will receive a financial aid award which will detail grant, scholarship, student loan, and work-study aid eligibility.

6. Schedule Classes
After completion of the previous admissions steps, students meet with an academic advisor to discuss academic goals, career opportunities and create a course schedule.

7. Attend ‘First Year Experience’ (FYE) Orientation
Our FYE program has been developed to provide a seamless transition into college. Orientations are scheduled before the start of each semester. Please contact the Charles W. Kocher Success Center for dates and times. The purpose of the FYE Orientation is to familiarize the new student with the College and connect with key campus resources to succeed as a first year student. There is no charge for attending this admissions event.

8. Admit-to-Class
Students are mailed an “Admit to Class” slip 7-10 days prior to the start of the semester. Please double check that your schedule and billing statements are accurate.

9. Buy Books at the Belmont Campus Shop
Books are normally available two to three weeks prior to the start of each semester. Students should take note of Campus Shop return policies and deadlines.

NOTE: There may be additional requirements for certain programs including, but not limited to: Nursing, Radiologic Technology, Trustees Scholars, EMT/Paramedic, College Credit Plus (CCP), Transient Students, International Students, and others. Please see the end of this section for details.

Waiting Lists
Admission to the College does not guarantee admission to a particular program.

Certain programs with limited enrollment capacity, such as the EMT/Paramedic and Nursing Programs, accept students on a space-available basis.

Placement Testing
Belmont is a learner-centered college which provides access to the many benefits of higher education for students from varied backgrounds and educational levels. In order to provide students with individualized guidance in reaching and exceeding their educational goals, it is important to help identify students’ academic ability. This is done through placement testing. Belmont encourages any student who is planning to attend college to take an ACT or SAT test or the Belmont College Accuplacer Placement Indicator.

Test results are used for placement purposes. A placement indicator is used to measure current academic ability in certain areas.

To help match a student’s current academic skill level with beginning course work at Belmont, the College measures all new students’ skill levels in math, reading, and English to ensure placement into the appropriate courses. Students enrolled in courses for which they are not prepared would have a difficult time meeting their academic goals. Students who have already mastered certain skills or abilities may be able to begin coursework at a higher level.

Students are encouraged to complete the Accuplacer Study Guide in preparation for the actual test. A sample test is available on the Belmont College web site and from the Success Center. Belmont has a hard placement policy for new students which means that the scores earned on placement tests will determine the courses where students will begin. Students may re-test (see ‘confirmation tests’ for details).

If students do not test at an academic level that will enable them to succeed in college level courses, their beginning course work may include developmental courses which are required yet do not count toward a degree or certificate. Developmental courses are designed to provide students with the training to handle college-level course work.

Placement testing is just one of the many services that Belmont provides to help students meet and exceed their educational, career, and life goals.

Accuplacer placement testing is done on a scheduled basis and scored immediately. Call the Charles W. Kocher Success Center at 740.695.8521 to schedule a placement test.
Students exempt from a placement test are:
1. Those possessing an associate’s or higher degree from an accredited institution
   a. Those registering for courses with no placement testing prerequisites
2. Those transferring in college-level math credits with a “C” or better will be exempt from the math section of the placement indicator; those transferring in college-level English credits with a “C” or better will be exempt from the writing section of the placement indicator; those transferring in college-level reading-intensive courses (i.e. psychology, sociology, and biology) with a “C” or better will be exempt from the reading section of the placement indicator; those transferring in college-level proficiency in English and math will be exempt from the placement test (i.e. CLEP and Advanced Placement)
3. Those age 60 or above (senior citizens) not enrolling in the nursing programs or enrolling in a class with a placement requirement
4. Those auditing classes
5. Those providing ACT or SAT scores (within 5 years) either on their high school transcript or an official ACT or SAT score report
6. Non-degree students not enrolling in courses with a placement requirement
7. Those who obtain a transfer waiver (Form 122) from an Academic Advisor or Faculty Lead.

**NOTE:** Placement scores are required for all nursing programs.

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**Confirmation Tests**
An academic advisor or Success Center staff member will recommend the student to retest in order to attempt testing out of the initial course(s) placement.

1. Students may retake each subject of the placement test one time, at no cost to them.
2. Students may retake one or more portions of the placement test for a second time at no cost to them, only if their test scores(s) fall within the confirmation range.
3. Students will be subject to a retesting fee of $20 per Accuplacer subject, payable to the Business Office, if:
   a. Students are retesting for a second time, and their precious score(s) do not fall within the confirmation range.
   b. Students are retesting for three or more times.

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**Student Classification**
A student who has completed 30 or more hours of credit will be considered a second-year student.

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**High School Students**
Options will be provided to high school students under the College Credit Plus program (see below). Please see your high school counselor or a Belmont College admissions representative for more information.

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**College Credit Plus (CCP)**
Ohio residents only. This program permits students to take courses at Belmont College while enrolled in grades 7-12. Students must complete the normal admissions application process at Belmont College and complete the College Credit Plus Supplemental Application Form #63. The Belmont College CCP liaison can assist with the application process. The home school principal or counselor, the career center principal or counselor, if applicable, the student’s parent, and the student must sign this form.

**Guidelines - CCP**
Cost
College Credit Plus courses are free to students in grades 7-12 and may earn the students credit at their current school and college credit. The eligible student does not pay for tuition, books or fees. Courses may be offered at the student’s school, online, video conference or at any of Belmont College locations.

Classes failed or withdrawn with an “F” will receive an “F” on the high school and college transcripts and will be computed into the high school and college GPA. If a CCP student does not receive a passing grade, the district may in some instances seek reimbursement for the amount of the state funds paid to the college on the student’s behalf. The school district may withhold grades and credits received for high school courses taken until reimbursement has been made.

**What course(s) may be taken?**
Students may choose any non-developmental course that applies toward a degree or workforce certification at a public (or participating private) college.

**Enrollment Guidelines and Deadlines**
Contact the high school guidance counselor or Belmont College advisor to obtain an enrollment form. Notify your guidance counselor of intent to participate by March 30th. Complete ACT or Accuplacer testing. After March 30th, a high school district administrator’s signature is necessary.
Transfer Students
Transfer students will abide by the same student classification regulations as non-transfer students. Original transcripts from each previously attended college or university must be sent directly to the Belmont College Records Office in order to have courses evaluated for transfer to Belmont College.

Transient Students
A transient student is a student in good standing who enrolls at Belmont College for the purpose of transferring courses to their home college or university. Transient students may enroll via the telephone or internet if they have completed a Belmont College application, and have provided written approval of Belmont College courses from their home college. Transient students are not eligible for financial aid.

Cross - Registration
Full-time Belmont College and Ohio University Eastern Campus students may register for two (2) courses at the other institution at no additional instructional fee (tuition) charge during their lifetime. (Use form #54 – Request for Cross-Registration Course and Waiver of Tuition and Fees.) Cross-registration is not permitted when the equivalent course is available to the student during the same semester at the home institution. This is limited to one free course in any given semester. No summer courses will be eligible under this agreement.

Out-Of-State Students
Out-of-state applicants who have completed student records files will be accepted on a space-available basis. Acceptance into one program does not guarantee acceptance into other programs.

International Students
Foreign Nationals who wish to attend Belmont College as F-1 nonimmigrant aliens are subject to the following admission policy:

1. Applicants must demonstrate that they have completed a secondary education prior to attendance at Belmont College. Applicants must provide certified translations into English of all secondary school records.

2. Applicants must supply evidence of satisfactory command of the English language as evidenced by a composite Test of English as a Foreign Language (TOEFL) score of 500 or better. TOEFL may be waived if the student has graduated from a high school within the United States.

3. Applicants who plan to enter the country to attend Belmont College must indicate that they have sufficient funds for tuition, fees, books, room, board, etc. (Notarized Affidavit of Support). Before an I-20 Form (Certificate of Eligibility for Nonimmigrant Student Status) is issued, applicants must submit to the Business Office sufficient tuition funds and the general fee for one academic year (30 credit hours) at the foreign student tuition rate in force at the time of application. The College has no financial aid available to foreign students.

4. Applicants must provide a notarized affidavit indicating that they have Accident & Health Insurance in force while they are in attendance at Belmont College.

5. Applicants who plan to transfer to Belmont College from other institutions must supply documentation that they have been making satisfactory academic progress and have not had disciplinary actions brought against them or must otherwise submit to the criteria in items 1, 2, 3, and 4.

6. Because Belmont College has no dormitory services, it can provide little help in finding housing or boarding facilities.

7. Each applicant must submit a completed application.
Applicants who meet the above requirements and who desire to enter the College will be admitted with all attendant rights and privileges. Once an applicant completes the admission process according to the policy outlined above, the applicant must register for classes as a full-time student (12 hours or more). The Registrar must be notified immediately if an F1 student plans to drop below full-time and the Dean will notify the Immigration Office immediately (INS Form I-20B).

**Veterans Benefits**
Veterans of the US Armed Services, Active Service Members, Reservists, or National Guard members may be eligible to receive educational benefits through the US Department of Veterans Affairs (VA). Children and spouses of deceased or totally disabled veterans may be eligible to receive educational assistance. Any person who believes that he/she may be eligible for Veterans assistance should inquire at the Records Office.

All students receiving Veterans benefits are informed of the following guidelines:

1. Students receiving benefits through the VA may be certified only for those courses which apply to the program of study for which benefits are granted.
2. Failure to attend class on a regular basis, or withdrawing from a class prior to the end of a semester, may result in a condition of overpayment. The College will report all such situations to the VA in a timely manner. Students who are unable to attend class must inform the Records Office.
3. All eligible students must advise the VA Certifying Officer of their intent to receive benefits before the first day of each semester.
4. Students receiving VA benefits are considered self-pay. The VA may issue payment directly to the student, therefore, the student is responsible to make arrangements at the Business Office for payment to the College.

**Readmission Policy**

**To the College**

Except for students dismissed for violation of the Student Code of Conduct or under the Academic Probation Policy, any former student may return to the College and take classes after all readmission requirements have been completed. Readmission to the College does not necessarily mean readmission to a specific program.

**To a Program**

Readmission to a specific program may require approval by the Vice President of Academic Affairs & Student Engagement. Those programs having limited enrollment or specific entrance requirements will provide for readmission on an individual basis as follows:

- Courses counted for technical requirements and technical electives must have been completed within the last seven years. In the Emergency Medical Technician program, the limit shall be three years.

- See “Program Policies and Procedures” for specific re-entry policies for the Associate Degree Nursing and Practical Nursing programs.

- The above notwithstanding, the Vice President of Academic Affairs & Student Engagement, shall have the authority to waive this requirement when clear and compelling evidence for such consideration is presented by the student.

Students readmitted to a program must complete all components of the program. Partial completion of courses cannot be accepted for credit, and the entire course must be repeated.
REGISTRATION & FEES
2019 - 2020 Academic Year
Registration Process
The registration period for each semester is designated in the Academic Calendar.

Registering with an Advisor
Individuals who want to sign up for classes must complete a Student Course Registration Form upon which the course number, name, and section number are entered. Signatures of both the student and the advisor are required on this form. The Student Responsibility Statement is included on this form: “By completing this registration form, I acknowledge the following:

1. I am now registered for classes. If I choose not to attend, I accept the responsibility to follow the College’s drop or withdrawal procedures as stated in the College catalog.

2. I am responsible for payment of tuition, fees, and all charges regardless of any financial aid received. I understand that if I have any outstanding balances more than 45 days past the billing date, this information will be forwarded to the Attorney General of the State of Ohio (as required by Section 131.02 of the Ohio Revised Code) for collection purposes.”

Registering Online
MyBelmont is located at the following address http://MyBelmont.belmontcollege.edu/ics/. It can be used by students to manage and enhance their educational experience. Online registration can also be accomplished on MyBelmont. Additional online registration restrictions may apply at the discretion of the College.

Online Processes
Logging on to MyBelmont will open the following options to students: ability to view and print schedules, add/drop classes, register for classes, view and print unofficial transcripts, calculate GPA, view and pay bills, view financial aid awards, participate in threaded discussions for courses, and browse course web pages maintained by the instructors.

Tuition and Fees
All tuition and fees for the semester are due by the published due dates established in the Academic Calendar or at the time of registration unless prior arrangements have been made through the Business or Financial Aid Office. The Board of Trustees establishes the tuition and fee rates at Belmont College. Resident, Out-of-State, and International Student fees are subject to change pending Board action. Please note that the tuition and fees for the current academic year may not be finalized at the time the catalog goes to print. Current tuition and fee information is published on the Belmont website at www.belmontcollege.edu.

Instructional Fee (Tuition Per Credit Hour)
A student is charged in-state fees if he/she resides in the state of Ohio, or in Hancock, Brooke, Ohio, Marshall, or Wetzel County of West Virginia. The current per-credit-hour fees for in-state, out-of-state, and foreign students are outlined on the website. Twelve (12) credit hours indicate status as a full-time student.

General Fee (Per Credit Hour)
Costs incurred for academic services to students such as those services provided in the Success Center, Learning Commons, and other areas throughout the College are covered in part by General Fees.

Technology Fee (Per Credit Hour)
Technology fees are charged to help defray the costs associated with the use of student computers (e.g., licensing, upgrading, web access, etc.) and other technology. A per-credit-hour rate is included in the student's total tuition and fees for this purpose.

Student Life Fee (Per Semester)
Each semester, a student life fee is added to the student's total tuition and fees. These funds help support the many activities offered to Belmont students throughout the academic year.

Course Fee (Per Course, If Applicable)
Course fees are assessed to cover the cost of consumable materials, equipment maintenance, supplies, liability insurance, and other costs associated with certain courses. The fees are charged to the student at the time of registration. Individual course fees are found in the Course Description section of this catalog. Not all courses involve course fees. Course fees are subject to change.

Career Services Fee (Per Credit Hour)
Associated with maintaining and developing career services functions that are vital to student and workforce success, as well as to ensure these services are available in the future academic terms.

Auxiliary Fee (Per Credit Hours for Enrollment in 4 or More Credit Hours)
Associated with providing a common platform to enhance instruction and to access digital educational resources to prepare graduates for technology-driven career, as well as offering textbooks at a reduced cost through the use of digital materials.

Payment of Tuition and Fees
Tuition and fees are due by the published due dates established in the Academic Calendar. The student is responsible for payment of tuition, fees, and all charges regardless of financial aid received. This not only insures that the student is aware of his/her responsibilities in terms of initiation or termination of enrollment but also insures that he/she is aware that if financial aid or other payment arrangements are not
Outstanding Balances
As a state-supported institution of Ohio, Belmont College has an obligation to collect all fees due the College. Section 131.02 of the Ohio Revised Code requires all state agencies to refer all outstanding balances greater than 45 days of billing date to the Attorney General of the State of Ohio for final resolution. Once a delinquent debt has been forwarded to the Attorney General’s office for collection efforts, the balance will accrue interest at a rate established by the Ohio Revised Code and calculated on all outstanding balances. In addition, delinquent debts may incur costs including but not limited to charges, fees, interest, and penalties.

Prior Semester Balance Due
Students with prior semester balances due will not be permitted to register for or attend classes in the subsequent term until the past-due balances are paid.

The Records Office CANNOT release student information to external entities if there is an outstanding balance due or unreturned college property (e.g., library books, iPads etc.). Records Office data includes transcripts and any other information related to attendance at Belmont College.

Refund of Tuition and Eligible Fees*
To receive a refund of tuition and eligible fees, the student must follow the withdrawal procedure prescribed by the College. Tuition and other eligible fees are refundable according to the following schedule:

<table>
<thead>
<tr>
<th>CALENDAR DAYS</th>
<th>REFUND PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of term</td>
<td>100%</td>
</tr>
<tr>
<td>1 – 7 days from the 1st day of term</td>
<td>100%</td>
</tr>
<tr>
<td>8 – 14 days from the 1st day of term</td>
<td>50%</td>
</tr>
<tr>
<td>15 days and beyond</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Refunds of instructional fees (tuition), general fees, technology fees, student life fees, and course fees, if applicable, are based on the first calendar day of the term. Refunds are issued within four (4) weeks after the first day of class. It is the student’s responsibility to ensure that the Records Office has his/her current mailing address. Refunds do not apply to non-refundable fees and/or deposits.

For courses that do not follow the normal semester calendar (flex, fast-track, etc.) the refund schedule will be adjusted proportionately based on class length.

*This College refund policy is separate and distinct from the Title IV Pro-Rata Financial Aid Refund.

Miscellaneous Costs
Program Deposit
Certain programs with limited enrollment may require that deposits be paid by the student to hold a space in that program. The following guidelines apply:

1. The deposit must be paid by the student. Financial aid or third-party agencies cannot pay deposits.

2. The deposit must be paid on or before the date stipulated in the student’s notification of acceptance letter to reserve the space, or the space will be offered to another applicant.

3. All deposits are non-refundable.

4. All deposits are non-transferable.

5. If the student attends classes for at least three (3) weeks of the semester for which the deposit is paid, the deposit will be credited to his/her account.
6. If the student does not attend classes for at least three (3) weeks of the semester for which the deposit is paid, the deposit will be forfeited by the student.

7. At the publication of this catalog, the following programs require deposits: Registered Nursing, Practical Nursing, Paramedic Transitional Nursing, Transitional Nursing, and STNA. Others may be added at the discretion of the College.

Breakage Deposit
Students registering for certain classes where extensive lab time is involved may be expected to pay a deposit prior to lab participation. At the end of the semester, the full deposit will be returned unless the student incurs equipment loss or breakage. This fee may supplement the standard course fee.

Textbooks
Textbook prices are posted at the college Campus Shop and on the college website before the beginning of each semester. Textbook prices reflect Belmont College’s implementation of the BeConnected Initiative. This initiative provides the use of mobile devices to help students choose between traditional paper-based book purchases and rentals, and more affordable ebooks, ibooks and even open source (free) choices, in courses that use them. Please note, the Campus Shop may have a limited number of used paper-based textbooks, as well as a select group of textbooks available to rent; contact the Campus Shop Manager 740.699.3853 for availability. Please contact the Faculty Lead with any questions you may have concerning textbook editions.

Program Costs
Certain programs have additional miscellaneous costs associated with materials and supplies. These programs include but may not be limited to:
- Associate Degree Nursing (1st semester)
- EMT (1st semester)
- Practical Nursing (1st semester)
- Welding (tools)
- Building Preservation/Restoration (tool kit)
- STNA
- Heating, Ventilation & Air Conditioning (tools)

Graduation Fee
A graduation fee of $30.00 for the first degree, certificate, or diploma awarded in a semester and $10.00 for each additional degree, certificate, or diploma awarded in the same semester is payable at the time the student applies for graduation. The $30.00 fee is applicable each time the student applies for graduation in a new semester. Graduation fees are non-refundable and are payable in the Business Office.

The graduation fee must accompany a completed Degree Candidacy Declaration form #73 for each degree or certificate. Degree Candidacy Declaration forms are available in the Records Office or in the Harrison County Center Administrative Office. See Academic Policies and Procedures for more information.
FINANCIAL AID

2019 - 2020 Academic Year
<table>
<thead>
<tr>
<th>NAME</th>
<th>ELIGIBILITY</th>
<th>FAFSA REQUIRED</th>
<th>AMOUNT*</th>
<th>SEPARATE APPLICATION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay Family Nursing Memorial Scholarship</td>
<td>ADN and LPN majors. Preference given to students from Belmont, Harrison, Guernsey, and Tuscarawas Counties.</td>
<td>Yes</td>
<td>Pays up to $1,500 per semester after other forms of aid</td>
<td>General Application</td>
</tr>
<tr>
<td>CONSOL Energy, Inc. Scholarship</td>
<td>Second year students in industrial or mechanical majors</td>
<td>Yes</td>
<td>$1,000 / 2 students</td>
<td>General Application</td>
</tr>
<tr>
<td>Elizabeth J. Rubloff Scholarship</td>
<td>ADN &amp; LPN students</td>
<td>No</td>
<td>Award based on interest</td>
<td>See Nursing Faculty</td>
</tr>
<tr>
<td>Employee Scholarship</td>
<td>Students enrolled at least 6+ hours, for whom no other aid is available, and on-track for an associate’s degree in technical study or the Transfer Module.</td>
<td>Yes</td>
<td>$500 / 2 students</td>
<td>General Application</td>
</tr>
<tr>
<td>Francis J. &amp; Edith Jackson Family Scholarship</td>
<td>Student must be a resident of Ohio County, West Virginia or Marshall County, West Virginia.</td>
<td>Yes</td>
<td>Varies</td>
<td>General Application</td>
</tr>
<tr>
<td>Gust Maistros Scholarship</td>
<td>ADN/LPN students</td>
<td>No</td>
<td>ADN - One $500</td>
<td>See Nursing Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LPN - One $500</td>
<td></td>
</tr>
<tr>
<td>Hilda Burrows Door-of-Opportunity Scholarship</td>
<td>Ohio residents recently unemployed or their dependents.</td>
<td>Yes</td>
<td>Tuition, fees and books less any other aid</td>
<td>Yes</td>
</tr>
<tr>
<td>Kimberly Taylor Memorial Scholarship</td>
<td>ADN students</td>
<td>No</td>
<td>Award based on interest</td>
<td>See Nursing Faculty</td>
</tr>
<tr>
<td>Mining Electro-Mechanical Maintenance Scholarship</td>
<td>Students enrolled in 6+ credit program of Civil Engineering or Welding</td>
<td>Yes</td>
<td>$500 / 2 students</td>
<td>General Application</td>
</tr>
<tr>
<td>Nita C. Lewis Pathway to Nursing Scholarship</td>
<td>ADN/LPN students</td>
<td>Yes</td>
<td>Award based on interest</td>
<td>General Application</td>
</tr>
<tr>
<td>Senior Citizens Tuition Waiver</td>
<td>60 years of age or older and Ohio resident</td>
<td>Yes</td>
<td>Covers tuition only, no fees, books or other expenses</td>
<td>See advisor</td>
</tr>
<tr>
<td>St. Clairsville American Legion Citizenship Scholarship</td>
<td>Resident of Belmont County, pursuing an associate degree or a certificate. Child of grandchild of a veteran of the United States Armed Forces</td>
<td>Yes</td>
<td>$1000 / 1 student</td>
<td>General Application and Essay</td>
</tr>
<tr>
<td>St. Clairsville Rotary Scholarship</td>
<td>Residents of the St. Clairsville Richland School District</td>
<td>Yes</td>
<td>$500 / 1 student</td>
<td>Yes</td>
</tr>
<tr>
<td>Trustees Scholarship</td>
<td>Residents of Belmont, Harrison or Monroe Counties and recent high school graduates</td>
<td>Yes</td>
<td>Covers tuition only, after other forms of aid, no fees, books or other expenses</td>
<td>Yes</td>
</tr>
<tr>
<td>Russell J. and Eleanor M. Woolman Scholarship</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>General Application</td>
</tr>
</tbody>
</table>

*As of 18/19 award year. Subject to change for 19/20.
The Financial Aid Office of Belmont College administers various federal, state, college, and private financial aid programs. Financial aid is available to help eligible students meet the expenses of a college education. All financial aid programs are managed according to federal, state, and college guidelines, and accepted accounting practices.

Students applying for financial aid are considered for all programs for which they may be eligible. The amount of financial aid awarded is generally a combination of grants and loans. Awards are based on the student’s financial need, which is determined by subtracting the resources of the student and his/her expected family contribution from the student’s financial aid budget. The expected family contribution (EFC) is based on the amount of the family’s income, assets, and household size as submitted on the FAFSA. All financial aid awards are finalized by the Financial Aid Office. An award letter is mailed to each financial aid applicant, but maybe subject to change. Students are strongly advised to apply for financial aid as early as possible for the forthcoming academic year in order to avoid delays.

**How to Apply for Financial Aid**

1. Apply for admission to Belmont by going to our website and completing the online application.

2. Complete the FAFSA (Free Application for Federal Student Aid) by going to https://fafsa.ed.gov. Belmont School Code is 009941. **Students are strongly advised to complete the FAFSA as early as possible for the forthcoming academic year not only to allow for the verification process, but also to insure that they will receive all eligible financial assistance available.** Students may begin filing their FAFSA on October 1 prior to the start of the next academic year.

3. New students completing the FAFSA need to obtain a FSA ID. Parents of dependent students will also need to obtain a FSA ID to process the FAFSA.

4. Complete the Trustees Scholarship Application if you are a new high school graduate who meets the residency and graduation requirements of Belmont, Harrison, and Monroe Counties.

5. Review your SAR (Student Aid Report). Once you complete the FAFSA, the U.S. Department of Education will mail your SAR results, generally through e-mail. Read this carefully as it contains messages and possible errors you will need to correct. If you find any errors, correct them by going to https://fafsa.ed.gov.

6. Submit any missing documents to the Financial Aid Office. Check your financial aid status online through your MYFAO site to see if you have missing documents such as Verification Worksheets or tax documents. For more information, see What is Verification?

7. Once all forms are complete the Financial Aid Office will process your Financial Aid award and mail or email you a Financial Aid Award Letter showing any estimated grants or scholarships you may be eligible to receive. Students who wish to borrow Federal Direct Student Loans will be required to complete a Federal Direct Student Loan Request Form each semester even if you have had a loan in the past. This application is available in-office, on our website, or on your MyFAO.

8. If you apply for a Federal Direct Student Loan, new borrowers must complete Entrance Counseling and Master Promissory Note (only once). Returning borrowers need to complete the FACT (Financial Awareness Counseling Tool). These can be done online at https://studentloans.gov.

9. Make sure your bill is covered. If you receive a balance due, do not assume your financial aid will cover it. If your file is incomplete, you are not eligible for any Financial Aid awards. Check your Financial Aid status on the MYFAO or by contacting the Financial Aid Office at 740.695.8510 or financialaid@belmontcollege.edu.
Types of Financial Aid

Federal Aid Programs
To be considered eligible for any federal program you must complete a FAFSA by going online to https://fafsa.ed.gov. Belmont’s School Code is 009941. Federal Aid is only available to degree or certificate seeking students for courses required for your Belmont College degree completion. Please consult with your academic advisor if you have any questions on eligible/required courses. Students must meet the conditions of Satisfactory Academic Progress to receive awards.

Federal Pell Grant Program (Pell Grant)
The Pell Grant is a federally funded program designed to assist needy students attend college. To determine your eligibility for Pell Grant, you must complete the FAFSA at https://fafsa.ed.gov. The U.S. Department of Education will calculate an Expected Family Contribution (EFC) based on the data you report.

A Pell Grant, unlike a loan, does not have to be repaid. However, you must be an undergraduate student who has not already earned a bachelor’s or professional degree. The award you receive depends on the number of credits for which you are enrolled, the cost of your program, the number of semesters you attend per year, and your EFC.

Federal Work-Study Program
The Federal Work-Study (FWS) program provides jobs for students with financial need who would like to earn money to help pay for educational expenses. Students are eligible to apply for a work-study position if they are enrolled at least half-time (6 credit hours).

To arrange a job and determine the number of hours per week that a student may work under this program, the Financial Aid Office considers the student’s:
- financial need
- class schedule
- academic progress

Determination of eligibility is based on the information provided on the FAFSA which determines the EFC, as well as other sources of assistance, the student may be receiving. Federal work-study awards may vary each academic year, depending on student financial need and available Federal funds. Awards are made on a first-come, first-served basis. Students interested in work-study should contact the Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG Grant)
The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients will be considered for FSEOG first. As in the case with Pell, FSEOG does not have to be repaid.

Federal Direct Loans
Belmont participates in the Federal Direct Loan Program. Funds for your Direct Loan will come directly from the U.S. Department of Education to the college. There are two types of Federal Direct Loans, Subsidized and Unsubsidized. You may receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you have eligibility and don’t exceed the annual or lifetime loan limits. To be eligible for a Direct Loan you must complete a FAFSA, be enrolled in at least six credit hours, and be enrolled in a Belmont College degree or certificate program. Students must also complete entrance counseling and a Master Promissory Note (MPN) when applying for their first loan.

Returning borrowers need to complete Financial Awareness counseling each term they borrow. A Federal Direct Student Loan Request Form is required for each term they wish to borrow. Belmont College awards loans for one semester at a time, so you will need to apply each semester that you need loan assistance.

Subsidized
A subsidized loan is awarded on the basis of financial need. If you are eligible for a subsidized loan, the government will pay (subsidize) the interest on your loan while you’re in school for at least six-credit hours, for the first six months after you leave school, and if you qualify to have your payments deferred. Depending on your financial need and enrollment status, you may borrow subsidized funds for an amount up to the annual loan borrowing limit for your level of study. Freshman (0-29 earned hours) may be eligible to borrow up to $3,500 per year and sophomores (30+ earned hours) may be eligible to borrow up to $4,500 per year. Because Belmont is a 2-year school we are not permitted to offer the Junior/Senior Direct Loan amounts.

Unsubsidized
Unlike a subsidized loan, you are responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. You can choose to pay the interest while you are at school or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount you have to repay.
A dependent freshman student (0-29 hours earned) without financial need may be eligible to borrow up to $3,500 per year and sophomores (30+ hours earned) may be eligible to borrow up to $4,500 per year.

Dependent students can also borrow up to an additional $2,000 in unsubsidized Direct Loan monies. Dependent students whose parents apply for and are denied a Federal PLUS loan can also borrow up to an additional $4,000 in unsubsidized loan funds. Check your budget on MYFAO to see if you have eligibility or check with the Financial Aid Office.

If you are an independent undergraduate student, you may be eligible to borrow up to an additional $6,000 Unsubsidized Direct Loan each year.

Entrance Counseling for Direct Loans
Entrance counseling will help you understand your rights and responsibilities as a student loan borrower. All first time loan borrowers are required to complete Entrance Counseling. Returning borrowers must complete Financial Awareness counseling each term. Both are available online at https://studentloans.gov.

The Financial Aid Office will automatically receive notification after you have completed the required counseling process online. Once all required paperwork has been submitted, the loan will be processed.

Repayment of Federal Direct Student Loans
Repayment begins six months after the student graduates, drops below half-time (six-credit hours), withdraws from the College, or ceases to re-enroll in the next standard term. Students may be granted up to 10 years to repay the loan, more with Federal Consolidation. However, consolidation will increase the interest paid. The monthly payment amount depends on the size of the debt, with a minimum monthly payment of $50. Students may estimate their repayment amount by going to the loan calculators at https://studentloans.gov.

Student Loan Exit Interview
All borrowers are required to complete the online Student Loan Exit Interview after they graduate, drop below half-time, withdraw from the College, or fail to re-enroll in the next standard term. This is available through the www.studentloan.gov website.

Federal PLUS Loan
Parents of undergraduate dependent students may borrow funds to cover the cost of education. The maximum amount of the loan cannot exceed the student’s cost of education minus other financial aid received during the loan period.

Repayment begins as the money is disbursed or some lenders will defer payment until after the student graduates or drops below half-time. You must apply on-line at https://studentloans.gov.

Annual Reapplication Process
Students must reapply for financial aid each academic year. The academic year encompasses the three academic semesters of summer, fall and spring semester. Financial aid usually continues at the same level each academic year unless there is a change in the student's resources, expected family contribution, or the Federal and/or State laws governing financial aid. You can complete the next year’s FAFSA beginning October 1st of the prior year.

State Aid Programs
Ohio Nurse Education Assistance Loan Program (NEALP)
The Nurse Education Assistance Loan Program (NEALP) was created by the Ohio General Assembly in 1990. The purpose of NEALP is to assist the state in meeting nursing shortages by providing financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in approved Ohio pre-licensure nurse education program who intend to serve as nurses after graduation. The annual award for the most recent academic year was $1,500/year. In exchange, to qualify for loan cancellation, recipients must be employed full-time as a registered nurse or licensed practical nurse in the State of Ohio for a minimum of five years after graduation. Recipients must also:
• Be an Ohio resident.
• Be a U.S. citizen or a permanent resident.
• Be enrolled in or be accepted for enrollment approved nurse education programs in Ohio colleges, universities, hospitals, or vocational schools.
Vocational Rehabilitation Programs
Each state maintains a Vocational Rehabilitation Agency. The purpose of these agencies is to assist clients in training or re-training in order to overcome various disabilities. It may be possible that all or part of the educational expenses will be covered under such programs. Students are encouraged to consult with their local Vocational Rehabilitation Office serving their county of residence.

Workforce Investment Act (WIA) / Trade Adjustment Assistance (TAA)
WIOA and TAA programs, funded by the Department of Labor, help assist students seeking career paths that lead to in-demand jobs. Students who are displaced workers, homeless, or receive other assistance such as food stamps or Temporary Assistance for Needy Families (TANF) may be eligible for these programs. To apply for WIOA or TAA funding, visit your local American Job Center (OhioMeansJobs in Ohio and Northern Panhandle Workforce Development Board in West Virginia). WIOA and TAA have academic and attendance requirements that depend on county and program.

Other Sources of Financial Aid
Other private scholarships are often available through high schools, fraternal organizations, churches, etc. Students should check such local sources for more information.

What is Verification?
The U.S. Department of Education may purposely or randomly select a financial aid application for verification. This is much like an audit of the information you provided on your FAFSA. Belmont is required to verify or confirm the information reported on all of the selected applications. The College may also require verification or correction of any application that may be in question. In these cases, certain information will be requested to help determine the accuracy of the information and to determine the student’s eligibility for financial aid. The U.S. Department of Education and the Financial Aid Office will notify all aid applicants who are selected for verification. You may be asked to provide tax information, identifying information, and to complete a federally required worksheet. Please respond promptly to the Financial Aid Office’s request for these required documents.

If you are required to provide tax information, we cannot accept a copy of your tax return. Instead, you must submit to the Financial Aid Office a copy of an IRS Tax Return Transcript. You can request it by going online to www.irs.gov. On the homepage, click “Get My Tax Record”. Then click either “Get Transcript Online” or “Get Transcript by Mail” and complete the steps. Otherwise, you can call the IRS at 1-800-908-9946 to order a transcript or call 1-844-545-5646 to schedule an appointment at the IRS Office at 1100 Main Street, Wheeling, WV.

Ohio War Orphans Scholarship
The Ohio War Orphans Scholarship Program awards tuition assistance to the children of deceased or severely disabled Ohio veterans who served in the armed forces during a period of declared war or conflict.

To receive War Orphans Scholarship benefits, a student must be enrolled for full-time undergraduate study at an eligible Ohio college or university. Ohio residency is required. Applicants must be under the age of 25. Scholarship benefits cover a portion of instructional and general fee charges at two and four-year public institutions and a portion of these charges at eligible private colleges and universities.

Applications should be submitted to the Ohio Board of Regents/State Grants and Scholarships Department. Applications are available from the Ohio Board of Regents/State Grants and Scholarships Department, high school guidance offices, and Veteran’s Service Offices. The application deadline is May 15 of each year.

For more information, contact Ramah Church at 614.752.9528 or rchurch@highered.oh.gov.

• Not be in default or owe a refund to any Federal Financial Aid program.
• Maintain an academic record which places the student in good academic standings within the institution.

Students may apply after January 1 and before July 15 of each year. Notification of acceptance or denial for NEALP funding will be sent by the first week in September. Go to https://www.ohiohighered.org/nealp for more details.
**Student Expenses**
The Financial Aid Office considers the total cost of attendance when making a financial aid commitment. In planning to attend Belmont, students should expect to incur the following estimated expenses during each academic year (2 semesters):

<table>
<thead>
<tr>
<th>(FALL &amp; SPRING)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,528*</td>
</tr>
<tr>
<td>General Fees</td>
<td>$504*</td>
</tr>
<tr>
<td>Technology Fees</td>
<td>$480*</td>
</tr>
<tr>
<td>Student Life Fees</td>
<td>$20*</td>
</tr>
<tr>
<td>Course Fees</td>
<td>$1,272*</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,200*</td>
</tr>
<tr>
<td>Career Service Fee</td>
<td>$96*</td>
</tr>
<tr>
<td>Auxiliary Fee</td>
<td>$177</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$5,714</td>
</tr>
</tbody>
</table>

*Tuition and fees above are estimates used for an example and may not be current or actual charges. Estimates are figures for full-time (12 credit hours) in-state enrollment status, and are subject to change (see catalog addendum and College web page). Course fees are charged when applicable to the course. See our website for the current academic year tuition rate. See our Campus Shop for the current term actual charges based on your enrolled classes.

**Satisfactory Academic Progress (SAP) For Financial Aid Recipients**
The Financial Aid Office has established the following policies and procedures stated to fulfill the requirements expressed in the Higher Education Act (HEA). The Satisfactory Academic Progress process and policy of Belmont College are reviewed when changes at the federal or institutional level require review to ensure compliance with Federal Regulations. All Belmont College students applying for Title IV federal assistance must meet the criteria stated hereafter regardless of whether or not they previously received aid. SAP is evaluated at the end of each semester and those not meeting SAP are sent a letter or email with appeal instructions.

The programs governed by these regulations are:
- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans
- Federal Direct Parent Loan (PLUS)

Satisfactory Academic Progress standards include these elements:
1. Qualitative Progress. Students are evaluated at the end of each semester and must meet a minimum cumulative grade point average (GPA).
2. Quantitative Progress. Students must successfully complete 2/3 of attempted credit hours with a letter grade of “D” or better after each semester.
3. Time Frame. Students must complete their degree or certificate program within a 150% maximum time frame of credit hours attempted for their program of study. *See Time Frame below.
4. Graduation. Students who apply for graduation are considered to be ineligible for continuation of financial aid after graduation unless they pursue another degree and are granted approval.

**Elements of Satisfactory Academic Progress Defined Completion**

**Qualitative Progress** – The minimum GPA a student must have earned at the end of the evaluation period. Students are evaluated at the end of each semester by the following cumulative grade point average (GPA) standards:
- 1.6 or above cumulative GPA in 0-29 attempted hours
- 2.0 or above cumulative GPA in 30+ attempted hours

**Quantitative Progress** – Students must successfully complete 2/3 of attempted credit hours with a letter grade of “D” or better after each semester.

Grades that are considered successfully complete are A-, B+, C+, D+. Grades that are not considered successfully completed are F, I, W, NR, FZ, DZ, D+Z, X.

**Time Frame** – The required length of time it will take a student to complete a degree program or certificate based on the appropriate enrollment status. Federal regulations allow a student to be eligible to receive aid up to 150% of the time that it would normally take to complete a degree. All credit hours in which a student enrolls or transfers to Belmont College are included in the maximum time frame calculation, regardless of the number of degrees a student chooses to obtain. Belmont College evaluates this per program of study. For example, if your major is Computer Applications Certificate which requires 33 semester credit hours to graduate, you may not exceed 49.5 attempted semester credit hours to obtain that degree without submitting an appeal for Financial Aid. If you are an accounting major which required 63 credits, you may not exceed 94.5 attempted credit hours.
Graduation – Students who complete the coursework for graduation are considered to be ineligible for continuation of financial aid after unless they apply for a second degree and are granted approval. Students must complete the SAP Appeal form indicating they want a second degree. If granted, a Degree Completion Plan must be obtained from a Belmont College academic advisor and aid will only be awarded and calculated on courses required to complete the new degree. Students may be approved for a maximum of 2 degrees, 2 certificates or 1 degree and 1 certificate.

Financial Aid Warning / Suspension – In the event that a student fails to meet any of the Elements of Satisfactory Progress for the first semester, the student is placed on SAP Warning (see definition below). Students will receive an email indicating they have not met SAP and are being placed on SAP Warning. Students can still receive Federal Aid while on SAP Warning. However failure to meet any of the Elements of Satisfactory Progress for a second consecutive semester will cause the student to be placed on SAP Suspension (see definition below). SAP Suspension will result in the termination of Federal Financial Aid which includes the Pell Grant, FSEOG Grant, Federal Work Study and Direct Loans. Students placed on SAP Suspension will receive a letter indicating they are being placed on SAP Suspension. Students placed on suspension will have a financial aid hold placed on their account until they appeal this status and it is approved. Students placed on SAP Suspension can appeal the decision – see SAP Appeal for more details.

SAP Warning – SAP Warning is for Qualitative and Quantitative measures only. Students not meeting time frame or graduation are automatically placed on SAP Suspension. Belmont College students are evaluated at the end of each semester based on the elements of SAP. Students who do not meet one or more of the elements for one semester will be placed on Financial Aid Warning. Financial Aid Warning means that you CAN receive federal financial aid for the next semester, but you must meet all the terms by the end of the next semester or you will be placed on SAP Suspension and will be required to appeal for future Federal Aid funding.

SAP Suspension – Belmont College students are evaluated at the end of each semester based on the elements of SAP. Students who do not meet one or more of the elements for two semesters in a row will be placed on SAP Suspension. SAP Suspension means that you are NOT eligible for Federal financial aid for the next semester. You do have an option to appeal this decision.

SAP Appeal – The process by which a student who is not meeting the institution’s standards and is placed on SAP may petition for reconsideration of the student’s eligibility. Students are evaluated at the end of each semester. At this time, any student not meeting SAP components for the second semester will be placed on SAP Suspension and are ineligible for any further financial aid. Students can complete the SAP Student Appeal form. Students must indicate the reason for not meeting the SAP measures for each of the last two terms and must provide documentation. Students may submit an appeal to be considered for reinstatement on a probationary status of no more than one term to resolve all deficiencies. Appeals must provide documentation of circumstances on which the appeal is based. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student’s situation to prevent future deficiencies.

SAP Approval – For Qualitative and/or Quantitative. If a student appeals a SAP Suspension and the appeal is approved the student will be allowed to receive Federal aid for the next semester under a SAP Probation term. The student must complete all courses with no grades of F, W and/or I and return in good standing with regards to SAP. If a student does not meet the terms as outlined in the approval notice students will lose Federal financial aid permanently at Belmont College until the student can again meet the SAP terms without the use of any Federal financial aid which includes Direct loans. If the appeal is approved, the student is placed on SAP Probation.

SAP Approval – For Time Frame and/or Graduation. When the student is placed on SAP Suspension because of not completing their degree within 150% or have graduated and have requested a second degree. If the appeal is approved the student is required to provide a signed degree completion plan and only the courses needed to complete the degree will be approved for Federal financial aid. Students may not take courses that are not on the degree completion plan. If the appeal is approved, the student is placed on SAP Probation.

SAP Denial – If a student appeals SAP Suspension and the appeal is denied they will not be eligible to receive any federal aid until the student can again meet the SAP terms without the use of any Federal financial aid which includes Direct loans. Therefore, this status is SAP Termination.

SAP Notifications – Students who are placed on SAP Warning, SAP Suspension or SAP Termination will receive a letter or email after each Semester.

Developmental Courses – Developmental courses carry credit. However the credits do not apply directly toward earning a degree or diploma. A student receiving financial aid is allowed a maximum of 30 attempted credits.
in transitional courses while receiving Federal Aid. Once a student has attempted 30+ credit hours they are not eligible to receive Federal aid for any additional developmental courses. Developmental courses are included in the SAP calculation.

Repeat Courses
According to Federal guidelines, financial aid can pay for a repeat of a previously passed course only once as long as a better grade can be attained. An example would be if a student received an A+, they could not receive aid for that repeated course because they cannot get a grade above an A++. If a class is taken a third or greater time the student is responsible to pay for the class by means other than financial aid and the credits for that class will not be used in determining financial aid disbursements or eligibility.

*Consideration may be given for courses taken 5 years or more and changes in the field of study applicable to the class.

Attendance
Attendance is monitored for the receipt of federal and state aid. Students not in attendance are subject to adjustments of their financial aid award amount. Students who register and NEVER attend class(s) are ineligible to receive federal and/or state aid for the class(s) in question. This includes online courses where a student has failed to submit assignments and/or tests to the instructor.

Disbursement of Financial Aid Awards
Student financial aid is packaged to meet individual financial need. A combination of grants, employment, and loans may be included. Financial aid awards are disbursed once per semester, with the exception of Federal Direct Loans that are disbursed twice per semester. All aid is disbursed based on actual attendance in class.

Flex Courses – A student registered in flex courses will not receive their full financial aid award until all flex classes and refund periods are complete.

Refund Policies
Please contact the Business Office concerning current tuition/fee policies and examples. Refund dates are also available on our website.

Title IV Return Policy (Federal Aid Programs)
Current Federal guidelines require schools to monitor students who are recipients of Federal Title IV aid who may officially or unofficially withdraw or cease attendance while enrolled. The institution is required to re-calculate any unearned Title IV funds that must be returned to Title IV programs. This recalculation is applicable until 60 percent of the term is completed. In some cases, a student may have a balance due to the College or to the U.S. Department of Education as a result of this recalculation. The student is responsible for all outstanding debts created as a result of recalculation. Students who register and NEVER attend class(s) are ineligible to receive Federal and/or state aid for the class(s) in question. This includes online courses where a student has failed to submit assignments and/or tests to the instructor. Title IV aid includes Pell Grant, FSEOG, and Direct Loans. For more information, please see our website.

Courses not covered by Financial Aid
Some courses, although for credit, may not be eligible for federal aid. Only courses that are required for your degree completion are eligible for Federal Aid. Courses such as the mining courses (MIN1110, MIN2210 & MIN2200), CDL truck driving and energy courses (GIS1100 & NGT1100) are generally not covered under financial aid unless it can be used as an elective for programs such as Industrial Electronics; prior approval and course substitutions by the Faculty Lead are required. Pre-Admit courses are only eligible to be counted for student loan credit hours. They are not Pell eligible. In addition, AHT1100 and MAT1110 do not qualify for Pell Grant for students enrolled in the Associate of General Science degree or any of the nursing programs. However, if the student is taking at least 3 more qualifying credit hours, a student may be eligible to use Federal Direct Loan funds to assist with the cost of these courses.

Ineligible programs
Students who are transient (TRN), College Credit Plus (ADP), fire classes (FND), nurse aid (CNS) or non-degree seeking (NDS) are not eligible for federal financial aid at Belmont College.

Student Rights and Responsibilities
Education requires the investment of money and effort on behalf of the student. In return for this investment, productive employment, social development, intellectual enrichment, or personal satisfaction is expected. A college education is one of the largest investments students make. As a consumer, the student should understand the school's policies and procedures, financial aid, and any other information necessary to
Students have the right to know the following:
1. Financial assistance available, including information on all Federal, state, and institutional financial aid programs.

2. Deadlines for submitting applications for each of the financial aid programs available.

3. Cost of attending the institution and the College’s refund policy.

4. Criteria used by the institution to select financial aid recipients.

5. How the College determines individual financial need. This process includes identification of minimum costs for tuition and fees, room and board, travel, books, supplies, personal, and miscellaneous expenses, etc.

6. Resources (such as family contributions, other financial aid, personal assets, etc.) considered in the calculation of individual financial need.

7. Whether the individual financial need determined by the institution has been appropriately met.

8. An explanation from the Financial Aid Office about the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may appeal the decision.

9. The portion of the financial aid received that is considered to be a loan (must be repaid), and the portion that is considered to be a grant (does not need to be repaid). If the financial aid is in the form of a loan, the student has the right to know the interest rate, the total amount to be repaid, repayment procedures, the length of time in which to repay the loan, and when the repayment schedule will begin.

10. How the College determines whether satisfactory academic progress is being made (see “SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS”), and the consequences of unsatisfactory progress (see “Financial Aid Warning / Suspension”).

Students have the responsibility to:
1. Review and consider all information about the College’s programs before enrollment.

2. Complete all application forms accurately and submit them on time to the appropriate office/agency.

3. Pay close attention to and accurately complete the application for student financial aid. Errors can result in long delays in receiving financial assistance. Intentional reporting of erroneous information on application forms for Federal financial aid is a violation of law and is considered to be a criminal offense subject to penalties under the U.S. Criminal Code.

4. Return all supplemental documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted.

5. Read, understand, and keep copies of all forms that have been signed by the student. Ask questions if you need further clarification.

6. Accept responsibility for all signed agreements (see #5).

7. Notify lenders of any changes in student name, address, or school status.

8. Perform the agreed-upon job duties for Federal Work Study awards.

9. Know and comply with the deadlines for application (and re-application) for assistance.

10. Know and comply with the College’s refund policies and procedures.

11. Know the consequences of being convicted of possession, manufacturing or selling drugs after submission of the FAFSA. In this event, the student must notify the financial aid advisor immediately. The student becomes ineligible for financial assistance and is required to repay any aid that was received after the conviction.
INSTITUTIONAL WAIVERS, SCHOLARSHIPS & FOUNDATION SCHOLARSHIPS

Any student enrolled in for-credit courses may apply for one or more scholarships. Scholarship applications are available online at www.belmontcollege.edu/scholarships or in the Financial Aid Office. Students must return completed applications to the Financial Aid Office. Please note that the specific criteria and requirements of each scholarship may vary; students should apply only for those scholarships for which they are eligible and some scholarships may require separate or additional applications. Each application has a priority deadline and preferred completion date. Be sure to check and turn in applications, along with any additional required documents by the deadline. If the priority deadline has passed applications will still be accepted, and will be considered only if funds are available. Scholarship recipients will receive a letter confirming the scholarship awarded and the amount.

Private scholarships administered by Belmont College and/or the Belmont College Foundation are funded in a variety of ways including endowment earnings and/or annual donations from individuals, foundations or corporations. Because earnings are contingent on investment performance and donations are at the discretion of the donor, Belmont College reserves the right to increase, decrease or eliminate the amounts available for individual private scholarships without notice. Belmont College is not obligated to award private scholarships in years when funds designated for such purposes are not available.

Clay Family Memorial Nursing Scholarship
A generous donation to the Belmont College Foundation was given by the estate of Dr. Mary Ellen Clay to establish a nursing scholarship endowment in memory of her parents Walter C. and Christena Stevens Clay. Income from this fund will be devoted to scholarships for students pursuing associate degrees or certificates in registered nursing or practical nursing. Students must complete the FAFSA as funds are awarded after available grants are applied. Preference is given to students from Harrison, Guernsey, Tuscarawas, and Belmont Counties in Ohio.

- GPA: 2.75
- Amount: One-Two - Up to $2,250 per semester for 4 consecutive semesters (summer optional) based on available funds to cover tuition, fees and required books after other grants are applied. (Depending on funds)
- Major: Registered Nursing, Practical Nursing
- Application: General Application

CONSOL Energy, Inc. Scholarship
Designed to enhance student achievement for an associate degree in the area of engineering or industrial technology. Applicants must be enrolled in 6+ credit hours and complete the FAFSA. Applicants must also turn in two letters of recommendation.

- GPA: 3.0
- Amount: Two - $1,000
- Major: Electronics Technology, Industrial Electronics or Mechanics, Civil Engineering
- Application: General Application

Elizabeth J. Rubloff Scholarship
Awarded each year to an Licensed Practical Nursing student and an Associate Degree Nursing student (nominated by nursing faculty) who exemplify the following performance criteria:
- Demonstrates competent bedside nursing care
- Applies theoretical concepts to clinical practice
- Maintains professional attitude and behavior
- Implements nurse-patient relationships

This award is presented following completion of the first semester of study in the LPN program and following the first two semesters in the ADN program.

- GPA: N/A
- Amount: Two-as funds are available
- Major: LPN & ADN
- Application: Nominated by nursing faculty
**Employee Scholarship**
This scholarship is funded by Belmont College employees who donate to the Annual Employee Fund Drive. The goals of providing this institutional scholarship award are to encourage persistence within the higher education system in Belmont, Harrison, and Monroe Counties (Ohio) and to identify and support students who desire a college education and possess a proven record of academic excellence. To be eligible applicants must:
- Must be enrolled at least half time (6+ hours)
- Have successfully completed at least 30 Semester hours
- Be a resident of Belmont, Harrison, or Monroe County
- Complete the FAFSA
GPA: 3.0
Amount: Two- $500
Major: All Degree Seeking Majors
Application: See a Nursing Faculty Member to apply

**Francis J. & Edith Jackson Family Scholarship**
Provides financial assistance to students from Ohio County, West Virginia and Marshall County, West Virginia, in their quest for post-secondary education. This scholarship is designed to support the dreams of a student(s) who needs financial assistance; funds are not awarded simply based upon academic performance.

**Gust Maistros Scholarship**
Nursing faculty submit nominations based on the following criteria: This scholarship is presented following completion of the first two semesters of study in the Licensed Practical Nursing program, and after the first semester of the Licensed Practical Nurse to Registered Nurse program.

**Hilda Burrows Scholarship**
Provides access to educational services at Belmont College for qualified unemployed persons and/or their dependent(s). Applicants must be:
- Unemployed due to layoff (student, spouse or guardian/parent)
- Provide written verification of layoff or plant closing (on company letterhead)
- Provide verification of eligibility for unemployment compensation
- Be a legal resident of the state of Ohio
GPA: 2.5
Amount: Can assist with Tuition, Fees and Books minus other forms of aid. Quantity is as funds remain.
Major: All Degree Seeking Majors
Application: Hilda Burrows Application

**Kimberly Taylor Memorial Scholarship**
This scholarship honors the memory of Kim Taylor, an ADN student in the class of 1988. Nursing faculty submit nominations based on the following criteria:
- Manifest professional behavior
- Exhibits competent clinical practice
- Establishes therapeutic interactions
- Develops self-awareness
- Applies theoretical concepts to practice
GPA: N/A
Amount: One-Two - as funds are available
Major: ADN
Application: See a Nursing Faculty Member to apply

**Mining Electro-Mechanical Maintenance Scholarship**
Applied directly to the recipients account to be used to help meet the direct educational expenses of tuition/fees and books/supplies. Extra consideration shall be given to those candidates who have expressed interest or are currently employed in mining or mining related engineering occupations, but the scholarships are not restricted to these persons. To be eligible applicants must:
- Have successfully completed 30 Semester credit hours in the program major
- Demonstrate financial need by completion the FAFSA
GPA: 3.0
Amount: Two- $500
Major: Electronics Technology, Industrial Electronics, Civil Engineering, Welding Technology
Application: General Application
Nita C. Lewis Pathway to Nursing Scholarship
The Nita C. Lewis Pathway to Nursing Scholarship was established by Mr. J.I. Lewis in memory of his wife, Nita, who served as a paramedic instructor for Belmont College. Candidates must reside in Belmont County and be in pursuit of an associate degree in registered nursing or a certificate in practical nursing. Special consideration will be given to applicants who are non-traditional students and/or whose service as an EMT or as a Paramedic can be verified through the Ohio Department of Public Safety. In addition to the General Application, applicants must submit a short essay stating why they want to become a nurse.

GPA: N/A
Amount: The number and amount of the scholarship(s) are based on available funds.
Major: Associate Degree Nursing, or Practical Nursing
Application: General Application

Senior Citizen Tuition Waiver
Senior citizens (persons age 60 years or older) who are Ohio residents, are granted a scholarship for tuition when enrolled in a regularly scheduled credit course on a space available basis. Verification of age may be requested.

GPA: N/A
Amount: Tuition only. Does not include fees, books or other expenses.
Major: Any
Application: See your academic advisor when registering to apply

St. Clairsville American Legion Citizenship Scholarship
Established by the St. Clairsville American Legion Post #159, this scholarship will be awarded to a first-year student enrolled full-time in a degree or certificate program. Applicants must be able to show financial need and able to verify that they are the child or grandchild of a veteran of the United States Armed Forces, including the Army, Navy, Air Force, Marines, or Coast Guard. Veteran is further defined as an individual who has served a minimum of twenty-four (24) hours on active duty and is currently serving, retired, or otherwise holds an honorable discharge. In addition to the General Application, applicants must submit a short essay (no longer than one page) that addresses their level of need and any reasons that they should be selected.

GPA: N/A
Amount: $500 for the fall semester and $500 for the spring semester for a total of $1,000 for the academic year
Major: All degree or certificate seeking majors
Application: General Application

St. Clairsville Rotary Scholarship
Provides educational financial assistance to residents of the St. Clairsville/Richland Township school district. Applicants must be:
• A resident of the St. Clairsville/Richland Township school district;
• A high school graduate (or possess a GED);
• Enrolled full-time in a degree-seeking program; and
• In need of financial assistance as determined by the Financial Aid Office.
• The scholarship recipient must attend one Rotary meeting to receive the scholarship monies; a Belmont College staff member will notify the recipient of the meeting place and time.

GPA: N/A
Amount: One- $500
Major: Any degree seeking major
Application: St. Clairsville Rotary Application

Trustees Scholarship
The Trustees Scholarship covers your tuition charges only. This scholarship is available to all high school seniors who graduate and reside in either Belmont, Harrison, or Monroe Counties in Ohio. Trustees Scholarship applications must be submitted to the Financial Aid Office on or before April 30 for the forthcoming academic year. Applications are available from the Financial Aid Office and on our website at www.belmontcollege.edu

Russell J. And Eleanor M. Woolman Scholarship
Applicable to tuition and fees for both credit and non-credit degree programs and courses.

GPA: N/A
Amount: Total awards determined annually
Major: Any
Application: General Application

File Your FAFSA
Scholarship recipients must complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.ed.gov

Use Belmont College school code 009941.
**Student Organizations**

Students are encouraged to work with the appropriate Faculty Lead to develop and plan additional student organizations. The College has a process for approval and recognition of student groups. Details on this process are available from the Dean of Instruction. The following recognized organizations are currently offered at Belmont:

**Association of Information Technology Professionals (AITP)**

This organization of students interested in Information Technology is affiliated with the Greater Wheeling AITP. The organization provides IT students with opportunities to meet with and learn from technology professionals who work in Ohio Valley technology industries. AITP membership gives students a first-hand look at potential future employers and helps students maintain current IT skills through educational opportunities provided by Greater Wheeling AITP. Please see Information Technology faculty for more information on joining this organization.

**Belmont College Bowling Club**

Belmont College participates in the St. Clair Lanes College League, which includes teams from other colleges and universities in the area. This spring intramural sport is open to all students of all skill levels.

**Building Preservation/Restoration (BPR) Student Association**

BPR students interested in joining this organization are encouraged to contact Dave Mertz, Faculty Lead of Building Preservation/Restoration.

**College Democrats Association**

This association offers an opportunity for students to express their liberal views in the political arena. The students participate in campus activities that are social, fun, and engaging for students and faculty. Most events involve patriotism and politics that may lean a little to the left, and create opportunities for our College Democratic Association students to get involved. For more information see Desiree Lyonette, Esq., Criminal Justice Faculty Lead.

**College Republicans Association**

This association offers an opportunity for students to express their conservative views in the political arena. The students participate in campus activities that are social, fun, and engaging for students and faculty. Most events involve patriotism and politics that may lean a little to the right, and create opportunities for College Republican Association students to get involved. For more information see Desiree Lyonette, Esq., Criminal Justice Faculty Lead.

**Criminal Justice Association**

This association is for students who are interested in and/or pursing a degree in criminal justice. Students are afforded the opportunity to collaborate on projects, campus wide events, raising awareness in social matters related to criminal justice, and participating in social and educational activities in the field of criminal justice. For more information see Desiree Lyonette, Esq., Criminal Justice Faculty Lead.

**Flag Football Team**

Belmont College participates in the club-level Ohio Valley Flag Football League, which includes teams from other colleges and universities in the Upper Ohio Valley. This fall sport is open to all students.

**Licensed Practical Nurse Association of Ohio (LPNAO)**

Students enrolled in the Practical Nursing program are eligible for membership in this organization. Details are available from the Director of Nursing.

**Music Club**

The Music Club promotes music-related events and music appreciation with administration, staff, faculty, and students at Belmont. It is an organization for Belmont students who wish to share their love of music with the College and local community.

**Phi Theta Kappa (PTK)**

The Belmont College chapter of this national academic honor society, named Beta Theta Mu, is open (by invitation) to students who have achieved a 3.75 cumulative GPA (or higher) after having earned 20 college level credit hours of associate degree coursework at Belmont. Practical Nursing certificate program students are also eligible for consideration.

Phi Theta Kappa is the international honor society of two-year colleges. Since its founding in 1918, the purpose of PTK has been to recognize and encourage scholarship among two-year college students. To achieve this purpose, the society provides opportunities for the development of leadership and service, for the intellectual exchange of ideas and ideals, for lively fellowship among scholars, and for stimulation of interest in continuous academic excellence.

Members are recognized internationally for their academic achievements as well as at the Belmont graduation ceremony by the wearing of honors regalia. Membership provides opportunities for scholarships for those students wanting to transfer to a four-year college or university.

**Student Government Association (SGA)**

The Student Government Association is a student-empowered organization that provides an opportunity to develop leadership skills while providing a voice for students in the College community. Students interested in becoming involved in leadership activities are welcome.
to attend. SGA also plans a variety of student activities ranging from social events to topical lectures. Recognized student organizations may apply for assistance in sponsoring campus-wide educational, cultural, and/or social events. All students are invited to participate.

Social Events
Social events at Belmont College may be sponsored by the Student Government Association or other recognized student organizations with permission from the College. Students may sponsor parties and dances off school premises; however, such events may not include the name of the College without prior permission of the Vice President of Advancement and Marketing.

Social events on campus may be held any day the College is open. When students sponsor social events on College premises, those events are primarily for the students; however, students may bring a guest. The sponsoring group is responsible for clean-up following the social event. Limitations, restrictions, or modifications required for a particular event must be clearly announced to all constituents. Social events are not-for-profit activities although proceeds may be donated to recognized nonprofit organizations.

Community Service Projects
Student involvement in community service projects and fund-raising activities is encouraged on an individual or student group basis. However, any organized effort by students and any use of the college’s name must meet with prior approval of the Dean of Instruction.

Activities with Other Institutions
Through cooperative arrangements with nearby colleges, Belmont co-sponsors a number of activities that complement those offered on campus. Belmont students who attend such functions at other institutions are guests of the host institution and are expected to abide by its policies and procedures.

Belmont Alumni Association
The Belmont Alumni Association welcomes graduates who wish to continue to have an active relationship with the College after graduation. For more information contact the Vice President of Advancement and Marketing at 740.699.3980.

Regulations for Posting and Sharing Materials on Campus
No materials are to be posted on walls, windows, doors, counters, desks, tables, or any other surfaces. Materials deemed of general interest to students and/or employees will be scanned and distributed by email or posted electronically at the discretion of the Vice President of Advancement and Marketing or designee. Any materials posted without formal approval will be removed. Belmont College reserves the right to deny approval for the public and mass sharing of information if such use is deemed to be unrelated to or inconsistent with the college mission and goals.

Solicitation/Distribution of Literature
Anyone intending to solicit or to distribute literature at any of the College buildings or facilities used by the College must first request permission from the Vice President of Administrative Affairs. Permission is granted based on normal College policy.

Student Commons and Lounge Areas
These areas (Main Campus Commons, Science and Engineering Lounge, Harrison County Center Lounge and the Health Sciences Lounge) provide a place for students to socialize, eat, and/or join in recreational activities. They are accessible day and evening.

Academic Advising
Academic advisors are available to assist students with program of study decisions, academic and personal concerns, placement test interpretation, course selection, costs explanations, schedule design, and registration for classes.

Each advisor specializes in selected majors. Initially, students meet with their academic advisor. As students’ progress beyond basic courses, they are encouraged to meet the Faculty Lead for their chosen major.

All advisors can help any student with basic registration needs. In many cases, continuing students may take care of their own registration online after consulting with their advisor and/or Faculty Lead.

Study Habits
Satisfactory academic performance depends on each student’s application of his/her abilities. Generally students must apply themselves outside the classroom if they are to satisfy minimum course requirements. See Work and the Academic Load in the Academic Policies and Procedures section of this catalog regarding study outside of class.
Library
The Library is committed to providing programs and services that support individual and classroom learning as well as the academic, intellectual, and career development needs of students, faculty, staff, and community residents.

The Library’s collection of resources is designed primarily to support Belmont’s educational programs. The library offers books, magazines, journals, audiobooks, videos, calculators, and other items that can be taken home to help with assignments and learning. Online, the library offers streaming videos, e-books and programs to practice for entrance exams, career certification, and subjects like math and English. In addition, the Library is an OhioLINK member and provides access to over 140 OhioLINK databases, digital resources, and the Central Catalog, which gives borrowing privileges to millions of items from most Ohio universities and colleges, the State Library of Ohio, and select public libraries.

The Library offers students a place to study, open computers to check email and work on class assignments, and a printer for printing classwork. Library staff are available to assist students individually when needed. Staff members also provide in-class training to develop the information skills needed for college and career success.

The Library seeks to empower individuals to become self-directed learners and productive citizens able to use information effectively to achieve their goals. To use library resources and services, students can get their free Belmont library card in the library or online. To contact the Library or see current hours, visit www.belmontcollege.edu/library.

Charles W. Kocher Success Center
The Charles W. Kocher Success Center (SSC) provides student assistance and testing services. The SSC offers an open computer lab, testing center, academic assistance programs and study areas. The open computer lab is available to all students, and offers most of the specialized software programs used in Belmont College courses. Testing services offered in the SSC include, Accuplacer, make-up tests, and professional certification exams*.

Academic Assistance
Belmont College offers free academic assistance to all students. The Charles W. Kocher Success Center (SSC) facilitates this service which is intended to provide support for students to develop their college success skills and who experience challenges with their course requirements. To request assistance, students must complete a "Request for Assistance" form they may obtain from the SSC. Once the request has been submitted a SSC staff member will meet with the student and work collaboratively to arrange academic assistance. Academic assistance ranges from web-based programs to individualized and group tutoring sessions. In addition, drop-in and on-line tutoring services are available in the SSC.

Campus Shop
The College Campus Shop sells textbooks, school supplies, gift and apparel items, and course equipment. The Campus Shop is located just inside the East Entrance of the Main Campus.

All Campus Shop purchases are made by cash, credit or debit card, check, or financial aid.

Disabilities/Special Needs
Belmont College is committed to compliance with the Americans with Disabilities Act (ADA) as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities. ADA compliance is a high priority of the institution, and appropriate accommodations will be provided to qualified individuals with disabilities unless this poses an undue burden on the institution’s resources or fundamentally alters the nature of academic programs.

Food Service
Student lounge areas in most College buildings provide a vending service that offers snacks, beverages, and sandwiches. Students may bring meals from home. Microwave ovens are provided at the Main Campus, Health Sciences Center, Science and Engineering Building, and Harrison County Center lounge areas. A number of restaurants are within driving distance of campus locations.

*CLEP exams and PearsonVue and Certiport certification exams

Refunds of textbooks will only be considered during the first two weeks of class within the semester purchased and within the first week of class for late starting classes. Full refunds are made only upon presentation of a sales receipt with returned text listed, and the textbook in unused, original purchase condition (i.e., still in plastic shrink wrap, if applicable, with no markings of any kind).
Questions regarding this law may be directed to the Vice President of Human Resources & Sustainability who serves as the ADA Compliance Coordinator.

Belmont College offers a number of services to those individuals requiring special assistance. Students with a known physical, mental, or learning disability who wish to request reasonable accommodation are instructed to see the Access Advisor in the Student Affairs Department.

The Main Building is all on one level and is designed to accommodate the physically challenged. Special access parking areas are designated, and all internal facilities are designed for ease of access. Automatic doors are provided at each entrance. The Science and Engineering Building and Health Sciences Building (both two levels) are equipped with an elevator.

**Student Medical Insurance**
All students are responsible for their own medical, accident, and health insurance. The College maintains no insurance to cover students.

**Parking and Vehicle Registration**
Parking is provided for students in designated areas on the north and east sides of the Main Campus Building, in the Ohio University Eastern lot for classes held in the Science and Engineering Building, and the parking lot of the Fire Sciences Center. Students should not park in areas designated for faculty, staff, visitors or College vehicles unless authorized to do so. Harrison County Center, Monroe County Center, and Health Sciences Center parking is in the lot near the front entrance to the building.

All vehicles parked in Main Campus lots including Fire Sciences Center, Science and Engineering Building, and Health Sciences Center must have a College parking permit clearly visible. Parking stickers are furnished for each vehicle and should be affixed to the rear window or on the rear bumper as recommended by the Business Office. Students attending classes held at the Harrison County Center who will not be attending at the Main Campus can obtain their parking stickers at the Harrison County Center.

The only acceptable provision for utilization of handicapped parking spaces is an official state issued handicapped parking permit.

**Career Services**
Career services are available to Belmont graduates and students. The Career Services Office serves as an employment information office—a clearinghouse for job openings and a help center for those seeking employment or career information.

The Career Services Office offers online career services through College Central and Ohio Means Jobs. Students, employers, and alumni can access these services at www.belmontcollege.edu. Through these services students can access job postings and post resumes for employers to review. The Career Services Office works with employers to arrange on-campus visits to recruit and interview prospective employees. In addition, Career Services works with employers to develop job openings and promote the employment of Belmont students and graduates.

Additional services provided by the Career Services Office include workshops about resume preparation, interviewing, job search, job fairs, and related topics. Students who are undecided about their career field or choice of major may take advantage of career counseling and testing which is available by appointment through the Career Services Office. Announcements regarding these workshops are available on the College’s main website and student portals. For more information contact Career Services at 740.699.3800.

**College Policies**
All College policies affecting students and employees are published in the current catalog or placed on file in the Library in order to be accessible to students. The responsibility for a student’s awareness of such policies rests with the student. When in doubt about the policy, students should see an advisor. When in conflict, the various policy manuals take precedence over this catalog.

**Dress Code**
In general, students are not required to adhere to a specific form of dress or appearance but it is expected that students will wear clothing that is non-offensive in wording or appearance. Instructors will insure that proper safety attire and equipment are used during lab exercises. Students in nursing programs are expected to wear appropriate uniforms. Other Health Technology majors may also have specific clothing/uniform requirements that are specific to the department. Additional information is available under “Program Policies/ Procedures.”

**Drug and Alcohol Policy**
Employees, students and visitors are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance; unlawful use, sale, etc. of prescription drugs and alcohol on college premises and in the workplace at Belmont College. Students who violate this policy may be subject to disciplinary action up to and including expulsion from the College.
Tobacco Use Policy
In accordance with the Smoke-Free Workplace Act (Chapter 3794 of the Ohio Revised Code), Belmont College prohibits tobacco use in all buildings and fleet vehicles owned, leased, or operated by the College and in outdoor areas within fifty (50) feet of College buildings. This includes all buildings on Main Campus and Harrison County Center, the Fire Sciences Center, the Science and Engineering Building, the Health Sciences Center and the Morristown Lab. The courtyard area at the Main Campus is a smoking-prohibited area. The Monroe County Center and Swills Hills Career Center are also smoke-free facilities.

Any employee, student, or visitor of Belmont College who violates this policy will be asked to extinguish their smoking material or move to an area where smoking is permitted. Any individual who refuses to comply with the request will be asked to leave the College property.

In addition, Belmont College reserves the right to administer sanctions through the College disciplinary process to any employee or student found in continuous violation of this policy by referral through the College disciplinary process.

Compliance with The Smoke-Free Workplace Act is mandatory. The Act will be implemented and enforced by the Ohio Department of Health and its designees. However, all faculty, staff, and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.

Tobacco products are defined as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff or any other items containing or reasonably resembling tobacco or tobacco products. This also includes but is not limited to electronic cigarettes as well as vapor producing items, and e-liquids.

Firearms
The Belmont County Sheriff’s Department warns that those in violation of federal, state and local laws are subject to arrest.

Belmont students are expected to respect the rights and privileges of others and to be responsible for self-conduct. The College’s Code of Conduct specifically addresses the unacceptable conduct of illegal possession of firearms on campus.

Firearms include compressed air guns such as pellet or BB guns. Also included are shotguns and rifles commonly carried during hunting season.

Certified Peace Officers required by their employer to carry a weapon while on College property are required to speak with the Vice President of Administrative Affairs.

Code of Conduct
Belmont College expects students to respect the rights and privileges of others and to be responsible for self-conduct. The College’s Board of Trustees has established a resolution pertaining to conduct which is published in its entirety below as revised June 1991.

WHEREAS, the Board of Trustees of Belmont College is charged by law with the responsibility of making rules and regulations for the College and establishing policy governing the conduct of the members of the College community and visitors to the College. (Specifically, Section 3345.21 of the Ohio Revised Code requires that the Board of Trustees of each College or University which receives any state funds for its support shall adopt regulations for the conduct of the students, faculty, administrative staff, non-academic employees, and visitors.); and

WHEREAS, persons who violate these regulations may be ejected from College property and suspended or expelled from Belmont College, or liable to legal prosecution, as may be appropriate for any individual member of the College community or any visitor to the College. Any penalties assessed as a result of the violation of any of these regulations shall be imposed according to due process; and

NOW, THEREFORE, BE IT RESOLVED that in consideration of its responsibilities, the mandate of the statute referred to above, and the principles stated, the Board of Trustees of Belmont College does declare that the practices enumerated below are unacceptable conduct for members of the College community and visitors to the College.

.01 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including the College’s public service functions, or of other authorized activities on College-owned or –controlled property.

.02 Disorderly conduct and indecent or obscene conduct or expressions, especially on College property or at a College-registered function.
.03 Physical abuse or detention of any person on College-owned or -controlled property, or any College-sponsored or -supervised function, or conduct which endangers the health or safety of any such persons.

.04 Physical or verbal abuse of any person, or conduct which threatens or endangers the health or safety of any such persons.

.05 Theft or damage to property of the College or of property of a member of the College community or the property of a visitor to the College.

.06 Unauthorized entry to or use of College facilities, including both buildings and grounds.

.07 Violation of College-established policies or regulations, including regulations in the College Catalog or Student Handbook, the Board Policy Manual, and other publications pertaining to student organizations, student-, faculty-, administrative staff-, non-academic employee-, and visitor-conduct.

.08 Use, possession, or distribution of narcotic or illegal drugs on College-owned or -controlled property, except as expressly permitted by law.

.09 Failure to comply with directions of College enforcement officers acting in performance of their duties, and to identify one’s self to these officers when requested to do so.

.10 Failure to comply with the direction of College officials acting in the performance of their duties.

.11 Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or -controlled property. Firearms include compressed air guns, such as pellet or BB guns.

.12 Disorderly conduct, breach of the peace, and aiding, abetting, or procuring another to breach the peace on Belmont College-owned or -controlled property, or at College-sponsored or -supervised functions.

.13 Dishonesty (such as cheating, plagiarism, etc.) or knowingly furnishing false information to the College by forgery, alteration, or misuse of College documents, records, or identification.

.14 Nonpayment of College fees within the appropriate period.

.15 Discrimination against a person on the basis of race, color, creed, or nationality.

.16 Unauthorized possession, sale, or consumption of alcoholic beverages in or on College property.

.17 Hazing any member of the College community. Hazing is defined as any act which causes, or is likely to cause, physical or mental harm, or which demeans or tends to demean a person.

.18 The College reserves the right to re-evaluate students’ status and to recommend a disciplinary action for students charged with:
  a) Violating a city, state, or federal law on College property; or
  b) Violating any applicable Board or College policy.

Grievance Procedure

From time to time disagreements may arise between students’ and other students or members of the College community. Students experiencing a disagreement over grades should refer to the Grade Appeal process in the Academic Policies and Procedures section of this catalog. Other grievances should be handled as follows:

The purpose of this grievance procedure is to provide students with an opportunity to resolve disputes while protecting the rights of due process of those parties involved. The grievance procedure must be initiated no later than 14 calendar days (two weeks) after the date of the incident.

The student(s) with the grievance must first discuss the complaint with the person(s) involved, if appropriate, given the circumstances. If resolution is not reached, then the student(s) with the grievance should take their complaint to the Dean of Instruction. The Dean of Instruction will direct the student(s) to the appropriate supervisory personnel if the other involved party is a member of the College staff and is not employed in the Student Affairs Department.

1. If the appropriate supervisor of the other involved party cannot resolve the complaint, then the student alleging the grievance will prepare a written statement and deliver it to that supervisor within 14 calendar days (two weeks) from the date of the incident. The supervisor will then form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. The
committee will be an ad hoc committee formed only to deal with the grievance as presented. The supervisor and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.

2. If the other involved party is employed in the Student Affairs Department, the student will be required to present in writing the nature of their complaint and deliver it to the Dean of Instruction within 14 calendar days (two weeks) from the date of the incident. If resolution cannot be reached following receipt of the written complaint, the Dean of Instruction will form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. This committee will be an ad hoc committee formed only to deal with the grievance presented. The Dean of Instruction and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.

3. If the other involved party is another student, then the student with the grievance will be required to present in writing the nature of their complaint and deliver it to the Dean of Instruction within 14 calendar days (two weeks) from the date of the incident. If resolution cannot be reached following receipt of the written complaint, the Dean of Instruction will form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. This committee will be an ad hoc committee formed only to deal with the grievance presented. The Dean of Instruction and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.

Matters of College policy determined by the College Board of Trustees and the assignment of grades are not subject to action by the ad hoc grievance committees.

Complaint information must be shared with the Higher Learning Commission; however, individual identities will be shielded.

Student Records
The Family Education Right and Privacy Act (FERPA) of 1974 allows students to have access to their academic records and to challenge information contained therein. The act also limits the release of information without written consent of the student. Following is a summary of the College’s Student Records Policy.

Change of Student Data
In order to maintain timely communications with students, it is imperative that each student report a change of address, phone number, name, or other pertinent information. A Change of Student Data form is available in the Records Office or at the welcome desk for this purpose. Students also have the option to change personal information on MyBelmont.belmontcollege.edu under the personal info link. Since all official documents and correspondence from the College are communicated via information on file in the Records Office, it is important for students to ensure its accuracy.

Access and Location
Student files are maintained on applicants, current students, former students, and graduates. Access to files is controlled by the person indicated at the following locations:
Financial Aid Office........Associate Dean
Financial Aid
Student Records..........Registrar
Business Office.........Vice President
  Administrative Affairs

Exceptions
In accordance with College policy, all information is contained in student files and is accessible to the student except for the following: Records maintained by instructors (or their supervisor), which are not accessible to any person other than a substitute instructor; information which, if released, would violate accepted ethical standards of recognized professionals, Ohio Licensing Law, or other Ohio laws.

Release of Data
Information contained in student files is released without written authorization of the student only when considered to be directory information – e.g., name, program of study, dates of attendance, degrees/certificates/awards received, and the previous educational agency or institution(s) attended. Phone requests for other information will not be honored. Information including grades and financial aid will be supplied to funding agencies as required by law.

Transcripts
Visit the College website or contact the Records Office for information on how to request a transcript. The Records Office cannot release data for any student with an outstanding balance due or with unreturned College property (e.g. library books, iPad, etc.).

Unofficial transcripts can be generated at any time for current students. Students wishing to view their unofficial transcript must log into MyBelmont. Once logged in, go to the Students Tab, and click the link that says “View Unofficial Transcript.”
Crime Awareness and Campus Security

As a rural, two-year, state-assisted community college, Belmont College has experienced a relatively low rate of serious crime. The College relies primarily on the local law enforcement agencies for investigation of possible criminal incidents. It is the responsibility of each employee and student of Belmont College to maintain a safe and secure environment in which to study and work. Each person is encouraged to report any suspicious activities to a College administrator who will then alert the proper law enforcement agency.

Students and employees are encouraged to avoid those situations that may appear threatening and to help us as we strive to keep Belmont College a safe place.

Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990, requires all higher education institutions to collect certain information regarding crime on campus.

While on campus, please keep your backpacks, wallets and purses with you at all times. Keep your vehicle locked and any valuables out of sight.

If you are having a problem on campus with another student or if you are a witness to or a victim of a crime on College property, you must report the incident immediately to the security department or College administrator who will then alert the appropriate law enforcement agency.

At times there will be special events on campus and security measures will be heightened anywhere from restricted access to areas to armed U.S. Marshals on campus.

Room Safety Information

Please familiarize yourself with the evacuation routes and location of severe weather shelter points posted in each classroom. There is a building drawing by each classroom door. Emergency Response Procedures are emailed out each term.

Fire Safety Guidelines

To ensure your safety, we are providing you with the following guidelines for a fire emergency on campus:

1. Any time the fire alarm activates (horns only or horns and lights) and you have not been told by our Maintenance Staff that they are testing or working on the system, you are required to exit the building IMMEDIATELY using the closest available exit for your location as noted on the evacuation plan for each area.

2. Once you have exited the building, you should proceed to the evacuation assembling point for the building. This will keep you out of the way of the incoming emergency vehicle traffic and will also provide a location for our Administrators to assess if everyone has left the building.

Evacuation Assembling Points

Main – Lower level of main parking lot near the Belmont Career Center building.

Fire Sciences Center – Grass area by upper parking lot by SR 331

S&E – Sidewalk area near OUE gymnasium

Harrison County Center – Upper parking lot toward entrance from Sally Buffalo/SR 9

Health Sciences Center – Upper part of parking lot, farthest from the building.

3. When you reach the evacuation assembling point, report in with your instructor who will be checking to ensure everyone from their class is accounted for.

4. If you were not in a class at the time of the emergency, please try to stay in a group. If you think someone is missing from your group, report it to an Administrator or instructor. This information will be relayed to the responding emergency agencies.

5. If weather is severe, once you have been accounted for, your instructor can allow you to go to a vehicle to get out of the weather. HOWEVER, we do NOT want anyone leaving since emergency vehicle traffic will be responding to the College. Administrators will determine when it is safe for employees and students to return to the building or if we will need to further evacuate the College campus.

Emergencies/Incidents

In the event of a medical emergency on campus, 9-1-1 must be called from the closest College phone. The Emergency Medical Service for that facility will be dispatched to evaluate the person. The injured/ill will make the decision to be transported to a medical facility for further evaluation.

Medical and law enforcement agencies serving Belmont College are:

Main Campus

Law Enforcement: Belmont County Sheriff’s Department and Richland Twp. Police
Medical: Cumberland Trail Fire District

Harrison County Center

Law Enforcement: Cadiz Police Department
Medical: Harrison County EMS

Monroe County Center

Law Enforcement: Monroe County Sheriff
Medical: Monroe County EMS
An Accident/Incident report must be completed immediately by the person for any accident, illness, or incident on campus.

In order to ensure your safety, Belmont College campuses are for those having business on campus. Persons loitering on campus who are not students or do not have business to be on campus will be removed by law enforcement and may face prosecution. If you know someone is on campus and they are not a student and have no business on campus, please advise a College administrator immediately.

**Evening and Weekend Safety/Security**

During the evening and weekend, it is recommended that all employees and students park in the Main Parking Lot and use the Main Entrance of the College. This is for your own safety for several reasons:
- All doors except the Main Entrance doors are locked at 7:00 pm. If you park by the East or West entrances and need to come back into the College, you would have to walk around the building to the Main Entrance.
- If you were to have an accident or fall outside, there may not be anyone around to assist you due to minimal traffic in those areas.

If you notice anything strange, please report it to a College official.

**Emergency Mass Notification System**

Belmont College has implemented an emergency mass notification system. The system titled BeAlert will send you a text message, email, and voice messages in the event of college cancellations, delays, or an emergency situation on campus.

To sign up for the system, you will log into your MyBelmont account. Once there, go to the Campus Life tab. Under this tab you will find the Emergency Notification link which will take you to the registration page where you will enter your information for how you want to receive notification.

This system will be tested at the beginning of each term. It is your responsibility to maintain your current contact information for the system as well as to remove yourself from the system when you are no longer enrolled.
Grading Policy
At the beginning of each term the instructor should carefully explain the course evaluation method to be used. The course evaluation methods will also be outlined in the course syllabus. All written assignments, class work, or homework will be evaluated and included in the student evaluation process.

The following grade scale is the minimum default grade scale for all courses taught at Belmont College:

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Programs or departments may increase the requirements needed to earn grades in their core courses if such increases are approved by all program or department faculty.

Selected allied health courses in programs such as Associate Degree Nursing, Practical Nursing, and Emergency Medical require a letter grade of "C" or better to continue in the program. A letter grade of "C-" does not meet this requirement.

Developmental Courses
All students in developmental education courses must earn a letter grade of "C" or higher to progress to the next course in each sequence. A letter grade of "C-" does not meet this requirement.

Final Grades
The Vice President of Academic Affairs & Student Engagement in conjunction with the appropriate Faculty Lead will ensure that appropriate exams are administered for the determination of final grades in order to ensure fair and equal evaluation of student progress. The grades received at the end of each term are available for students to view on MyBelmont. These grades become a permanent part of the student’s record. Faculty must submit final grades each term before the deadline.

Make-up Exams
Make-up exams are under the direction of the individual instructor.

Grade Point Scale
The following grade scale allows quality point values to be awarded to letter grades A through D:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Grade Point Averages
The term and cumulative GPA are calculated each term. A student’s GPA is calculated using the following method:

a. Determine the earned quality points by multiplying the value of the letter grade times the credit hour value of each course

b. Total the quality points for all courses.

c. Divide the earned quality points by the number of credit hours attempted.

All courses attempted are included in the calculation of the student’s grade point average from term to term. However, only those courses required for graduation are included in the calculation of the grade point average necessary for graduation.

Alternative Grades
Alternative grades are not applicable to the GPA because no quality point values are assigned. These include:

I - Incomplete - A temporary grade of incomplete is assigned when, in the opinion of the instructor, the student has not completed the course requirements due to just and legitimate reasons and has made arrangements for completion. A grade of incomplete has no impact on a student’s GPA but may affect financial aid. The student has until the end of the first week of the following term to complete course requirements to remove the grade of incomplete.

If the course requirements are not completed to the satisfaction of the instructor, the incomplete reverts to a letter grade of "F".

Upon written notification to the Faculty Lead, an instructor may grant additional time up to the end of the seventh week of the following term for the student to complete course requirements. However, if a student is receiving financial aid, the student may have only until the end of the first week of the following term to complete course requirements and replace the grade of incomplete. See the Financial Aid Office for further details.
W - Withdrawal - Within the first seven calendar days of a term a student may drop an individual course without penalty using Form #4A - Change in Schedule. No record of the course will be made in the student’s permanent file. Dropping a course after the seventh calendar day of the term constitutes “withdrawal” and the symbol “W” is recorded on the student’s permanent academic record. The “W” symbol has no impact on the student’s GPA. Form #4B - Student Withdrawal is used for the purpose of withdrawing after the seventh calendar day. Withdrawal deadlines will be adjusted for classes running less than 16 weeks.

In order to officially withdraw from a course, a student must meet with an academic advisor to complete the appropriate forms. Students may not withdraw from classes online. Withdrawal from a course is not official until the grade of “W” appears on the student’s transcript.

The student should discuss any problems with the appropriate faculty member before withdrawing to see if issues can be resolved. If the student chooses not to meet with the faculty member, he/she may go directly to an academic advisor or to the Records Office for completion of the appropriate form. A student who withdraws from a developmental education studies course must obtain the developmental education studies instructor’s signature.

Failure to complete the appropriate form (#4A within the first seven semester days of the term, or #4B after the seventh calendar day of the term) will result in a letter grade of “F” for each course rather than a “W” in the student’s permanent academic record. In addition, no refunds are granted unless the appropriate form (#4A or #4B) is completed and signed. A student who is receiving financial aid must formally withdraw if he/she decides not to attend.

A student cannot withdraw from a course during the last 14 calendar days of the term.

P - Pass/Fail Option - Selected courses may be taken on a pass/fail basis if the student is in good academic standing. Not more than one course per semester may be taken on this basis. Students must have the approval of the Faculty Lead to take courses pass/fail. Students must register and pay for pass/fail course(s). The tuition and fees are the same as the fee for a credit course. In calculating the Grade Point Average, credit for the letter grade of “P” (pass) is awarded but does not impact GPA. Prior to the second calendar day of the term, the student must indicate on Form 55 – Student Course Registration under “Notes” that he/she wants to take a course on a pass/fail basis. Students may not revoke a decision to take a course pass/fail after the second calendar day of the term.

X - Audit - Students may audit a course at Belmont College. They may take the course and not receive credit or a grade for it. Students must register and pay for audited course(s). The tuition and fees are the same as for a credit course. Prior to the second calendar day of the term, the student must indicate on Form 55 – Student Course Registration under “Notes” that he/she wants to audit a course. A student may not revoke a decision to audit a course after the second calendar day of the term. Audited courses are not applicable to the requirements of a degree, certificate, or diploma. Audit grades are not included for financial aid eligibility. A letter grade of “X” has no impact on a student’s GPA.

D+Z - See “Forgiveness Policy”

DZ - See “Forgiveness Policy”

FZ - See “Forgiveness Policy”

Grade Changes
Grade changes are to be reported by the instructor on Form 37. The form must include the student’s name and identification number, reason for the change, term of attendance, the course number, and course title. Grade changes must be approved by the Vice President of Academic Affairs & Student Engagement prior to being filed in the Records Office.

Dean’s List
Full-Time Students
- Twelve (12) credit hours of coursework completed
- Term grade point average of 3.75 or greater
- Cumulative grade point average of 2.00 or greater
- No student with a letter grade of “D” or “F” as part of the ending fate of the term will be considered for Dean’s List. Students completing the term with an “I” must have the “I” converted to a grade within the first seven days of the next term to be eligible for the Dean’s List.

Academic Probation and Dismissal
At the discretion of the Dean of Instruction, students are placed on academic probation if their cumulative grade point average is less than:
- 1.00 after the first 11 hours attempted
- 1.25 after the first 21 hours attempted
- 1.50 after the first 32 hours attempted
- 1.75 after the first 43 hours attempted
- 1.90 after the first 54 hours attempted
- 2.00 after the first 60 hours attempted
- 2.20 after the first 64 hours attempted
- 2.50 after the first 78 hours attempted
- 3.00 after the first 100 hours attempted

In addition to the above chart, students whose grade point average in any given term is less than 1.00 for that semester will be placed on academic probation.
Students who are placed on academic probation for a second consecutive term will be excluded from enrollment for one term. At the end of the exclusionary period, a student may re-enroll for classes following a conference with an advisor.

If a student is placed on academic probation in the term immediately following an exclusionary period, he or she shall be excluded for one academic year.

The student who has been re-admitted after a one-term or one year exclusionary period must maintain a 2.0 average in all courses taken during the current term of enrollment and all succeeding terms of enrollment until such time as the student achieves a grade point average that will not place him/her on probation.

Students may submit a letter of appeal for academic dismissal if extenuating circumstances contributed to poor academic performance. Letters of appeal should be sent to the Dean of Instruction.

Grade Appeal

Students who wish to make an appeal must initiate the appeals procedure no later than three weeks (21 calendar days) after the grade has been posted. The process will be completed within eight weeks (56 calendar days).

Step 1:
The student shall schedule and keep an appointment with the instructor to discuss and resolve the grade.

Step 2:
If the question of the grade is not resolved or additional information is required:
1. Within seven calendar days of the meeting with the instructor, the student shall submit Form 163, Grade Appeal, to the Dean of Instruction.
2. Within one week of submitting the appeal form, the student will be contacted by the Dean of Instruction to schedule and keep an appointment. It should be noted that the Dean of Instruction has the latitude to pursue resolution in a manner consistent with past practice and in keeping with established ethical standards.

For example:
- The Dean of Instruction may discuss the problem with the instructor and review all pertinent records in order to resolve the dispute.
- The Dean of Instruction may also solicit counsel from appropriate others at his/her discretion.

3. The Dean of Instruction will submit a written summary of the findings to the instructor and student within seven calendar days of the meeting.
4. Within seven calendar days of submission of the findings to the instructor and student:
   a. The Dean of Instruction will discuss the outcome with the student to insure that the student is aware of the outcome.
   b. The student will acknowledge the resolution of the appeal via his/her signature on the appeal form.

Step 3:
If resolution is not reached within Step 2, the following process begins:
1. The student may sign and submit a request for the third step of the appeal along with a written statement of the problem to the Vice President of Academic Affairs and Student Engagement or his/her designee no later than seven calendar days after receiving the outcome of Step 2.
2. Upon receiving the appeal, the Vice President of Academic Affairs and Student Engagement or designee shall schedule and keep an appointment within seven calendar days with the following individuals:
   a. The Dean of Instruction
   b. The Faculty Lead
   c. The instructor
   d. The student
   e. The student’s advocate (optional), who may be any member of the College community
   f. Any other witness on behalf of either the College or student (optional)
3. During this appointment:
   a. Evidence may be presented
   b. Testimony may be given
   c. Formal minutes will be taken by the Vice President of Academic Affairs and Student Engagement or his/her designee
4. The student’s advocate must be a member of the College community (faculty, staff, professional staff and/or administrator) and will be chosen by the student. The advocate will:
   a. Explain procedures
   b. Assist the student
   c. Represent the student as necessary
   d. Be present during all further appeal hearings and any additional required appointments

The Vice President of Academic Affairs and Student Engagement or designee serves to arbitrate a settlement satisfactory to all parties. He/she takes the following actions:
1. May independently investigate and/or gather information in order to recommend a settlement
2. Must ensure due process for the student and the instructor and maintain institutional integrity

3. Will place in writing any agreement reached, initialed by all parties, and appropriately filed within seven calendar days

Step 4:
If a resolution is still not reached in Step 3, the student will submit the appeal form to the Vice President of Academic Affairs and Student Engagement. The matter will be referred to the Academic Appeals Committee within seven calendar days. This committee is a five-member group comprised of the following people:

1. One of each from the following employee classifications will be appointed by the Vice President of Academic Affairs and Student Engagement:
   a. Faculty
   b. Administration
   c. Professional staff

2. These three shall jointly appoint a chairperson.

3. Two ad hoc members to be appointed as follows:
   a. One selected by the student filing the appeal
   b. One selected by the faculty in question

4. Within seven calendar days of appointment the chairperson will provide a written request to the faculty member and the student to select their ad hoc appointees.

5. Within seven calendar days of the written request the faculty member and student will inform the chairperson of their selections.

6. If a member has a conflict of interest, a replacement from the appropriate employee classification will be named by the Vice President of Academic Affairs and Student Engagement or designee. A conflict of interest may include, but is not limited to, any of the following:
   a. Student or faculty member is an immediate family member or relative of a committee member.
   b. Student or faculty member has an extracurricular social relationship with a committee member.
   c. A committee member feels that he/she is unable to participate in the committee decision in an objective or ethical manner.

7. The chairperson will schedule and hold a hearing within seven calendar days of notification of the members of the ad hoc committee by the Vice President of Academic Affairs and Student Engagement and will notify all parties in writing.

8. The committee will:
   a. Examine all pertinent evidence
   b. Discuss the case with the student and instructor
   c. Request additional testimony if necessary
   d. Record formal minutes

9. The committee will reach a decision and forward it to the Vice President of Academic Affairs and Student Engagement or designee for review.

10. Following the review, the committee chairperson will notify both the student and instructor of the decision within seven calendar days.

11. The decision will be implemented unless appealed.

Step 5:
If further appeal is necessary:
1. The student must submit an appeal within seven calendar days after receiving the outcome of Step 4 to the Vice President of Academic Affairs and Student Engagement or designee.

2. The Vice President of Academic Affairs and Student Engagement or designee will refer the matter to the President of the College for further action.

3. The President of the College will make a decision within seven calendar days and forward the decision to the student and Vice President of Academic Affairs and Student Engagement or designee.

Decisions of the President are final.

Academic Misconduct
The responsibility for academic honesty rests with the student. The College expects the student to submit papers, projects, and reports resulting from the student's own efforts. Work submitted in any form should reflect the exclusive effort of the student. It is assumed that cheating on quizzes, tests, or examinations is not practiced by mature learners. Plagiarism will not be tolerated at any time. Submitting another's work as one's own, in part or in whole, is a dishonest practice. A student may not appropriate another person's ideas whether published or not.

Consequences for proven cases of dishonest practices may include:
   a. Zero percent being given for the test, examination, report, quiz, paper, project, or any other course requirement on which the cheating has occurred; or
b. Failure for the course in which the offense occurred; or

c. Dismissal from the College.

The student shall have the right to present his/her case through the student appeals procedure.

Even though the primary responsibility for academic integrity resides with the student, the instructor will endeavor to create a secure learning environment that inhibits cheating. The College encourages honest scholarship.

**College Credit**

**Traditional Credit**

A standard semester shall be sixteen (16) weeks of instruction.

Traditional credit is obtained through class attendance and completion of class assignments for classroom, laboratory, or clinical instruction that verify the student has met all course learning outcomes.

**Classroom Hour**

A classroom hour is a nominal hour (fifty-minutes of formalized instruction conducted on or off campus). One credit shall be awarded for each classroom hour which is scheduled in the standard week of the semester. Students are expected to complete out-of-class assignments on a regular basis that, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity. This out-of-class study shall not be counted as part of the classroom hour for credit purposes.

**Credit Hour**

A minimum of 750 minutes (semester credit hour) of formalized instruction that typically required students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction. Credit hours may be calculated differently for other types of instruction (e.g. laboratory experience, directed practice experience, practicum experience, cooperative work experience, field experience, observation experience, seminar, and studio experience) as long as the credit hour calculations align with commonly accepted practices in higher education and with the regulations of regional accreditors and the federal financial aid program.

**Laboratory Hour**

A laboratory hour is fifty minutes of educational activity in which students will be conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member. One credit hour shall be awarded for two or three laboratory hours in a standard week.

**Clinical Laboratory Hour**

A clinical laboratory hour applies only to Health Technology programs and consists of a fifty-minute period in which students are assigned to laboratory sections which meet at a health-related agency. One credit hour shall be awarded for two or three clinical hours in a given week.

**Practicum Hour**

A practicum hour applies primarily but is not limited to Health Technology programs and consists of a fifty-minute period in which students are assigned to practice related skills. One credit hour shall be awarded for seven practicum hours in a standard week. Each practicum must be accompanied by a seminar course in which one classroom hour is equivalent to one credit hour.

**Flexibly Scheduled Classes**

Certain credit classes are sometimes offered on a flexibly-scheduled basis. Often called mini-classes, they are characterized by a nonstandard length of less or more than 16 weeks, and beginning and/or ending dates which differ from the published calendar for that term. Students intending to take flexibly-scheduled classes and use Title IV aid and/or veterans’ benefits should discuss course eligibility with the appropriate Financial Aid or veteran’s official on campus prior to enrollment.

The student’s term of enrollment in a flexibly-scheduled class is determined by the class ending date, not the registration date. For example, a flexibly-scheduled class beginning March 15 and ending June 10 will be indicated for the record as a summer term class, even though it began during spring term. Grade reports and grade manuscripts will be issued at the conclusion of classes for that term. Critical dates such as registration and add periods, payment periods, or dates to withdraw with a “W” will be established as a percentage of a normal term.

**Residence Requirement**

In order to receive a degree from Belmont College, a student must successfully complete a minimum of 16 semester credit hours within the designated program in residence at Belmont College. Credit for Experience, Credit by Examination, and Transfer Credit do not count toward the residence requirement.

**Transient Student**

An individual who is a full-time student at another college or university may attend Belmont College for the purpose of transferring course credit. No major is declared at Belmont.

The student must follow the admission procedure and must present to the Admissions Office written approval from the home college or university. Students are admitted on a space available basis.
Credit by Examination (see Residence Requirement)
Credit by Examination offers students in a college program the opportunity to earn credit for a course by passing an exam. Students enrolled in a program who believe they are qualified through previous coursework, work experience, or specialized training may earn credit by examination in order to begin more advanced work in their program. Students desiring such an examination must apply to enroll at Belmont College.

The student must discuss testing with the appropriate Faculty Lead to determine whether sufficient reason exists to warrant pursuing the appropriate examination. If the Faculty Lead determines that attempting the examination is appropriate, he/she will then direct the student to the appropriate full-time faculty member to arrange for the examination. The student may then petition for credit by exam by completing Form 52 which is available at the Student Records Office. Prior to taking the exam, the nonrefundable fee must be remitted in the Business Office.

Credit by examination does not apply to students currently enrolled in the course. It may not be used as a makeup examination. It may not be used once the student has received a grade for the course. The exam may not be taken more than once for any course.

The College also recognizes the College Level Examination Program (CLEP) and Advanced Placement Exams (AP).

Credit for Experience (see Residence Requirement)
Students desiring credit for experience must apply to enroll at Belmont College. The student seeking credit for experience will complete Form 53, Part I, and present it to the Faculty Lead for each course. The burden to prove that specific experience deserves credit falls upon the student.

The Faculty Lead will give the student a course syllabus which details the course content and learning objectives. The Faculty Lead will then sign the Recommended for Portfolio Development section of the form (Part II) if she/he determines that apparent life experience coincides with the learning objectives on the course syllabus.

The student will then pay a nonrefundable fee to the Business Office. The student will prepare a portfolio that documents and verifies experiences and coursework completed matching experience point-by-point with the content/objectives listed in the syllabus. After the fee is paid to the Business Office and the completed portfolio is presented for evaluation, the Faculty Lead will select an instructor or instructors to evaluate the portfolio.

If the student is awarded credit, it will be shown on the transcript in a section labeled “Credit for Experience” and a “LE” grade will not be reflected in the GPA. If credit is not approved, no record will be placed on the student transcript.

Credit for experience is not an option once the student is enrolled in the course in question. Credit for experience may not supplant a low grade received in a course.

Practicum Experience
The performance of a practicum is a necessary component of some programs. Policies relating to the practicum are program specific and should be discussed with the Faculty Lead.

Cooperative Work Experience
Cooperative work experience may be utilized as a component of certain programs. Award of credit relating to cooperative work experience is under the discretion of the Faculty Lead and Vice President of Academic Affairs and Student Engagement. Students should check the schedule for a listing of cooperative work experience courses that are being offered. Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

One semester credit shall be awarded for a minimum of ten hours of cooperative work experience scheduled during a week. A maximum of nine semester credit hours may be earned in cooperative work experience or in any combination of cooperative work experience and practicum over the associate degree program.

Independent Study
Independent study provides a means by which a student under an exceptional (or hardship) situation may complete certain courses. The possibility of credit by independent study must be discussed with the Faculty Lead who will forward a recommendation to the Vice President of Academic Affairs & Student Engagement for a final decision.

Distance Education
In addition to its traditional course delivery system, Belmont offers students access to various online options that utilize current information technology resources such as those available via the Internet, CD-ROM, and video.
This method of course delivery allows for greater freedom of scheduling and a reduced need to spend time in campus-based classrooms.

Most online courses require that students have a working knowledge of web browsers, electronic mail (e-mail), and basic computer operations including file management and word processing tools. Modern telecommunications systems allow students to access course information including assignments and due dates by connecting to http://MyBelmont.belmontcollege.edu/ics/. While students enrolled in these courses generally own personal computers that are Internet-connected, these resources are also available at public locations including community and college libraries.

Students interested in enrolling in online courses are strongly encouraged to evaluate their personal circumstances and lifestyles to determine the extent to which they would be comfortable with this alternative mode of delivery. The following information should be carefully considered:

- Distance education courses give students greater freedom of scheduling, but they may require more self-discipline than other courses; some students prefer the independence of distance education. Others find it uncomfortable.

- Some people learn best by interacting with other students and instructors, but distance education courses often do not provide much opportunity for face-to-face interaction.

Students should check the course schedule for a listing of online courses that are being offered.

Credit Transfer

(see Residence Requirement)

Acceptance of Credit Transfer

Belmont College will accept credit earned at other institutions which are accredited by regional accreditation agencies such as the Higher Learning Commission. The courses must be comparable in regard to earned credit and quality points to those taught at Belmont College. They must be potentially applicable to the student's degree at the College.

Furthermore, in awarding credit to students transferring to Belmont College from other institutions, the College is guided by the policies promulgated by the Ohio Articulation and Transfer Advisory Committee. In awarding credit to transfer students, Belmont College uses standards identical to those for native students. In this manner, we insure equality for native and transfer students.

No credit will be transferred with a letter grade of less than "D" (1.0). Additionally, courses taken at another college in which a letter grade of "P" (pass) was earned can be accepted. Belmont College will accept transfer credit from other institutions in the categories of Credit by Examination, Advanced Placement, and military or other nontraditional training credit.

Official college transcripts must be submitted to the Belmont College Records Office. Credits will be assessed and approved at the discretion of the Faculty Lead of the academic department related to the student's degree.

Credit Transfer to Other Institutions

Credit earned at Belmont is transferable to other institutions of higher education at the discretion of the receiving institution. Usually, a course letter grade must be "D" or better to be accepted. Belmont College is fully accredited by the Higher Learning Commission. This accreditation aids transferability to other colleges. Students considering transferring to a four-year college or university upon completion of their Associate Degree should obtain information and advice before registering for their first term at Belmont from the Transfer and Articulation Advisor. Students are responsible for determining the transferability from the receiving institution of courses prior to enrollment.

Transfer Module

Institutional Transfer

The Ohio Department of Higher Education in 1990 following a directive of the 119th Ohio General Assembly developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004 together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95 have prompted improvements of the original policy.

While all state-assisted colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education created a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.
Transfer Module
The Ohio Department of Higher Education Transfer and Articulation Policy established the Transfer Module which is a subset or entire set of a college or university’s general education curriculum in A.A., A.S., and baccalaureate degree programs. Students in applied associate degree programs may complete some individual transfer module courses within their degree program or continue beyond the degree program to complete the entire transfer module. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of course credit in English composition (minimum 4 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 4 quarter hours or 3 semester hours); arts/humanities (minimum 8 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 8 quarter hours or 6 semester hours); and natural sciences (minimum 8 quarter hours or 6 semester hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective hours from among these areas make up the total hours for a completed Transfer Module. Courses for the Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student’s course of study. Each state-assisted university, technical, and community college is required to establish and maintain an approved Transfer Module.

Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Transfer Module course(s) or the full Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Transfer Module portion of Institution R’s general education program. Institution R, however, may have general education courses that go beyond its Transfer Module. State policy initially required that all courses in the Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides
Transfer Assurance Guides (TAG) comprise Transfer Module courses and additional courses required for an academic major. A TAG is an advising tool to assist Ohio university, community, and technical college students planning specific majors to make course selections that will ensure comparable, compatible, and equivalent learning experiences across the state’s higher-education system. A number of area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, and the social sciences have been developed by faculty teams. These pathways empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student’s intended major is encouraged.

Conditions for Transfer Admission
Admission to a given institution does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Acceptance of Transfer Credit
To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college-level courses completed in and after fall 2005 from Ohio state assisted institutions of higher education. Students who successfully completed A.A. or A.S. degrees prior to fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college-level courses they have passed. (See Ohio Articulation and Transfer Policy, Definition of Passing Grade and Appendix D.) While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting. Pass/fail courses, credit by examination courses, experiential learning courses, and other nontraditional credit courses that meet these conditions will also be accepted and posted to the student record.

Responsibilities of Students
In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Students should use the Transfer Module, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify up front in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students must work with the receiving institution to determine if there are language requirements or any special course requirements that can be met during the
This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

Appeals Process
Following the evaluation of a student military transcript or a transcript from another institution, the Record's Office shall provide the student with a statement of transfer credit applicability. Students who wish to make an appeal should contact the Records Office to initiate the process.

Transfer Articulation Agreements
At the time of publication of this catalog, Belmont College has articulation and transfer agreements in place with a number of institutions. Contact the transfer and articulation advisor for more information.

Academic Forgiveness Policy
Students may, upon occasion, find themselves in situations where they are not academically suited for a particular program or lack sufficient motivation to perform at an acceptable academic level. Such students are offered a forgiveness alternative. The Forgiveness Policy at Belmont College is as follows:

Eligibility
1. Students must have a two-year period of nonattendance at Belmont College after earning the grade(s) in question.
2. Courses with a letter grade of "F," "D," or "D+" are eligible for forgiveness.
3. Before applying for academic forgiveness, students must return and complete 12 semester credit hours over the span of three consecutive terms.
4. Students must earn a 2.0 or better grade point average each term and for three consecutive terms before the forgiveness is recorded.

Procedure
1. Students may submit only one request for academic forgiveness. Students petition for review of transcript via the Application for Academic Forgiveness (Form 2) to the appropriate Faculty Lead.
2. Transcripts are reviewed by the Faculty Lead.
3. The Faculty Lead will either recommend or reject the student’s application and forward the recommendation to the Vice President of Academic Affairs & Student Engagement.
4. Approval for an award or rejection of academic forgiveness is granted or declined by the Vice President of Academic Affairs & Student Engagement.
5. Students may not challenge the decision.
6. The Records Office records the forgiven grade.
7. A ‘Z’ is added to original letter grade (e.g., “FZ”, “DZ”, “D+Z”) to indicate forgiveness; forgiven grades will no longer be calculated in the grade point average (GPA).

Attendance
Student attendance is required for all classes at Belmont College. Faculty members may incorporate attendance into their grading procedures especially when performance competencies are directly affected. Excessive absences are defined as the number of absences which, in the professional judgment of the instructor, jeopardizes the student's satisfactory progress.

Students are responsible for material covered while they are absent. It is the student's responsibility to discuss missed assignments with the instructor.

Attendance is monitored regularly for students receiving financial aid through the College or from an agency (VA, WIA, etc.). If the student is progressing unsatisfactorily, financial aid may be adjusted or terminated due to nonattendance.

Class Cancellation
Enrollment
Classes appearing on the Class Schedule are subject to cancellation due to insufficient enrollment. The minimum enrollment amount will be established by the College. Classes with less than the minimum enrollment may continue as scheduled at the discretion of the Vice President of Academic Affairs & Student Engagement and Faculty Leads.

Weather/Unforeseen Circumstances
Class cancellations and delays are occasionally necessary due to weather conditions or unforeseen circumstances. Weather cancellations apply to all on- and off-campus locations unless otherwise announced. Cancellation due to unforeseen circumstances may apply to a specific site. The decision to cancel is not made by individual instructors; the college administration is responsible for the decision. Announcements will be made on WTRF-TV Wheeling (Channel 7), WTOV-TV Steubenville (Channel 9) and www.belmontcollege.edu.
Illness/Absence of Instructor
Cancelled class notices are on MyBelmont.

Instructors who are unable to conduct classes may also post an announcement on their class site at https://mybelmont.belmontcollege.edu/ICS/ or send an email to their students.

Waiting Policy
If a teacher is detained from a class longer than fifteen minutes for any reason, one student should report the absence to the reception desk. Remaining students will wait in the classroom until the reporting student returns. Students may then leave the classroom.

General Education Requirements
General education is “general” in several clearly identifiable ways: it is not directly related to a student’s formal technical, vocational, or professional preparation; it is a part of every student’s course of study regardless of his or her area of emphasis; and it is intended to impart common knowledge, intellectual concepts, and attitudes that every educated person should possess.

The general education requirement should develop within the student the ability to:
– read (with comprehension) technical, classical, and recreational selections,
– write and spell using standard English,
– communicate verbally to individuals and groups utilizing effective listening,
– comprehend college-level math functions,
– utilize critical thinking and various problem-solving techniques within the work and social environment,
– utilize concepts of human relations in dealing with groups and individuals in work and social environments,
– discuss worldwide historical events and the impact of such events on contemporary issues,
– recognize the impact of social factors including culture, ethnicity, ethics, and religion on work environment and technological advances.
(See Core Learning Outcomes on page 7)

Change in Program of Study
Students wishing to change his/her program of study must confer with an advisor during the registration period and complete the Change of Major-Program form #121. An evaluation of the student's transcript will be conducted. Any change in program of study processed after the registration period will be effective the following semester.

Change in Schedule
Changes in student course schedules can be made through either an Academic Advisor or online at http://MyBelmont.belmontcollege.edu/ICS/. Students may register or add classes during the first seven calendar days of the semester (Change in Schedule form #4A); students may drop classes without record during the first seven calendar days of the semester (Change in Schedule form #4A). No fee is charged for schedule changes.

The period for making changes to flexibly scheduled classes is prorated according to the length of the class. More information on flexibly scheduled classes is available from the Academic Advisors.

Prerequisites
Prerequisites are an important consideration in the academic sequence of programs. Courses are designed with the assumption that certain critical information must precede other information. For that reason, prerequisites are required for certain courses. Refer to the Course Description Information pages to see pre-requisites for all courses.

Repeating Courses
Students are permitted to repeat courses. The most recent grade earned in the course will be used in computing the cumulative grade point average. Both original and repeated course grades are designated on the transcript. The original grade will stand when a student who is repeating a course accepts a letter grade of “W” or “X” (audit).

Utilization of College Students and/or Faculty for Research
Individuals wishing to utilize students and/or faculty for research must receive special permission prior to the implementation of the project. A written request for research which describes:
- the nature of the research,
- explicit involvement of the subjects,
- the anticipated results, and
- the use of test results.
Individuals must be sent to the Vice President of Academic Affairs & Student Engagement for approval. In general, College personnel are not available for research unless special permission is obtained.

Work and the Academic Load
Many students work while pursuing their education. Students should plan for at least two hours of outside study for each hour of formal class time excluding laboratory class time. It is recommended that a student working full-time should limit him/herself to one or two courses. Students carrying a full schedule are advised not to work more than 15 hours at an outside job during the school week.

Students are responsible for class performance. Students who are subject to shift changes should make the necessary arrangements with their employer to assure their class attendance and academic performance.
Degrees and Certificates
The major objective of Belmont College is to offer educational opportunities in college preparation for the awarding of certificates and degrees as per the guidelines set forth by the Ohio Department of Higher Education in the Guidelines and Procedures for Academic Program Review. To accomplish that objective, the College offers students Certificates, and Applied and Associate of Arts and Associate of Science degrees to meet their educational goals. The College sets forth criteria for conferring each certificate or degree.

An Associate of Applied Business and Associate of Applied Science are degrees which are awarded in recognition of successful completion of career technical education programs and prepare student for immediate employment upon graduation. The curricula for applied associates degree programs are described in terms of technical and non-technical studies. Non-technical studies include general education and courses that serve as a base for the technical field (sometimes referred to as “applied general education” or “basic” coursework). Non-technical studies should make up approximately 50% of the curriculum.

The Associate of Technical Study is a degree awarded for successful completion of an individually planned program of study designed to respond to the need for specialized technical education not currently available in the formal degree programs available on a particular campus. In addition to following the College’s admissions practices, students must apply for an approval of an Associate of Technical Study candidacy. Prior to completion of forty semester credit hours, students should submit a completed Belmont College Application for Approval, Associate of Technical Study Program (Form 15) to the Vice President of Academic Affairs and Student Engagement. The program must have an area of concentration which is equivalent to at least 30 semester credit hours in technical studies and a clearly identifiable career objective. The area of concentration can either be formed by: Type A – a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college to serve a career objective that would not be adequately addressed by one of the existing programs alone or Type B – courses completed or training received by a student at other institutions of higher education, career centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit to a maximum of 30 semester credit hours in technical studies and 28 semester credit hours in non-technical studies.

The Associate of Arts or Science Degree are designed for students wishing to complete the first two years of a bachelor’s degree as well as those desiring two years of a liberal arts education. Associate degrees are characterized by the following:
1. A minimum of 60 semester hours
2. A maximum of 65 semester hours
3. Approximately 50% of semester hours in general education and related non-technical courses
4. Approximately 50% of semester hours in the program core

One-Year Technical Certificates are awarded by community colleges for the completion of 30 to 37 semester credit hours of coursework of which no less than 18 and more than 22 semester credit hours are technical courses. These Ohio Department of Education approved certificates are applicable to an associate degree at the student’s “home” campus.

Short-Term Technical Certificates are awarded by community colleges for the completion of an Ohio Department of Education approved program of study with less than 30 semester credit hours that are designed for a specific employment situation.

Normal Progress
Normal progress is defined as completion of a designated program in one and a half times the scheduled completion time frame. The following text is submitted for the purpose of evaluating normal progress:

Acceptance of registration by Belmont College and admission to any educational program of the College does not constitute a contract or warrant that the College will continue indefinitely to offer the program in which a student is enrolled. The College expressly reserves the right to change, phase out, or discontinue any program.

The listing of courses in any College catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to: (1) add or delete courses from its offerings; (2) change times or locations of courses or programs; (3) change academic calendars without notice; (4) cancel any course for insufficient registrations; or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other policy or regulation affecting students including, but not limited to, evaluation standards.

Each catalog corresponds to the academic year. Students who first enroll at Belmont College for summer and remain continuously enrolled (defined as attending two out of three consecutive semesters) must fulfill the requirements stated in the catalog covering the academic year beginning in August of that year.
Students should keep the catalog for referral throughout their academic career. A student must meet the requirements from one catalog only rather than choosing a portion from one catalog and the remainder from another. Students not maintaining normal progress must meet new catalog requirements.

**Graduation Requirements**

To receive an associate degree or certificate, students must have:

1. Submitted a copy of the high school transcript or equivalency (i.e. GED scores) to the records office,

2. Successfully completed all course requirements in the program,

3. Successfully completed a minimum of 16 semester or 24 quarter credit hours within the designated program in residence at the College,

4. Earned a grade point average of 2.0 or better in courses utilized for graduation; and

5. Paid all financial obligations to the College.

**Graduation Degree Audit**

Students who anticipate graduation must apply separately for each degree or certificate they will be receiving.

Deviations and certificates are awarded at the end of the semester in which the student successfully completes the program requirements. The procedure is as follows:

1. Students submit a completed Degree Candidacy Declaration form #73 which are available from the Records Office or Faculty Leads for each degree or certificate and all applicable fees to the Business Office one semester prior to intended completion.

2. The Business Office processes the paid forms and forwards them to the Records Office.

3. The Records Office forwards the Degree Candidacy Declaration forms to Faculty Leads for confirmation and/or identification of deficiencies and/or course substitutions.

4. Faculty Leads return forms with Graduation Audit for Degree to the Records Office who will notify students in writing of any deficiencies.

5. At the conclusion of the term, Degree Candidacy Declaration forms are returned to Faculty Leads to assure that deficiencies have been met.

6. The Faculty Lead forwards the Degree Candidacy Declaration forms to the Vice President of Academic Affairs & Student Engagement to be considered for approval.

7. The Vice President of Academic Affairs & Student Engagement forwards Degree Candidacy Declaration forms and Graduation Report to the Records Office for further processing.

Students should be confident of their standing regarding graduation when they submit a Degree Candidacy Declaration. Students who do not complete their program requirements by the conclusion of the term stated on the Degree Candidacy Declaration must re-apply for graduation by: 1) submitting a new Degree Candidacy Declaration and 2) remitting the appropriate graduation fee again in order to graduate. All fees required for each degree or certificate must be submitted to the Business Office with each certificate and degree application form. Fees cover processing of forms and the cost of diplomas.

Students are invited to attend the graduation ceremony.

**Academic Honors**

Any student who finishes a degree program with a cumulative grade point average of 3.50 or better will graduate with honors.

**Valedictorian/Salutatorian Status**

A student who graduated from a degree program with the highest cumulative grade point average will be awarded valedictory status. The student with the next-highest grade point average will be awarded salutatory status. In the event of a tie, the College will award co-valedictorian and/or co-salutatorian status to deserving degree-seeking students.
PROGRAM INFORMATION

2019 - 2020 Academic Year
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ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE

Jodi McFarland
Faculty Lead & Professor
jmcfarland@belmontcollege.edu
740.699.3897
ASSOCIATE OF ARTS DEGREE (AAG)

The Associate of Arts degree is designed to prepare students for transfer to most four-year colleges or universities and is the equivalent of the freshman and sophomore years of a Bachelor of Arts degree program which includes programs such as English, history, social sciences, business, and other areas of study.

For students who may have not yet decided upon an interest in one area of study, the Associate of Arts degree provides a broad knowledge of liberal arts. A range of liberal arts elective courses across disciplines provides flexibility in choosing transferrable courses.

The Associate of Arts degree requires a minimum of 62 semester credit hours for graduation. These hours are composed of a minimum of 47 hours of general education courses selected within categories and enough electives to complete the 62-hour requirement. Please see the “Suggested Course Sequence.” In the future, Belmont College will have concentrations available, and, in that case, a minimum of 12 semester credit hours in the concentration will be required plus enough electives to complete the 62-hour requirement.

Please see the Associate of Arts “Course Elective Information” on the following page to select electives across the categories. Please also consult the general education page in this catalog for information about the status of courses meeting the state-wide transfer module requirements and/or the state-wide transfer assurance guides. Please note: some courses were still under review when the catalog went to press and may have earned official transfer status.

Students are encouraged to ask for updates on the status of courses and to discuss their transfer intentions with a representative of the College academic advising team early in their Belmont experience to ensure that the correct courses are selected to meet the specific requirements of the receiving college or university.

Program Outcomes
Interdisciplinary learning is the fundamental strength and value of a liberal arts education. The formulation of outcomes is based on recognition of the transformative potential of higher education in the liberal arts and an appreciation of how the knowledge gained (in particular, human understanding) leads to actions. Outcomes will be assessed in the Associate of Arts degree through a process that will allow students to achieve individualized goals in keeping with their chosen interdisciplinary path of study. Students will:

1. Pursue Knowledge: Students learn through discipline-specific and interdisciplinary discovery processes, think critically, and synthesize resulting knowledge.
2. Understand Self: Students achieve self-understanding as conscious and engaged human beings in relation to others and develop a realistic understanding of life and its opportunities.
3. Integrate Socially: Students develop a defined sense of human community, take responsibility for their roles, and integrate successfully in collaborative environments.
4. Demonstrate Open-Mindedness: Students cultivate intellectual curiosity, flexibility in thinking, problem solving strategies, and a broad critical perspective that values diversity of thought.
5. Be Globally Responsible: Students recognize the interdependence of global forces and local contexts, becoming culturally proficient citizens sensitive to the issues of diverse cultures.
6. Behave Ethically: Students form personal values based on belief in the worth and dignity of human beings, apply ethical principles in making decisions, and accept the social consequences of actions.
7. Communicate Effectively: Students demonstrate the abilities to read and listen with understanding and express complex ideas in spoken and written forms.

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<td>Social &amp; Behavioral Science Elective (ANT2110 recommended)</td>
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*Free electives may be used to fulfill four-year institutional division prerequisite requirements. Free electives may be selected from any college-level courses offered by Belmont College that meet transfer requirements. Consultation with an advisor is critical to ensure you are choosing the correct free electives that will transfer into the junior and senior years of your four-year program of study.
# AAG Course Elective Information

## English & Communications (9)
- ENG1110 Composition I * 3
- ENG1120 Composition II * OR Critical Writing * 3
- ENG1140 Technical Writing 3
- BUS1103 Business Communications 3
- COM1110 Interpersonal Communications 3
- COM1115 Speech * 3

## Social & Behavioral Sciences (12)
(Choose 6 hours from 2 areas below, plus an additional 6 hours)
- **Anthropology/Sociology**
  - ANT2110 Cultural Anthropology 3
  - SOC1110 Sociology 3
  - SOC1120 Social Problems 3
  - SOC2130 Criminology 3
  - SOC2140 Juvenile Delinquency 3
  - SOC2150 Marriage and the Family 3
  - SOC2160 Cultural/Diversity Studies 3

## Economics/Business/Political Science
- BUS2241 Business Law 3
- ECN1110 Macroeconomics 3
- ECN1120 Microeconomics 3
- POL2110 American National Government 3
- POL2120 State and Local Government 3

## History
- HIS1110 Western Civilization I 3
- HIS1112 Western Civilization II 3
- HIS1120 Eastern Civilization I 3
- HIS1122 Eastern Civilization II 3
- HIS1124 Eastern Civilization III 3
- HIS2110 American History I 3
- HIS2112 American History II 3
- HIS2120 American Studies 3

## Psychology
- PSY1120 General Psychology 3
- PSY1130 Human Development 3
- PSY1140 Theories of Personality 3

## Natural & Physical Sciences (7)

### Biology
- BIO1110 Human Biology I 3
- BIO1112 Human Biology II 3
- BIO1120 Life Science 3
- BIO1130 Introduction to Biology I 4
- BIO1132 Introduction to Biology II 4
- BIO2110 Anatomy & Physiology I 4
- BIO2112 Anatomy & Physiology II 4
- BIO2120 Microbiology 4
- BIO2150 Physiological Psychology 4

### Chemistry
- CHM1110 Chemistry Principles I 4
- CHM1112 Chemistry Principles II 4

### Physics
- PHY1110 Physics I 5
- PHY1112 Physics II 5

### Natural Science
- NSC1110 Physical Science I 4
- NSC1112 Physical Science II 4
- NSC1120 The Science of Energy 4
- NSC2110 Global Environment/Energy 4

## Math (3)
- MAT1120 Statistics 4
- MAT1128 Math for the Liberal Arts 3
- MAT1130 College Algebra 4
- MAT1140 Trigonometry 3
- MAT1150 College Algebra/Trig Accelerated 5
- MAT2120 Calculus I 4
- MAT2122 Calculus II 4
- MAT2124 Calculus III 4
- MAT2130 Linear Algebra 4
- MAT2135 Differential Equations 4
- MAT2140 Finite Mathematics 4

## Arts & Humanities (15)
(Choose 9 hours from at least 2 areas below, plus an additional 6 hours)

### Art
- ART2110 Global Traditions in Art History 3

### History
- HIS1130 History of American Arch I 3
- HIS1132 History of American Arch II 3
- HIS2130 Intellectual World History 3

### Humanities
- HUM2110 Humanities 3

### Literature
- ENG1150 Experiencing Literature 3
- ENG2105 Introduction to Literature 3
- ENG2110 British Literature I 3
- ENG2112 British Literature II 3
- ENG2120 American Literature I 3
- ENG2122 American Literature II 3
- ENG2130 Classics of World Literature I 3
- ENG2132 Classics of World Literature II 3
- ENG2140 Fantasy Worlds 3
- ENG2150 The Novel 3
- ENG2160 Global 20th-Century Literature 3

### Music
- MUS2110 Traditions in World Music 3

### Philosophy
- PHL1110 Logic/Critical Thinking 3
- PHL2120 Philosophy 3
- PHL2130 Ethics 3

### Religion
- RLG2110 World Religions 3

## First Year Experience (1)
- FYE1110 Student Learning and Success 1

## Additional Elective Credits (15)

* Required
ASSOCIATE OF SCIENCE DEGREE (ASG)

The Associate of Science degree is designed to prepare students for transfer to a four-year college or university and is the equivalent of the freshman and sophomore years of a Bachelor of Science degree or related program, including engineering, business, or natural sciences. The degree is also suited for students who do not have a decided interest in one field of study. This program provides a broad knowledge of liberal arts, while emphasizing mathematics and science. A range of elective courses across disciplines provides flexibility in choosing transferrable courses.

The Associate of Science degree requires a minimum of 60 semester credit hours for graduation. These hours are composed of a minimum of 50 hours of general education courses selected within categories and enough electives to complete the 60-hour requirement. Please see the “Suggested Course Sequence.” In the future, Belmont College will have concentrations available, and, in that case, a minimum of 12 semester credit hours in the concentration will be required plus enough electives to complete the 60-hour requirement.

Please see the Associate of Science “Course Elective Information” on the following page to select electives across the categories. Please also consult the general education page in this catalog for information about the status of courses meeting the state-wide transfer module requirements and/or the state-wide transfer assurance guides. Please note: some courses were still under review when the catalog went to press and may have earned official transfer status.

Students are encouraged to ask for updates on the status of courses and to discuss their transfer intentions with a representative of the College academic advising team early in their Belmont experience to ensure that the correct courses are selected to meet the specific requirements of the receiving college or university.

Program Outcomes
Interdisciplinary learning is the fundamental strength and value of a liberal arts education. The formulation of outcomes is based on recognition of the transformative potential of higher education in the liberal arts and an appreciation of how the knowledge gained (in particular, human understanding) leads to actions. Outcomes will be assessed in the Associate of Arts degree through a process that will allow students to achieve individualized goals in keeping with their chosen interdisciplinary path of study. Students will:
1. Pursue Knowledge: Students learn through discipline-specific and interdisciplinary discovery processes, think critically, and synthesize resulting knowledge.
2. Understand Self: Students achieve self-understanding as conscious and engaged human beings in relation to others and develop a realistic understanding of life and its opportunities.
3. Integrate Socially: Students develop a defined sense of human community, take responsibility for their roles, and integrate successfully in collaborative environments.
4. Demonstrate Open-Mindedness: Students cultivate intellectual curiosity, flexibility in thinking, problem solving strategies, and a broad critical perspective that values diversity of thought.
5. Be Globally Responsible: Students recognize the interdependence of global forces and local contexts, becoming culturally proficient citizens sensitive to the issues of diverse cultures.
6. Behave Ethically: Students form personal values based on belief in the worth and dignity of human beings, apply ethical principles in making decisions, and accept the social consequences of actions.
7. Communicate Effectively: Students demonstrate the abilities to read and listen with understanding and express complex ideas in spoken and written forms.

ASSOCIATE OF SCIENCE DEGEE (ASG)

Year 1

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Total Credit Hours 60-64

*Free electives may be used to fulfill four-year institutional division prerequisite requirements. Free electives may be selected from any college-level courses offered by Belmont College that meet transfer requirements. Consultation with an advisor is critical to ensure you are choosing the correct free electives that will transfer into the junior and senior years of your four-year program of study.

www.belmontcollege.edu
# ASG COURSE ELECTIVE INFORMATION

## ENGLISH & COMMUNICATIONS (9)

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## SOCIAL & BEHAVIORAL SCIENCES (9)

### Anthropology/Sociology

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<td>Marriage and the Family</td>
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### Economics/Business/Political Science

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<td>Eastern Civilization I</td>
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<td>HIS2110</td>
<td>American History I</td>
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<td>HIS2112</td>
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## ARTS & HUMANITIES (9)

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<td>Introduction to Literature</td>
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<td>ENG2110</td>
<td>British Literature I</td>
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</tr>
<tr>
<td>ENG2122</td>
<td>American Literature II</td>
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<td>ENG2130</td>
<td>Classics of World Literature</td>
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<td>Classics of World Literature II</td>
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<td>The Novel</td>
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<td>History of American Arch II</td>
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## NATURAL & PHYSICAL SCIENCES (15)

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<td>Anatomy &amp; Physiology I</td>
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<td>Microbiology</td>
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## MATH (7)

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* Required

## ADDITIONAL ELECTIVE CREDITS (10)

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BUILDING PRESERVATION/RESTORATION

Dave Mertz
Faculty Lead & Professor
dmertz@belmontcollege.edu
740.699.3939
The Building Preservation/Restoration program at Belmont College is recognized nationally as the leader in providing hands-on training in the preservation trades. Since its inception in 1989, the program has grown to become one of the most recognized historic preservation programs in the United States attracting students from all areas of the country and from a variety of academic backgrounds. The program offers a rigorous academic curriculum that ranges from preservation technology and theory to specific courses designed to allow the student to explore various trades used in preserving historic buildings. Techniques learned in class are then practiced on real preservation projects. In 1994, the College was awarded the Ohio State Historic Preservation Office Public Education and Awareness Award, and in 2015 was honored by the Ohio History Connection for its work on the Belmont County Sheriff’s Residence project. In 2014, Faculty Lead, Dave Mertz was honored with the James Askins Award from the Preservation Trades Network and the National Park Service. In addition, Mertz received the 2017 James Marston Fitch Lifetime Achievement Award from the National Council for Preservation Education.

The program is housed in the Science & Engineering Building with over 10,000 square feet of dedicated lab space which includes a wood shop, paint and glazing shop, plaster shop, metals lab, and drafting room. The program also supports a resource room containing Internet-accessible computers and the BPR special collection of over 3,000 volumes of books, videos, and magazines specifically dealing with historic preservation and construction. The College also operates a field lab site. The historic 1846 Swaney House, a brick, Federal-style I-house in Morristown Historic District in Morristown, Ohio, is the subject of an on-going restoration directed by the faculty and performed by the students. The department has also traditionally operated a special summer field lab at a site of national historical significance or on projects designed to help local community organizations. Past sites have included the Lee Family Mansion, Stratford Hall in Stratford, VA; the Frank Lloyd Wright House, Fallingwater, located in Bear Run, PA; the Richard Morris Hunt House, Grey Towers, located in Milford, PA; and the William Thornton-designed Octagon House in Washington, DC.

Each year students travel with the BPR faculty to many of the national preservation symposiums and conferences. The department has developed a working relationship with many of these conference sponsors which allows students the opportunity to participate and interact with many of the speakers and attendees. In many cases the students can attend the conference at no cost in exchange for helping with conference arrangements.

The department has developed a strong relationship with the National Park Service. Each year one student may be selected to participate in a cooperative work agreement with the Park Service’s Preservation Training Center. After the internship, the student returns to Belmont College to complete their degree, and then returns to the Park Service for permanent assignment.

Graduates of Belmont’s Building Preservation/Restoration program have gone on to a wide variety of careers within the preservation field. Many have found employment as preservation technicians with historic sites including Mt. Vernon, Williamsburg, Monticello, Graceland, Lyndhurst, and Greenfield Village to name a few. Others have taken a more construction-oriented route and have found employment with preservation construction firms. Many of these graduates end up specializing in a specific trade and have found employment with many of the national firms that are charged with restoring this country’s greatest buildings. Finally, many graduates have decided to go into business for themselves and have opened their own preservation-oriented construction firms.

Some students, upon completion of their studies at Belmont College, choose to pursue other educational opportunities. The Building Preservation/Restoration program has placed students in almost all undergraduate programs in historic preservation in the country, and many have gone on to pursue masters degrees in historic preservation and related fields.

The Building Preservation/Restoration Program has been a member institution of the National Council for Preservation Education (NCPE) for over 25 years. The Building Preservation/Restoration Program meets or exceeds all NCPE curriculum standards in regards to historic preservation education.

Since Belmont College is a commuter campus, students are responsible for finding their own housing while in attendance. Typically, apartments are available in the St. Clairsville/Barnesville vicinity or in historic Wheeling, WV. Many students have purchased properties and renovated them during their tenure at the College.

**Program Outcomes**

1. Have a thorough understanding of historic preservation theory and be able to apply that theory in real life situations.

2. Understand the materials and the basic concepts behind the techniques used in the preservation of historic buildings and be able to carry out those techniques when necessary.

3. Function successfully in the work environment, developing a strong work ethic and an emphasis on quality workmanship.
<table>
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<th>Course Title</th>
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<td>BPR1133</td>
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<td>Windows and Doors</td>
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<td>Plaster and Composition</td>
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<td>BPR2275</td>
<td>BPR Capstone</td>
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</table>

**Total Credit Hours:** 65

**Note:** This outline is only a guide. Students enter the BPR program at a variety of times and with a variety of different academic backgrounds and needs. Students are encouraged to work with faculty to determine an efficient schedule that will meet those needs.
BUSINESS

Accounting, General Bookkeeping, Bookkeeper I & II, Payroll Clerk, Business Administration & Leadership

Vivian Barney
Faculty Lead & Instructor
vbarney@belmontcollege.edu
740.699.3905
ACCOUNTING (ACC)
ASSOCIATE OF APPLIED BUSINESS DEGREE

Accounting prepares an individual for a variety of positions in the business world. Junior accountants, accountants, bookkeepers, payroll clerks, business managers, purchasing agents, fiscal analysts, and long range financial planners are a few examples of the positions needed by every type of business. Both private and public organizations require personnel with an accounting background. Managers must have current financial information to make decisions. Accountants prepare, analyze, and verify this information.

Accountants are in the midst of a business’s activities and see all phases of a company’s operations. They are often called upon by company officers to answer difficult questions and deal with every department at all levels.

Characteristically, to be successful in the accounting profession, accountants must be curious, possess analytical and mathematical ability, and enjoy working with figures. They should be able to interpret facts and figures and be able to make judgments based on this knowledge. Accountants should be able to concentrate for long periods of time. They must be able to work well not only with computers and business systems but also with people. Accountants should have high standards of integrity.

Every company has a different accounting system, however, once the basics of accounting have been mastered, accounting graduates have the ability to fit in almost anywhere in an organization and have a good foundation for a promising career.

Program Outcomes
1. Perform accounting duties at various accounting firms and organizations.
2. Record business transactions and prepare financial statements for sole proprietorships, partnerships, and corporations:
   • Prepare tax returns for individuals, partnerships, and small corporations;
   • Maintain payroll records and file necessary quarterly tax returns;
   • Have a basic understanding of audits of financial statements using Generally Accepted Auditing Standards;
   • Use accounting software package for maintaining accounting records;
   • Record business transactions and prepare financial statements for a manufacturing business.

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<tr>
<th>Year 1</th>
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<td>Arts &amp; Humanities Elective</td>
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| SPRING SEMESTER | 16-17 | |
| ACC126 | Managerial Accounting | 4 |
| BUS2241 | Business Law | 3 |
| COM1115 | Speech | 3 |
| CPT1132 | Computerized Spreadsheet Applications | 3 |
| | Math Elective (MAT1115 or higher) | 3-4 |

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<td>ACC2238</td>
<td>Fundamentals of Tax Accounting</td>
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<td>ACC2243</td>
<td>Cost Accounting</td>
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| SPRING SEMESTER | 15 |
| ACC2205 | Intermediate Accounting II | 4 |
| ACC2225 | Computerized Accounting | 3 |
| BUS2288 | Business Internship and | |
| BUS2289 | Business Seminar OR | 1 |
| ACC2283 | Accounting Capstone | 2 |
| ECN1120 | Microeconomics | 3 |
| | Math Elective | 3 |

Total Credit Hours 63-65
Persons completing the General Bookkeeping program will possess the skills necessary to perform general office functions under the direction of an accountant. Maintaining records for accounts receivable, accounts payable, and payroll functions are generally among the tasks performed. Bookkeepers maintain systematic and current records of accounts and business transactions in journals and ledgers or on a computer. They also prepare periodic financial statements. The duties of bookkeepers vary according to the size of the business. In small businesses, general bookkeepers handle all the bookkeeping. They analyze and record all financial transactions. In a larger business, several bookkeepers may work under the direction of a head bookkeeper or accountant.

Bookkeepers need to be proficient with numbers and details. Since small mistakes can be very serious, bookkeepers need to be careful, accurate, and orderly in their work. Because they often work with others, bookkeepers need to work well with other people and be cooperative.

A certificate is awarded after successful completion of the General Bookkeeping program. The graduate may choose to continue and earn an Associate Degree by pursuing the Accounting program. Credits earned in this program may be applied toward the Associate Degree.

**Program Outcomes**
1. Record business transactions and prepare financial statements for business organizations.
2. Prepare tax returns for individuals and small businesses.
3. Maintain payroll records and file necessary quarterly tax returns.
4. Use accounting software for maintaining accounting records.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
BOOKKEEPER I (BKO) CERTIFICATE PROGRAM

This is a short-term certificate that prepares the holder for employment in an entry-level position. Bookkeeping clerks produce financial records for organizations. They record financial transactions, update statements, prepare payroll documentation, and check financial records for accuracy.

Upon completion students are eligible to take an industry certification examination. National Bookkeepers Association’s (NBA) Uniform Bookkeeper Certification Examination (Exam) is the examination administered to bookkeepers who want to obtain Bookkeeper Certification. The Exam is developed and maintained by NBA and administered by the Accounting Training and Testing Center. Bookkeepers who pass the Exam may communicate to employers they possess the Bookkeeper Certification and distinguish themselves and build credibility by having authorized use of the Bookkeeper Certification certificate and logo.

Program Outcomes
1. Use bookkeeping software, online spreadsheets, and databases.

2. Enter (post) financial transactions into the appropriate computer software.

3. Receive and record cash, checks, and vouchers.

4. Put costs (debits) and income (credits) into the software, assigning each to an appropriate account.

5. Produce reports such as balance sheets (costs compared with income), income statements, and totals by account.

6. Check for accuracy in figures, postings, and reports.

7. Reconcile or note and report any differences they find in the records.

8. Maintain payroll records and file necessary quarterly tax returns.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
BOOKKEEPER II (BKT)
CERTIFICATE PROGRAM

This short-term certificate is a continuation of Bookkeeper I and prepares the holder for employment in an entry-level position. Bookkeeping clerks produce financial records for organizations. They record financial transactions, update statements, prepare payroll documentation, prepare tax documents and check financial records for accuracy.

Upon completion students are eligible to take an industry certification examination. National Bookkeepers Association’s (NBA) Uniform Bookkeeper Certification Examination (Exam) is the examination administered to bookkeepers who want to obtain Bookkeeper Certification. The Exam is developed and maintained by NBA and administered by the Accounting Training and Testing Center. Bookkeepers who pass the Exam may communicate to employers they possess the Bookkeeper Certification and distinguish themselves and build credibility by having authorized use of the Bookkeeper Certification certificate and logo.

Program Outcomes

1. Survey and analyze methods of accounting for current assets and liabilities.

2. Understand accounting principles for acquisition, use, retirement, and depreciation of plant and equipment.

3. Understand content and format of financial statements and reports using Generally Accepted Accounting Principles and Financial Accounting standards Board Pronouncements.

4. Understand corporate accounting with emphasis on capital stock, stock rights, stock options, retained earnings, dividends, and long-term liabilities.

5. Reconcile or note and report any differences they find in the records.


7. Prepare tax reports and returns.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

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<tr>
<th>Year 1</th>
<th>Credit Hours</th>
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<td>ACC2204 Intermediate Accounting I</td>
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<td>Total Credit Hours</td>
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*Enrollment requirement: Must have completed the Bookkeeper I short-term certificate.
Payroll Clerk is a short-term certificate which prepares graduates for employment in an entry-level position. Students will understand basic accounting principles and be proficient to apply principles to payroll applications using QuickBooks. Topics include compiling and posting employee time and payroll data, recording attendance, hours worked, payroll liabilities, and pay adjustments.

Upon completion students are eligible to take an industry certification examination. The National Bookkeepers Association’s (NBA) Payroll Certification assures employers of your payroll knowledge and skill. The Certification is recognized throughout the United States and its properties.

**Program Outcomes**
1. Payroll and personnel records.
2. Computing wages and salary.
3. Social security taxes.
4. Income tax withholding.
5. Unemployment compensation taxes.
6. Analyzing and journaling payroll transactions.

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu*
## Business Administration and Leadership Concentration (BAL)

### Business Management

**Associate of Applied Business Degree**

The Business Administration and Leadership concentration emphasizes the proven techniques and practices of contemporary management science. Both the coursework and the classroom experience focus on the development of the technical, human relations, analytical, ethical, legal, decision-making, and interpersonal skills necessary for success in today's dynamic and challenging workplace.

Studies concentrate on the basics of business procedures and efficient management of the business enterprise, as well as organizational skills and the ability to solve business problems. In the workplace, business managers must demonstrate confidence, well-placed determination, good judgment, innovation, motivation, and the ability to make good decisions. Managers are required to organize and coordinate work efficiently while establishing and maintaining positive relations with other workers.

### Program Outcomes

1. Demonstrate personal professionalism and a practical understanding of ethical, socially responsible business practices.
2. Apply proven human relations, supervisory and contemporary management science techniques.
3. Demonstrate proficiency in planning, scheduling, organizing, and critical thinking skills.
4. Analyze and resolve business case problems by employing accounting, economics, marketing, and problem-solving skills.

### Electives

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<td>Computerized Accounting with Quickbooks (Spring)</td>
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<td>ACC2238</td>
<td>Fundamentals of Tax Accounting (Fall)</td>
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<td>BUS2100</td>
<td>Introduction to Entrepreneurship (Spring)</td>
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<td>BUS2210</td>
<td>Organizational Behavior (Fall)</td>
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<td>BUS2216</td>
<td>Leadership (Spring)</td>
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<td>BUS2251</td>
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### Courses

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<td>BUS1125</td>
<td>Supervision and Management</td>
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<td>BUS2280</td>
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<td>CPT1132</td>
<td>Computerized Spreadsheet</td>
<td>3</td>
<td></td>
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<td></td>
<td>Business/Accounting Elective</td>
<td>3-4</td>
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<td></td>
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<td>3-4</td>
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<tr>
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<td>Natural or Physical Science Elective</td>
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</tbody>
</table>

### Total Credit Hours

- **Year 1:** 17 Credit Hours
- **Year 2:** 15 Credit Hours
- **Total Credit Hours:** 62-65
COMPUTER & INFORMATION TECHNOLOGY


David McLeod
Faculty Lead & Professor
dmcleod@belmontcollege.edu
740.699.3904
Graduates of this certificate program will be ready for an entry-level computer position. The industry needs employees who possess an understanding of office productivity software.

Certificate graduates should be able to fill this need. If these students choose to continue their education, courses in this program are applicable to other two-year Information Technology Associate of Applied Science Degrees.

**Program Outcome**

1. Gain experience in operating systems and the Microsoft Office software with word processing, spreadsheets, and databases.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

---

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>ACC1120</td>
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<td>4</td>
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<td></td>
<td>BUS1111</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CPT1100</td>
<td>Introduction to Computers/OS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ENG1110</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OAM1150</td>
<td>Document Design &amp; Formatting</td>
<td>3</td>
</tr>
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<td>SPRING SEMESTER</td>
<td>CPT1132</td>
<td>Computerized Spreadsheet</td>
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</tr>
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<td>CPT1136</td>
<td>Database Management</td>
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<td></td>
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<td>IT Electives*</td>
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</table>

* Student can choose any NET or CPT course not already required in the program.

Total Credit Hours: 33
The Cyber Security and Computer Forensics program will prepare students for entry-level positions in network security. The curriculum prepares students to have an understanding of basic security technologies including computer fundamentals, security information fundamentals, and online security. Students will be trained for careers in information assurance, computer and network security, and homeland security. Graduates will be prepared to sit for the Computing Technology Industry Association (Comp TIA) A+, Security+, and Network+ certifications. Graduates may be required to have a criminal background check for employment. This is set up to be offered as a part-time evening degree that stretches over 3 years. However, all CSF courses are offered in the first 2 years so it is possible to complete this degree in 2 years by taking a full-time load or transferring some courses in to the degree.

Program Outcomes
1. Demonstrate the knowledge of cyber law and ethics.
2. Demonstrate the ability to secure operating systems, wired and wireless networks, and web transactions.
3. Demonstrate the knowledge of being able to collect evidence for forensics and investigations.

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
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<td>CSF1112</td>
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<td>NET1141</td>
<td>PC Upgrade A+</td>
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<td>NET1142</td>
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<td></td>
<td>NET1152</td>
<td>Routers and Routing</td>
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### Year 2

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<td>CSF2210</td>
<td>Ethical Hacking &amp; Network Defense</td>
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<td>ENG1110</td>
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<td>NET1143</td>
<td>Fundamentals of UNIX</td>
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<td>Ethics</td>
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<td>CSF1101</td>
<td>Introduction to Networking Security</td>
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<td>CSF2252</td>
<td>Collecting Evidence</td>
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<tr>
<td></td>
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**Total Credit Hours** 64
This certificate program will prepare students with introductory and basic skills for entry-level positions in network security. The certificate pathway creates an option for those who want basic skills in a quick time frame and yet can build these skills later to meet the associate degree requirements for future career advancement. The certificate degree builds skills in communication, math, and specific course work in computers and security information fundamentals. Graduates may be required to have a background check for employment.

Program Outcomes
1. Knowledge of cyber law and ethics.
2. Secure operating systems, wired and wireless networks and web transactions.

NOTE: The certificate does not cover the topics that are in the forensics side of the major.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
ELECTRONIC MEDIA (ITT)  
ASSOCIATE OF APPLIED SCIENCE DEGREE

The electronic world we live in changes constantly. The devices we use are changing from computers to tablets to smart phones to who knows what is next. The way we communicate and businesses advertise has changed with the world of social media. Media has now expanded beyond text into a graphical environment merging various technologies including text, sound, scanned pictures, clipart, animation, and full-motion video. The widespread use of the Internet has made design and programming of materials for placement on the web a necessary proficiency for individuals working with the computer. From presentation software to desktop publishing to authoring (programming) systems, expertise in computer graphics and multimedia has become critical for the computer professional. The objective of this degree is to prepare the student to design and develop professional looking materials including pages for print or placement on the web or placement on various social media and to be able to develop applications for the web or other electronic devices.

Some of our graduates have gone on to complete 4-year degrees in graphics or coding while others have found work creating and designing at local advertising businesses, creating advertisements for newspaper companies, maintaining websites for businesses, creating media, and maintaining websites for churches.

**Program Outcomes**
1. Gain an understanding of media and how it is used in the business world.
2. Create and edit both bitmap and vector graphics electronically and in print, animations, web pages, and video.
4. Become proficient on the web using social media.
5. Use programming languages such as Visual Basic, C++, and Java to create websites or applications for the web or other devices.

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Course Title</th>
<th>Credit Hours</th>
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<td>SPRING SEMESTER</td>
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<td>CPT1163</td>
<td>HTML/Web Page Design</td>
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### Year 2

<table>
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<th>Course Code</th>
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<td>CPT2247</td>
<td>C++ Programming</td>
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<td></td>
<td>CPT2264</td>
<td>Photo Editing and Illustrations</td>
<td>4</td>
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<tr>
<td></td>
<td>MAT1120</td>
<td>Statistics</td>
<td>3</td>
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<td></td>
<td>Arts &amp; Humanities Elective</td>
<td>3</td>
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<td>SPRING SEMESTER</td>
<td>BUS1111</td>
<td>Intro to Business</td>
<td>3</td>
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<td></td>
<td>COM1115</td>
<td>Speech</td>
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<td>CPT2250</td>
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<td>CPT2283</td>
<td>IT Project Design/Build OR</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>CPT2288</td>
<td>IT Internship and</td>
<td>1</td>
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<td></td>
<td>CPT2289</td>
<td>IT Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>CPT1132</td>
<td>Spreadsheet (Recommended elective)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CPT1136</td>
<td>Database (Recommended elective)</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td>Natural &amp; Physical Science Elective</td>
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</tbody>
</table>

**Total Credit Hours** 64

**NOTE:** LIS2237 is an online course requiring several synchronous chats scheduled by the instructor.
SOFTWARE DEVELOPMENT FUNDAMENTALS (SDF)  
CERTIFICATE PROGRAM

This certificate will offer a beginning pathway for students to begin a career in software development by establishing basic skill sets for developing business computer applications. Students will be able to complete this short-term certificate, get a job, and then continue to earn credit hours towards the Associate of Applied Science: Electronic Media.

Program Outcomes
1. Understand users' needs and then design, test, and develop software to meet those needs.

2. Create a variety of models and diagrams (such as flowcharts) that instruct programmers how to write the software code.

3. Document every aspect of the application or system as a reference for future maintenance and upgrades.

4. Collaborate with other computer specialists to create optimum software.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Completed</th>
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<tr>
<td>FALL SEMESTER</td>
<td></td>
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</tr>
<tr>
<td>CPT1100</td>
<td>Introduction to Computers/OS</td>
<td>4</td>
</tr>
<tr>
<td>CPT1119</td>
<td>Multimedia Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>CPT2247</td>
<td>C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
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<td></td>
</tr>
<tr>
<td>CPT1117</td>
<td>Visual Basic Programming</td>
<td>4</td>
</tr>
<tr>
<td>CPT1136</td>
<td>Database Management</td>
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<td>CPT2250</td>
<td>Mobile Web Applications</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
This certificate will prepare students with introductory and basic skills for entry-level positions in graphic design. The certificate pathway creates an option for those who want basic skills in a quick time frame and yet can build these skills later to meet the associate degree requirements for future career advancement. The certificate degree builds skills in communications through images, website design, and printed materials.

Graphic design is important in the sales and marketing of products, and is a critical component of brochures and logos. Therefore, graphic designers, also referred to as graphic artists or communication designers, often work closely with people in advertising and promotions, public relations, and marketing.

Upon completion of the Graphic Design short-term certificate, the student will be able to take the following Adobe Certificate Associate Exams:
   a. Visual Communication using Adobe Photoshop
   b. Graphic Design & Illustration using Adobe Illustrator
   c. Web Authoring using Adobe Dreamweaver

**Program Outcomes**
1. Determine the message a design should portray.
2. Create images that identify a product or convey a message.
3. Develop graphics for product illustrations, logos, and websites.
4. Select colors, images, text style, and layout.
5. Present the design to clients or the art director.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
LIBRARY PARAPROFESSIONAL (LIS) INFORMATION SERVICES MAJOR

ASSOCIATE OF APPLIED SCIENCE DEGREE

This program of study is intended for those interested in employment or already employed in a public, academic, K-12, or other type of library or information technology organization. It is designed to accommodate part-time distance education students via web delivery of all courses. Studies focus on the skills needed to assist information seekers in defining, finding, evaluating, and using information. Libraries increasingly need employees who can use computers effectively and present information electronically over the web as part of patron training or in professionally developed brochures and flyers. This major focuses on understanding library and information services and operations; finding, evaluating, organizing, and presenting information; professionally assisting patrons and customers seeking information; and preparing information for presentation. The curriculum in this program matches the competencies required by the American Library Association’s sponsored Library Support Staff Certification program.

Belmont College’s Library Paraprofessional degree program is recognized by the American Library Association-Allied Professional Association (ALA-APA). Graduates are eligible for national Library Support Staff Certification (LSSC) without needing any additional courses or assessment. For more information about certification and eligibility requirements, see the LSSC website at http://ala-apa.org/lssc/.

Program Outcomes
1. Demonstrate effective team communications and collaboration.
2. Demonstrate the ability to effectively use computer software while completing an organizational project.
3. Demonstrate the ability to apply information literacy and library skills.
4. Demonstrate the ability to apply effective, clear, and grammatically correct written communications.

*DIRECTED LIBRARY ELECTIVES

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>LIS1110</td>
<td>Youth Services in Libraries</td>
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<tr>
<td>LIS1111</td>
<td>Access Services in Libraries</td>
<td>3</td>
</tr>
<tr>
<td>LIS1112</td>
<td>Adult Reader’s Advisory Services</td>
<td>3</td>
</tr>
<tr>
<td>LIS2110</td>
<td>Cataloging and Classification</td>
<td>3</td>
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<tr>
<td>LIS2111</td>
<td>Collection Management</td>
<td>3</td>
</tr>
<tr>
<td>LIS2112</td>
<td>Supervision and Management</td>
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</table>

*National certification requires a minimum of two of the Directed Library Electives be completed.
Since the introduction of computer networks into the workplace, network administrators and experts are in high demand. Students should anticipate installing, upgrading, and maintaining networks for small businesses, banks, schools, hospitals, medium-sized companies and consulting firms. Belmont’s Networking degree emphasizes installation and maintenance of hardware (servers and workstations), installation of software (both operating and application), setup and maintenance of networks. Hands-on laboratory assignments will allow the students to install a network, set up hardware and software, and learn to perform maintenance.

The Cisco Networking Academy at Belmont College is a program that trains students to design, install, troubleshoot and maintain computer networks. Belmont College’s Cisco certified instructors in partnership with Cisco Systems provide the training required to compete in an increasing technology-dependent workplace. Students train with the latest Cisco enterprise routers and switches. Upon completion of NET1151 and NET1152 students will be prepared to take the Cisco CCENT certification exam. Upon completion of NET1153 and NET1154 students will be prepared to take the Cisco CCNA certification exam. Upon completion of NET1142 students will be prepared to take the CompTIA Network+ certification exam. Using Microsoft’s official curriculum for NET1161, NET1166, NET2274, NET2275, and NET2276, the student will have the knowledge and opportunity to take the Microsoft Certified Professional exam. Upon passing that exam, the student will become certified through Microsoft for that subject area. By completing all requirements of the curriculum and passing each certification test, the student will achieve Microsoft Certified System Administrator (MCSA) status.

Career opportunities exist with companies that utilize computers in business, computation and control activities as well as companies that design, manufacture, market, install and service computer and networking equipment.

Some of our graduates have gone on to complete 4-year degrees while others have found work at hospitals and schools. A few have even started their own businesses. Some of the job titles that these graduates have are: Network Support Specialist, Help Desk Specialist, Network Technician, PC Technician, and Network Administrator. This degree prepares the students to be a “jack-of-all-trades” for a IT center.

Belmont College is a certified testing site.

**Program Outcomes**

1. Understand the Windows operating systems and UNIX/LINUX.
2. Prepare to sit for the A+ (upgrade and repair) certification.
3. Prepare to sit for the Network+ certification.
4. Prepare to sit for the Microsoft Certified Systems Administrator certification.
5. Prepare to sit for the Cisco Certified Network Associate exam.

Year 1

**FALL SEMESTER**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CPT1100</td>
<td>Introduction to Computers/OS</td>
<td>4</td>
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<td>ENG1110</td>
<td>Composition I</td>
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<td>NET1141</td>
<td>PC Upgrade A+</td>
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<td>NET1151</td>
<td>Introduction to Networks</td>
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**SPRING SEMESTER**

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<td>Routers and Routing</td>
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<td>NET1161</td>
<td>Windows Professional</td>
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<td>Math Elective (MAT1115 or higher)</td>
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Year 2

**FALL SEMESTER**

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<td>NET1142</td>
<td>Networking Systems</td>
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<td>NET1153</td>
<td>Scaling Networks</td>
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<tr>
<td>NET2275</td>
<td>MS Server 12 Administration</td>
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**SPRING SEMESTER**

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<td>CPT2289</td>
<td>IT Seminar</td>
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<td>NET2274</td>
<td>Installing &amp; Configuring Windows Server 12</td>
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<td>NET1154</td>
<td>Connecting Networks</td>
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<td>NET2276</td>
<td>Configuring Advanced Windows Server 12</td>
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**Total Credit Hours**

62
PC/NETWORK TECHNICIAN (NTC)
CERTIFICATE PROGRAM

This short-term certificate provides basic skill sets for PC and Networking Technicians. The Cisco Networking Academy trains students to design, install, and maintain computer networks. Upon successful completion of the short-term certificate students can take several industry certifications including CompTIA A+, CompTIA Network+, Cisco Certified Entry-level Network Technician, Microsoft’s 70-680 TS: Windows 7, Configuring certification, and Microsoft’s 70-687 TS: Windows 8, Configuring certification.

Program Outcomes
1. Understand the Windows Operating System and be prepared to sit for Microsoft’s 70-680 and 70-687 certification tests.
2. Upgrade and repair computers and be prepared to sit for the A+ certification exam.
3. Understand networks and be prepared to sit for the Network+ certification exam.
4. Sit for the Cisco Certified Entry-level Network Technician exam.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

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EARLY CHILDHOOD EDUCATION

Dr. Heather Davis
Faculty Lead & Associate Professor
hdavis@belmontcollege.edu
740.699.3932
EARLY CHILDHOOD EDUCATION (EDU)
ASSOCIATE OF APPLIED SCIENCE DEGREE

The program prepares students to work with the children from birth through age eight. Employment may be gained in public and private pre-schools, Head Start, Early Intervention Programs, and public school settings. Students are prepared to effectively work with co-workers, families and the community.

**Program Outcomes**

1. Describe sequences, stages, and milestones of children’s growth and development, social, emotional, and cognitive domains and recognize variations of typical and atypical developmental characteristics of young children from pre-natal periods through the age of eight.

2. Preliminary understanding of historical and contemporary theories and research, to include psychoanalytic, behaviorist, Piagetian, Vygotskyian, and information processing models, on the characteristics and needs of children from birth through age eight to include aspects of physical, cognitive, social, emotional, language, and aesthetic domains; play, activity, learning process; and motivation to learn. Candidates recognize that developmental domains are interrelated and provide examples of interrelationships among developmental domains.

3. Recognize and articulate multiple influences on children’s development and learning which include the diverse cultural, economic, and linguistic contexts for development; ecological contexts (home, community, support systems, etc.) child’s health status, and disabilities; individual developmental variations and learning styles; and opportunities to play and learn.

4. Demonstrate familiarity with well known interventions programs such as The Perry Pre-School Project, Chicago Parent-Child Program, Head Start and Montessori Method.

5. Cite current research about the influence of early intervention programs on child outcomes.

6. Describe the essentials of developmental research and the principles used as a basis for creating effective learning environments.

7. Acknowledge and value the central role of relationships and efficacy in the promotion of learning.

8. Recognize elements of preliminary early childhood learning environments and opportunities to learn that are healthy, respectful, and supportive.

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**Year 1**

**Year 2**

**Total Credit Hours** 63.5
EARLY CHILDHOOD EDUCATION
POLICIES AND PROCEDURES

Uniform
All Early Childhood Education (EDU) students must present a neat, well-groomed appearance at all times. No specific uniform is required. Students should always provide a dress and appearance that is indicative of good self-esteem and self-image and reflects the ability to appropriately and productively function in society in a professional manner. The practicum site has the right to request the student change their mode of dress if it is a distraction to the environment.

In addition to the above dress and appearance requirements, EDU students are subject to the following requirements specific to their practicum experience:

1. Nails should be of reasonable length and well-manicured. No colored nail polish may be worn.

2. Hair must not be loose or dangling. Wigs are unacceptable. Hair and men’s beards should be neat and of a length that is not a hazard in a practicum situation.

3. Jewelry that may be worn at the practicum site is a plain wedding band, wristwatch and name pin. Neck chains and other forms of jewelry are not permitted.

4. Smoking is permitted only in designated areas.

5. Gum chewing is not permitted while on duty at the practicum site.

6. Name pins or agency badge may be required when a student is on duty at a practicum site unless the site supervisor has requested that a name pin not be worn.

7. Cell phones should not be used for personal use or texting while at practicum.

8. No shirts are to be worn with political, religious, or unprofessional messages.

9. The student may be asked to remove lip, tongue, or facial piercings.

10. Tattoos need to be covered per policy of the agency.

Assignments
All assignments must be submitted by the due date in order to receive credit for them. If extenuating circumstances make this impossible, it is the responsibility of the student to make an appointment with the instructor and set a date for submitting the assignment.

Confidentiality
Confidentiality is a crucial requirement in education. The first breach of confidentiality will result in a student’s grade in that course being dropped by a letter grade for the entire course and will require a conference with the instructor regarding the seriousness of the offense. A second offense in the same course will result in the student being dropped from that class and receiving a letter grade of “F” for the course.

Graduation Requirements
Students are responsible for completing all course requirements of the curriculum. A Degree Candidacy Declaration Form #73 for graduation must be completed and submitted to the Records Office one semester before students expect to graduate. Graduation requirements include successful completion of all required courses with a cumulative grade point average of 2.0. More information on degree requirements and graduation may be found in the chapter on Academic Policies and Procedures found in this catalog.

Grades will be given to individual students for each course taken in the curriculum for that semester. For those students involved in practicum, a grade will be assigned at the end of practicum that is the result of collaboration between the practicum site supervisor, the faculty practicum supervisor, and the student, as well as a written evaluation from the practicum site supervisor regarding the student’s performance in the practicum experience. Students are to keep their own journal of practicum experiences. These journals constitute the student’s practicum record and will be checked in the accompanying practicum seminar pertinent to the student’s grades. Please keep in mind this is a legal document that only your practicum supervisor or site supervisor may view.

Testing and Examinations
Different instructors in the program use various techniques and frequencies in testing and evaluation. Students are expected to be present at all examinations. Tests may be given at any time in any course with or without previous notice by the instructor.

Punctuality and Attendance
Punctuality to class and to the affiliating practicum facilities is crucial. If students are unavoidably detained, they should report to their instructor the reason for their tardiness for a class and to their practicum site supervisor for scheduled practicum duty.

If students are unable to attend class on days when they would normally be at the College, they must call the College before their class begins or by 12:00 noon at the latest and ask to leave a message with their instructors. They must state their full name and explain the reason for their absence. On days when the student would normally be at their practicum site but cannot be, they are to call the site to which they are assigned and explain to their site supervisor why they cannot be there. The student must make arrangements with the practicum site supervisor to make up the hours missed since the total number of practicum hours required for that semester must still be met. Students may not be granted holiday or sick time. EDU students are required to complete 280 hours of practicum. A completed time sheet is a requirement for course completion.

Students who miss more than five consecutive days of the program for any reason will contact the Early Childhood Education Faculty Lead. Eligibility for returning requires permission from the Faculty Lead. In the case of illness, a physician’s statement will be required indicating that the student is physically able to return to the program.

Course Prerequisites
The nature of the curriculum is such that certain courses should not be taken unless the appropriate background courses are taken first. Prerequisites to specific courses are listed in this catalog with the description of the course. All sequential courses should be taken in order. Taking a course without the required prerequisite requires permission of the Faculty Lead.
Upon entering the program students who present a valid and current Child Development Associate (CDA) credential will be given credit for EDU1131 - Health, Safety, and Nutrition and EDU1135 - Creative Experiences for the Young Child.

**Practicum/Clinical Experience**

EDU students should have successfully completed the following courses prior to entering a practicum: EDU1111 – Introduction to Early Childhood Education, EDU1120 – Introduction to Child Development, EDU1131 – Health, Safety and Nutrition, and EDU2240 - Family, Schools & Community and EDU2245 - Observation & Assessment, and permission from the Faculty Lead. However, because many students have already been working in the profession for a number of years, the decision to place the student in a practicum is a more subjective one resulting from an interview between the student and the Faculty Practicum Supervisor. Final decision to place the student in a practicum is that of the Faculty Lead. EDU students must also have a cumulative letter grade average of at least “C” (2.0) and a cumulative letter grade average of at least “C” (2.0) in all EDU courses.

EDU students who are currently Head Start employees, have a career goal of one day working for Head Start, or believe they may have an interest in the future, must complete their practicum in a pre-kindergarten supervised teaching environment in which they will complete 280 hours of practicum experience and in which they assume major responsibility for the full range of teacher and care giving duties for a group of young children which is to include at least some opportunity to work with exceptional children. This gives them the preparation for the ODE Associate Pre-K License.

EDU students having no desire to work for Head Start who also believe they are not likely to have an interest in working for Head Start in the future may complete their practicums in child care facilities other than pre-kindergarten supervised teaching environments. However, students must understand that if they complete their practicum in non-pre-kindergarten supervised teaching environments, it may limit their ability to sit for the license. Completing a practicum outside the universal pre-kindergarten supervised teaching environment will not, however, necessarily limit employability with other child care agencies and facilities. There are many high quality preschools throughout the Ohio Valley where this requirement can be met.

Entry or reentry into a practicum may be dependent upon prerequisite activities deemed appropriate by the EDU Program Leader, Faculty Lead, or Dean. Assignment of a student to a practicum may particularly be dependent on attendance in classes prerequisite to the practicum. Students will also be required to pass a background (FBI, BCI) check along with other requirements such as CPR, First Aid, Child Abuse, and Communicable Disease training prior to practicum placement. Some facilities may require a physical, ITB test, food handling card or hepatitis screening (ODJFS/WVDHHR).

EDU students requiring more information regarding practicum should contact the Faculty Practicum Supervisor of the respective program or the Faculty Lead of Early Childhood Education.

**Insurance**

Student’s health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. Students not covered by hospitalization are required to carry student accident insurance to cover any injuries that they might sustain while in the classroom, lab, clinical, or field internship/practicum settings.

Belmont College maintains a liability policy that covers students only while participating in program-sponsored activities.

**Emergency Care**

Student’s medical or emergency care in case of illness or accidents incurred while on duty at a practicum site should be provided in conformity with the standard health care service extended to practicum facility personnel as defined in the personnel policies of the practicum facility. Any illnesses or accidents should be reported at once to the facility practicum supervisor and immediately thereafter to the faculty practicum supervisor or Faculty Lead. Students must be seen by a physician of their choice. Before students may return to their practicum site, they must have written authorization from their physician. Financial responsibility for any related medical treatment lies with the student and/or the above-referenced insurance.
Ron Graham
Faculty Lead & Associate Professor
rgraham@belmontcollege.edu
740.699.3880

CIVIL ENGINEERING (CET)
ASSOCIATE OF APPLIED SCIENCE DEGREE

The Civil Engineering program provides a broad, science-based curriculum for those interested in pursuing an engineering career. Emphasis is placed on engineering mechanics, engineering materials, computer aided design (CAD), structural mechanics, surveying, and strength of materials. Foundation courses are provided in mathematics, physics, chemistry and general education electives. The program emphasizes geotechnical design and foundation materials testing, surveying, materials science analysis and testing, hydraulics and hydrology, and computer assisted drawing.

Graduates may assist in the design and supervision of highway and construction projects, be employed in the field of materials analysis and testing, or assist consulting engineers in private practice. Some civil engineering technicians inspect water treatment systems while others may estimate costs, specify materials to be used, and participate in designing highways, dams, and other structures. Engineering technicians use their knowledge of science, engineering, mathematics, and technical processes. They often apply the principles, designs, or procedures developed by engineers to practical situations.

Employers include energy companies, engineering consultants, government agencies, and many other industries and businesses.

An articulation agreement with Kent State University, Tuscarawas Campus located in New Philadelphia, Ohio, provides pathways to complete a Bachelor’s degree in Engineering Technology.

Program Outcomes
1. Demonstrate and understand surveying techniques and be able to use AUTO CAD in a working environment.
2. Demonstrate the ability to integrate computing skills in engineering applications.
3. Analyze and solve engineering problems in the areas of: water treatment and transit, earth projects, highway construction, and statics.
4. Be familiar with and perform common engineering lab tests for water, soil, and concrete.

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<td>Workplace Safety</td>
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<td>ECE1120</td>
<td>CAD</td>
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<td>ECE1170</td>
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Total Credit Hours 65

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Total Credit Hours 65
# ENERGY AND NATURAL RESOURCES (ENR)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The Energy and Natural Resources program prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in the development and operation of oil and natural gas extraction and processing facilities. Coursework includes instruction in principles of petroleum extraction and related geology, petroleum field mapping and site analysis, test equipment operation and maintenance, environment and safety monitoring procedures for oil/gas fields and facilities, facility inspection procedures, and report preparation.

**Program Outcomes**

1. Demonstrate and understand surveying techniques and be able to use CAD in a working environment.

2. Demonstrate the ability to integrate computing and mapping skills in engineering applications.

3. Analyze and solve engineering problems in the areas of statics, hydraulics and hydrology.

4. Be familiar with the production, transportation and utilization of local energy resources.

5. Participate in an internship experience or capstone course that will enable each student to make the connection between theory and practice.

### Year 1

#### FALL SEMESTER

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#### SPRING SEMESTER

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<td>HAC1113</td>
<td>Basic Electricity, Power Systems &amp; Motors</td>
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#### SPRING SEMESTER

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<tr>
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<tr>
<td>ECE2221</td>
<td>Strength of Materials</td>
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<tr>
<td>NSC1120</td>
<td>The Science of Energy</td>
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<tr>
<td>ECE2288</td>
<td>Civil Engineering Internship and</td>
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<td>ECE2289</td>
<td>Civil Engineering Seminar OR</td>
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<td>ECE2282</td>
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<tr>
<td>GEO1120</td>
<td>Geology of Coal, Oil and Gas</td>
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</tbody>
</table>

Total Credit Hours: 66
This short-term certificate provides basic skill sets to meet needs in computer aided design (CAD). There is a strong emphasis on communication and computing for engineers. Upon successful completion of Engineering Applications, graduates can sit for the Autodesk Certified User Industry-based Certification.

**Program Outcomes**

1. Demonstrate and understand the use of AUTO CAD in a working environment.

2. Demonstrate the ability to integrate computing skills in engineering applications.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

### Year 1

<table>
<thead>
<tr>
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**Total Credit Hours** 18

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**Arts & Humanities Elective**

Total Credit Hours 18
INDUSTRIAL ELECTRONICS TECHNOLOGY (IET)
ASSOCIATE OF APPLIED SCIENCE DEGREE

Energy production, transportation, conservation, and efficient use is critical to remaining competitive in the world’s economy. Coal, oil, gas, nuclear, and renewables provide the energy that powers the United States.

Manufacturers of almost every product depend on complex electrical and electronic equipment for a variety of functions. Most industrial equipment contains both electrical and electronic components. The electrical components provide power for the equipment, and the electronic components control the equipment. Automatic control systems continuously monitor and direct production on the factory floor. Electronic sensors monitor the manufacturing process and provide feedback to the programmable logic controller (PLC) which controls the equipment. The PLC processes the information provided by the sensors and makes adjustments to the electrical, pneumatic, and hydraulic equipment in the manufacturing process.

Field technicians travel to industrial sites to install, maintain, and repair customer equipment. Bench technicians work in repair shops located in service centers and factories. Technicians use diagnostic tools that measure voltage, current, resistance, capacitance, inductance, and gain to calibrate, maintain, and repair equipment.

The Industrial Electronics program will prepare the student for a career in electronics. Knowledge of science, mathematics, and the practical application of electrical and electronic principles used in industry enable electronics technicians to work in many areas of business and industry.

The Industrial Electronics major places an emphasis on the automatic control of energy production and industrial processes using PLCs, industrial instrumentation, DC and AC machinery, and power distribution.

Graduates may be employed as technicians in installation, operations, maintenance, or sales. Employers include energy companies, businesses, factories, mines, utilities, and mills.

An articulation agreement with Kent State University, Tuscarawas Campus located in New Philadelphia, Ohio, provides pathways to complete a Bachelor’s degree in Engineering Technology. An articulation agreement is also in place with Franklin University.

**Program Outcomes**

1. Demonstrate understanding of the theory and operation of basic industrial systems.

2. Demonstrate the ability to read and understand blueprints and schematic diagrams.

3. Demonstrate the ability to install and connect components and circuits used in basic industrial systems.

4. Demonstrate the ability to analyze, test, troubleshoot, and repair components and circuits used in basic industrial systems.

### FALL SEMESTER

<table>
<thead>
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<th>Course</th>
<th>Description</th>
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### SPRING SEMESTER

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<td>EIE2301</td>
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**Total Credit Hours** 63-65

Electives:
- EIE2210 Programmable Logic Controllers
- EIE2310 Hydraulics & Pneumatics
- EIE2305 Power Distribution
The Instrumentation and Control Program prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement systems and procedures. Coursework includes instruction in instrumentation installation and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report generation.

**Program Outcomes**
1. Demonstrate understanding of the theory and operation of basic industrial systems in a safe workplace environment.
2. Demonstrate the ability to read and understand blueprints, schematic diagrams and interpret National Codes.
3. Demonstrate the ability to install and connect components and program devices used in basic industrial systems.
4. Demonstrate the ability to analyze, test, troubleshoot, and repair components and circuits used in basic industrial systems and show how these systems are integrated into a large process.
5. Participate in an internship experience or capstone course that will enable each student to make the connection between theory and practice.

### Year 1

<table>
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<tr>
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<th>Credit Hours</th>
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<td>EIE1102</td>
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<td>PHY1110</td>
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<tr>
<td>COM1110</td>
<td>Interpersonal Communications</td>
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<td>MIN1100</td>
<td>Introduction to Mining OR</td>
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<td>NGT1100</td>
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**Take One of the Following:**

- MIN1100 Introduction to Mining OR
- NGT1100 Introduction to Oil and Gas OR
- CPT2247 C++ Programming

### Year 2

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<td>Analog Electronics</td>
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<td>EIE2315</td>
<td>Instrumentation</td>
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<td>PHY1112</td>
<td>Physics II</td>
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<td>EIE2210</td>
<td>Programmable Logic Controllers</td>
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<td>EIE2120</td>
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<td>EIE2415</td>
<td>Process Control Integration</td>
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<td>EIE2288</td>
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<td>EIE2289</td>
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</table>

**Total Credit Hours:** 65
MAINTENANCE TECHNICIAN I (MTO)
CERTIFICATE PROGRAM

This short-term certificate program prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in using programmable logic controllers in a safe working environment. Hydraulic principles applied to hydraulic motors, directional valves, pressure control valves, and hydraulic actuators.

Program Outcomes
1. Demonstrate understanding of the theory and operation of basic industrial systems in a safe workplace environment.
2. Demonstrate the ability to read and understand blueprints, schematic diagrams and interpret National Codes.
3. Demonstrate the ability to install and connect components and program devices used in basic industrial systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
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<td>FST1116 Workplace Safety</td>
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<td>HAC1100 Welding Fundamentals</td>
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<td>MAT1130 College Algebra</td>
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<td>EIE2310 Hydraulics &amp; Pneumatics</td>
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<td>EIE2210 Programmable Logic Controllers</td>
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<tr>
<td>MIN1100 Introduction to Mining OR</td>
<td>3</td>
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<td>NGT1100 Introduction to Oil and Gas</td>
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<tr>
<td>Total Credit Hours</td>
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</table>
MAINTENANCE TECHNICIAN II (MTT)
CERTIFICATE PROGRAM

This short-term certificate program, a continuation of Maintenance Technician I, prepares individuals to increase their skill sets in knowledge of basic engineering principles, communications, and technical skills in support of engineers engaged in using programmable logic controllers in a safe working environment. Students will gain knowledge and applied applications’ experience in developing control and measurement systems and procedures.

Students will be able to sit for the ETA’s Associate level certification which is divided into five modules: 1) DC, 2) AC, 3) Analog, 4) Digital, and 5) Comprehensive. The purpose of this is to align with a growing portion of the electronics education industry that is charged with providing electronics training. This certification is from ETA International which is accredited by the International Certification Accreditation Council (ICAC).

Program Outcomes
1. Demonstrate understanding of the theory and operation of basic industrial systems in a safe workplace environment.

2. Demonstrate the ability to read and understand blueprints, schematic diagrams and interpret National Codes.

3. Demonstrate the ability to install and connect components and program devices used in basic industrial systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
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<tr>
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21 Total Credit Hours

*Enrollment requirement: Must have completed the Maintenance Technician I short-term certificate.
The Natural Resources certificate program prepares individuals to apply technical knowledge and skills to develop working drawing simulations in support of civil engineers, geological engineers, and related professionals. This program includes instruction in basic engineering principals, geological and seismographic mapping, machine drafting, computer-aided drafting (CAD), pipe drafting, and survey interpretation.

**Program Outcomes**
1. Demonstrate and understand the use of AUTO CAD in a working environment.
2. Demonstrate the ability to integrate computing and mapping skills in engineering applications.
3. Describe different types of production, transportation and utilization of local energy resources.
4. Understand the basic civil engineering practices as these apply to energy and natural resources.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
<thead>
<tr>
<th>Year 1</th>
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<td>GIS1100 Introduction to GIS OR</td>
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<td>ECE2241 Soil Mechanics</td>
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<td><strong>Total Credit Hours</strong></td>
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</table>
This one-year certificate prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement systems and procedures. Coursework includes instruction in instrumentation installation and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report preparation.

**Program Outcomes**

1. Demonstrate understanding of the theory and operation of basic industrial systems in a safe workplace environment.
2. Demonstrate the ability to read and understand blueprints and schematic diagrams.
3. Demonstrate the ability to install and connect components and program devices used in basic industrial systems.
4. Demonstrate the ability to analyze, test, troubleshoot, and repair components and circuits used in basic industrial systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
Belmont College in partnership with Washington State Community College is offering the Associate of Applied Science – Process Technician Degree. This degree will prepare a student for employment in the chemical processing industry. Students will complete 45 hours at Belmont College and finish their degree by taking 20 hours of online classes taught by Washington State faculty.

This program, designed in conjunction with local industries, will provide the student with the skills and education needed to be considered for employment as a Process Technician or Chemical Operator. Process Technicians or Chemical Operators may find jobs in many industries including; oil and gas processing, plastics, pharmaceutical and energy production. Many new processing plants are under construction in our area with more facilities being announced each year. In addition to these new processing plants, a whole new plastics industry is forecast to appear locally taking advantage of the inexpensive materials that are produced from the processing plants. Graduates of this program will be trained to work in an industry that is growing and will have a presence in the eastern Ohio region.

Completion of this degree involves taking classes at Belmont College, some of which can be taken online, and completing 20 hours of online classes taught by Washington State Community College faculty. These online classes may be taken from the student’s home or at any location where there is access to the internet.

Program Outcomes
1. Demonstrate how to inspect and maintain equipment, take samples, record data, troubleshoot problems, and analyze products on a routine basis.
2. Understand how to maintain regulatory and environmental standards.
3. Understand the role of a chemical operator in control rooms.
4. Demonstrate the ability to maintain the safe manufacture of products.
5. Demonstrate good communication skills, both written and verbal, enabling the graduate to work effectively with engineering and production personnel.

<table>
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<tr>
<th>Year 1</th>
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<td>INDT1540</td>
<td>Team Concepts &amp; Practices - WSCC Online Course</td>
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<td>INDT2210</td>
<td>Process Control - WSCC Online Course</td>
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<td>BUS1125</td>
<td>Supervision &amp; Management</td>
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<td>INDT2300</td>
<td>Process Troubleshooting - WSCC Online Course</td>
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<td>ECE2250</td>
<td>Engineering Materials &amp; Concrete Design</td>
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<td>Programmable Logic Controllers</td>
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<tr>
<td>INDT2800</td>
<td>Capstone Seminar - WSCC Online Course</td>
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Total Credit Hours: 64

Italicized courses are offered online by Washington State Community College, 710 Collegiate Drive, Marietta, Ohio 45750, learnmore@wscc.edu.

NOTE: Financial Aid not available through Belmont College.
# BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY 2+2

*Hours earned in the Associate of Applied Science in Civil Engineering and Associate of Applied Science in Industrial Electronics Technology degrees at Belmont College are applicable to the Bachelor Science in Engineering Technology in Electrical / Electronics, Integrated and Green and Alternative Energy, based on the approved articulation agreements with Kent State University.*

<table>
<thead>
<tr>
<th>Belmont College</th>
<th>Kent State Tuscarawas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAS Degree in Civil Engineering</strong></td>
<td><strong>BS in Engineering Technology, Manufacturing/ Mechanical/ Systems Concentration</strong></td>
</tr>
<tr>
<td></td>
<td>Mechanical engineering technology is the second largest engineering technology discipline and one of the oldest engineering fields. Mechanical engineers, technologists, and technicians apply the principles of mechanics and energy to the design of machines and devices.</td>
</tr>
<tr>
<td><strong>AAS Degree in Civil Engineering</strong></td>
<td><strong>BS in Engineering Technology, 2+2 Integrated Engineering Technology Concentration</strong></td>
</tr>
<tr>
<td></td>
<td>The Bachelor of Science degree in the Engineering Technology Integrated concentration allows a student with two or more years of studies in a related associate’s degree to acquire a background in an interdisciplinary combination from Mechanical/Manufacturing, Electrical/electronic or Computer Design, Animation and Game Design.</td>
</tr>
<tr>
<td><strong>AAS Degree in Industrial Electronics Technology</strong></td>
<td><strong>BS in Engineering Technology, Green and Alternative Energy</strong></td>
</tr>
<tr>
<td></td>
<td>The Bachelor of Science Degree in Engineering Technology on Green &amp; Alternative Energy emphasizes the system design, generation, transmission, management and storage of various energy sources such as wind, solar power, and fuel cells. Graduates of this degree program will possess unique knowledge related to these important sustainable energy sources which when coupled with a background in electrical/electronic or electromechanical technology, will prepare you for an array of exciting fast emerging career opportunities.</td>
</tr>
<tr>
<td><strong>AAS Degree in Industrial Electronics Technology</strong></td>
<td><strong>BS in Engineering Technology, Electrical/ Electronics</strong></td>
</tr>
<tr>
<td></td>
<td>Electrical and electronics engineering technology is the largest of all the engineering technology disciplines. Electrical engineers, technologists, and technicians are concerned with electrical devices and systems and with the use of electrical energy. Virtually every industry utilizes electrical and electronic equipment, every business and home requires electric power and electronic devices, so electrical engineering technologists and technicians have extensive employment opportunities.</td>
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</table>
INDUSTRIAL TRADES

Heating, Ventilation, and Air Conditioning, Welding Fabricator, Welding Technology, Pipeline Welder Helper I & II

Dirk DeCoy
Faculty Lead & Director of Industrial Trades and Contract Training
ddecoy@belmontcollege.edu
740.699.3867
Students in this program study heating, ventilation, and air conditioning theory and the design and construction of equipment. They also learn the basics of installation, maintenance, and repair. Heating, ventilation, and air conditioning mechanics are skilled workers who install, maintain, and repair heating, ventilation, and air conditioning systems. Students should have a mechanical aptitude and should be in good physical condition because workers sometimes have to lift heavy equipment.

Graduates of this program may find employment as a heating, ventilation, and air conditioning technician; furnace or heating equipment installer; oil burner mechanic; or heat pump installer/mechanic.

The certificate program requires two academic semesters of full-time study and prepares students for the refrigerant-handling certification test which is administered on campus. If certificate students should decide to continue their education, the courses are applicable toward the Associate of Applied Science Degree.

Program Outcomes
1. Analyze systems for effectiveness and efficiency.
2. Analyze, test, troubleshoot, and repair components, circuits and basic industrial systems.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY (INH)

ASSOCIATE OF APPLIED SCIENCE DEGREE

Students in this program study heating, ventilation, and air conditioning theory and the design and construction of equipment. They also learn the basics of installation, maintenance, and repair. Heating, ventilation, and air conditioning mechanics are skilled workers who install, maintain, and repair heating, ventilation, and air conditioning systems. Students should have a mechanical aptitude and should be in good physical condition because workers sometimes have to lift heavy equipment.

Graduates of this program may find employment as a heating, ventilation, and air conditioning specialist; furnace or heating equipment installer; oil burner mechanic; or heat pump installer/mechanic. The degree program prepares students for the refrigerant-handling certification test which is administered on campus and teaches advanced HVAC classes and safety and business classes to prepare the student for a supervisory/management position or potentially owning their own business.

Program Outcomes
1. Create blueprints and schematic diagrams for an industrial work site.
2. Analyze systems for effectiveness and efficiency.
3. Analyze, test, troubleshoot and repair components, circuits and basic industrial systems.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Completed</th>
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<tr>
<td>ENG1110 Composition I</td>
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<td>FYE1110 First Year Experience</td>
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<tr>
<td>HAC1110 Heating and Cooling Fundamentals</td>
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<tr>
<td>HAC1113 Basic Electricity, Power Systems &amp; Motors</td>
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<td>MAT1125 Technical Math</td>
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<td>COM1110 Interpersonal Communications</td>
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<td>HAC1120 Theory of Refrigeration and Refrigerant Handling</td>
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<tr>
<td>HAC1100 Welding Fundamentals</td>
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<tr>
<td>HAC1128 Piping and Installation Fundamentals</td>
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<td>Social &amp; Behavioral Science Elective</td>
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<th>Year 2</th>
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<tr>
<td>BUS2241 Business Law</td>
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<td>ECE1120 CAD I</td>
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<tr>
<td>HAC2130 A/C System Maintenance</td>
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<tr>
<td>HAC2133 A/C and Heating Troubleshooting</td>
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<td>EIE2120 NEC</td>
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<td>SPRING SEMESTER</td>
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<tr>
<td>FST1116 Workplace Safety</td>
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<tr>
<td>HAC2141 Refrigeration Service and Repair</td>
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<tr>
<td>HAC2142 Work Sequence, Assignments &amp; Clients</td>
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<td>HAC2156 Forced Air Systems &amp; Sheet Metal</td>
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<td>HAC2144 Hydronics and Steam</td>
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<td>HAC2146 Design Project HVAC</td>
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<td>HAC2148 Capstone - HVAC</td>
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<td>HAC2288 HAC - Internship and HAC - Seminar</td>
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<td>Natural &amp; Physical Science Elective</td>
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</table>

Total Credit Hours 63-64
A national curriculum will be used for the study and application of Shielded Metal Art Welding and Oxyfuel Welding processes as applied to the oil & gas pipeline industry. Topics covered include machine selection and classification of electrodes, basic welding techniques using 7018 electrodes for fillet welds, welding symbols, best practices in oxyfuel cutting and welding, and pipeline clamping, cribbing, and grinding. Students will be prepared to earn AWS D1.1 4F certification using E7018 welding rods upon completion of this certificate.

**Program Outcomes**
1. Understand welding and shop safety policies and procedures.
2. Operate SMAW machines.
3. Identify electrode classifications.
4. Start, maintain and restart an arc with E7018.
5. Identify weld joints.
6. Know oxyacetylene torch set up and operating procedures.
7. Analyze proper torch tip selection.
8. Perform oxyacetylene fusion welding.
9. Perform oxyacetylene welding with filler rod.
10. Proficiently torch cut 1” plate steel and prepare for welding.
11. Wash welds and gouge with oxyacetylene.
13. Perform oxyacetylene welding open root with filler rod.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
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<td><strong>FALL SEMESTER</strong></td>
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<tr>
<td>MAT1125 Technical Math</td>
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<tr>
<td>WAF1110 Oxyfuel Practices</td>
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<tr>
<td>WAF1116 Shielded Metal Arc Welding I</td>
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<tr>
<td>WAF1118 Welding Symbols</td>
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<td><strong>SPRING SEMESTER</strong></td>
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<tr>
<td>WAF2120 Metallic Inert Gas Welding I</td>
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<tr>
<td>WAF2136 Shielded Metal Arc Welding II</td>
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<tr>
<td>WAF2148 Capstone</td>
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<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

**Year 1 10**

**Year 2 9**
A national curriculum will be used for the study and application of Shield Metal Arc Welding as applied to the oil & gas pipeline industry. Topics covered will be machine selection and classification of electrodes, basic welding techniques using E6010 and E7018 electrodes for groove welds, welding symbols, best practices in welding fabrication, and pipeline clamping, cribbing, and grinding. Students will be prepared to earn American Welding Society (AWS) D1.1 4G certification and using E6010 and E7018 welding rods upon completion of this certificate.

**Program Outcomes**
1. Understand welding and shop safety policies and procedures.
2. Operate SMAW machines.
3. Identify electrode classifications.
4. Start, maintain and restart an arc E7018.
5. Identify weld joints.
6. Demonstrate cribbing, clamping, grinding, and pipe beveling processes.
7. Pass a 3/8” guided bend test with a backup strip with E7018 in 4G.
8. Become proficient with E6010.
9. Prepare, fit up and tack plates for an open root vee groove joint and guided bent test.
10. Pass a visual inspection and Magna Flux test of a 3/8” vee groove open root with E6010 root pass and E7018 fill and cover passes in positions 2G, 3G, and 4G.
11. Pass a 3/8” guided bend test open root in 4G.

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu*
A national curriculum will be used for the study and application of Shielded Metal Art Welding, Metal Inert Gas Welding, Tungsten Inert Gas Welding processes as applied to the manufacturing and production industries. Topics covered will be machine selection and classification of electrodes, basic welding techniques using 7018 electrodes for fillet welds, welding symbols, best practices in welding fabrication and weld testing. Students will be prepared to earn several American Welding Society (AWS) welding certifications using SMAW, MIG, and TIG welding processes.

**Program Outcomes**

1. Understand welding and shop safety policies and procedures.
2. Operate SMAW, MIG, and TIG machines.
3. Identify electrode classifications.
4. Identify weld joints.
5. Identify structural shapes.
6. Understand distortion and strategies to alleviate negative effects.
7. Safely operate drill press.
8. Safely operate bench grinder.
10. Safely operate portable band saw.
11. Strategically select welding process that best suits application.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
This nine-month certificate program prepares individuals to become welders. Six welding classes are included in this program.

Persons considering work as welders need manual dexterity, good eyesight, and good hand-eye coordination. They should have the ability to concentrate on detailed work for long periods and be physically able to bend and work in awkward positions.

The certificate program requires two semesters of full-time study. Classes are offered during the day. If certificate students decide to continue their education, the courses are applicable toward the Associate of Applied Science degree.

**Program Outcomes**
1. MIG, TIG, and stick weld at the worksite along with oxy-acetylene welding and cutting.
2. Knowledge of various welding processes.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

### Year 1

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<th>Credit Hours</th>
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<td>MAT1125 Technical Math</td>
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<td>WAF1110 Oxyfuel Practices</td>
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<td>WAF1116 SMAW I</td>
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<td>WAF1118 Welding Symbols</td>
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<tr>
<td>SPRING SEMESTER</td>
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<td>COM1110 Interpersonal Communications</td>
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<td>CPT1100 Introduction to Computers</td>
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<tr>
<td>ECE1120 CAD I</td>
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<tr>
<td>WAF1120 MIG I</td>
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<tr>
<td>WAF1123 TIG I</td>
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<tr>
<td>WAF1128 Weld Testing &amp; Metallurgy</td>
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Total Credit Hours: 33
Welding is the most common way of permanently joining metal parts. Typically, heat is applied to the metal pieces to be joined, melting the parts, and fusing them to form a permanent bond. Because of its strength, welding is used to construct and repair parts of ships, automobiles, heavy equipment, and thousands of other products.

Persons considering work as welders need manual dexterity, good eyesight, and good hand-eye coordination. They should have the ability to concentrate on detailed work for long periods and be physically able to bend and work in awkward positions. The degree program teaches advanced welding classes and safety and business classes to prepare the student for a supervisory/management position or potentially owning their own business.

**Program Outcomes**

1. MIG, TIG, and stick weld at the worksite along with oxy-acetylene welding and cutting.


3. Operate MIG, TIG, and stick welding machines, perform welding operations at a satisfactory level, identify various metals and their properties, perform weld tests, and build necessary jigs & fixtures.

### FALL SEMESTER

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<td>WAF1116</td>
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<td>Welding Symbols</td>
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### SPRING SEMESTER

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<td>CPT1100</td>
<td>Introduction to Computers</td>
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<tr>
<td>ECE1120</td>
<td>CAD I</td>
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<td>WAF1120</td>
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<td>WAF1123</td>
<td>TIG I</td>
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<tr>
<td>WAF1128</td>
<td>Weld Testing &amp; Metallurgy</td>
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### FALL SEMESTER

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<td>WAF2133</td>
<td>TIG II</td>
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<td>WAF2136</td>
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### SPRING SEMESTER

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<td>WAF2140</td>
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<td>WAF2146</td>
<td>SMAW III</td>
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</table>

**Total Credit Hours**: 63
MEDICAL

Allied Health Administration, Medical Assisting, Medical Coding, Phlebotomy Technician, Radiologic Technology

Loreane Sheets
Faculty Lead & Associate Professor
lsheets@belmontcollege.edu
740.699.3890
ALLIED HEALTH ADMINISTRATION (AHA)
ASSOCIATE OF APPLIED TECHNICAL STUDIES DEGREE

Upon completion of this degree, students will be able to transfer to a four-year college for their Bachelor’s in Health Administration. It is also possible to obtain an administration position in an ambulatory care center, medical billing office, or phlebotomist for hospital. They may take the certification exam for phlebotomy if they have taken those courses.

**Program Outcomes**
1. Seamless progression to a bachelor’s degree in Health Administration.
2. Apply general knowledge of Anatomy & Physiology, medical terminology, and psychology in administration aspects of health care.
3. Demonstrate basic knowledge of medical business practices, including billing & coding procedures, along with reimbursement practices in health care.
4. Demonstrate clear & effective oral and written communication skills, critical thinking, & problem solving measures in the workplace.
5. Demonstrate knowledge of Health Insurance Portability & Accountability Act (HIPAA).
6. Become a competent and certified phlebotomist – if they so choose.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
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<td>BIO1110</td>
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<td>SOC1110</td>
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<td>MED1160</td>
<td>Basic Pathophysiology</td>
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<td>OAM1150</td>
<td>Document Design &amp; Formatting</td>
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<td>BUS1125</td>
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<td>MED1142</td>
<td>Basic Phlebotomy OR</td>
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<tr>
<td>BUS1111</td>
<td>Introduction to Business OR</td>
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<tr>
<td>ACC1120</td>
<td>Financial Accounting</td>
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<td>MED2245</td>
<td>Medical Law &amp; Ethics</td>
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<td>HUM2110</td>
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<td>Introduction to ICD-10CM Coding</td>
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<td>MED2265</td>
<td>Introduction to CPT-4 Coding</td>
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<td>Introduction to Medical Billing*</td>
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<tr>
<td>MED2268</td>
<td>Intermediate to ICD-10CM &amp; CPT-4 Coding</td>
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</table>

*Total Credit Hours 63-65

*If medical assistant, may use MED2256
**MEDICAL ASSISTING (MED)**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Medical Assisting Program’s goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The increased demand on physicians and hospitals for more detailed and better health care has increased the need for qualified medical assistants.

The medical assistant will acquire the skills of a secretary including typing, office management, accounting, and a knowledge of computers. Along with these skills a technical medical background in anatomy and physiology will be needed. Because of the nature of the work in dealing with the health of others, confidentiality, accuracy, dependability, and good human relations skills are necessary and will be presented through courses in psychology, sociology, and communications.

Clinical procedures will include taking patient histories, vital signs, preparing patients for exams, and assisting doctors with physical exams and minor surgery. Administration of medications will be taught and practiced. Basic lab and emergency procedures are taught as well as how to record an EKG on a patient. All students are certified in cardiopulmonary resuscitation.

Required coursework includes 160 hours of supervised practical experience in various local health facilities. Trained medical assistants will be able to choose from a variety of opportunities such as physician offices, medical clinics, health departments, nursing homes, dentist offices, medical insurance companies, and hospitals.

In order to complete a practicum and graduate, candidates must be second-year students and have successfully completed all coursework with a Grade Point Average of 2.5 or greater with high academic and professional quality. Students must also secure Medical Assisting faculty approval for externship (practicum) in a health agency. After completing the practicum with satisfactory performance, students must file an application for graduation. Students must also apply for and take the RMA Certification Exam.

<table>
<thead>
<tr>
<th>Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply general knowledge of anatomy and physiology, medical terminology, psychology, and sociology in the care of patients.</td>
</tr>
<tr>
<td>2. Implement good human relations skills including effective communication, confidentiality, accuracy, and dependability.</td>
</tr>
<tr>
<td>3. Demonstrate competence in clinical procedures including patient histories, vital signs, preparing patients for exams, administering medications, performing point of care testing, and assisting doctors with physicals and minor surgery.</td>
</tr>
<tr>
<td>4. Apply quality control measures in following health and safety policies and procedures to prevent illness and injury.</td>
</tr>
<tr>
<td>5. Analyze, test, troubleshoot and repair-components of basic computers and diagnostic equipment for point of care testing.</td>
</tr>
<tr>
<td>6. Demonstrate basic knowledge of medical business practices including medical coding and billing procedures.</td>
</tr>
</tbody>
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**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIO1110</td>
<td>Human Biology I</td>
<td>3</td>
</tr>
<tr>
<td>OAM1150</td>
<td>Document Design and Formatting</td>
<td>3</td>
</tr>
<tr>
<td>MAT1110</td>
<td>Allied Health Math</td>
<td>3</td>
</tr>
<tr>
<td>MED1105</td>
<td>Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MED1110</td>
<td>Medical Assisting I</td>
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**Spring Semester**

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<tr>
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<tbody>
<tr>
<td>ACC1105</td>
<td>General Accounting</td>
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</tr>
<tr>
<td>BIO1112</td>
<td>Human Biology II</td>
<td>3</td>
</tr>
<tr>
<td>MED2256</td>
<td>Introduction to Coding</td>
<td>3</td>
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<tr>
<td>MED1120</td>
<td>Medical Assisting II</td>
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**Summer Term**

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<tr>
<td>MED2230</td>
<td>Medical Assisting III</td>
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<tr>
<td>MED2235</td>
<td>Medical Office Practices</td>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>COM1110</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>ENG1110</td>
<td>Composition I</td>
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<tr>
<td>MED2240</td>
<td>Medical Assisting IV</td>
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<tr>
<td>MED2245</td>
<td>Medical Law and Ethics</td>
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<table>
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<td>Medical Practicum</td>
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<tr>
<td>MED2281</td>
<td>Medical Seminar</td>
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<tr>
<td>PSY1120</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td></td>
<td>Arts and Humanities Elective</td>
<td>3</td>
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</table>

**Total Credit Hours** 65
**Attendance**
Students are expected to be present for all theory classes and labs. If students are unable to attend class or lab, they must call the instructor/Faculty Lead and leave a message stating their full name and the reason they will not be attending.

Any clinical day missed must be made up. If a student will be late or absent for clinical, it is the student’s responsibility to notify the clinical supervisor and Faculty Lead as soon as possible.

**Assignments**
All assignments must be submitted by the due date in order to receive credit. It is the responsibility of the student to meet with the instructor to discuss extenuating circumstances.

**Physical Exam**
Completion of a physical exam per Belmont College’s Physical Exam Form is required to be submitted to the Faculty Lead not more than four months prior to the Medical Assisting Practicum.

**Immunizations**
It has been the policy of Belmont College that, prior to enrollment in the level of MED1120, Medical Assisting students provide written proof that they have received a Hepatitis B vaccine or executed a declination form.

Rubella Titer must be checked and MMR given if the titer is negative. A PPD must be done within one year of externship, and tetanus within the last 10 years. A current flu vaccination.

**Insurance**
Student’s health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. While students not covered by hospitalization are allowed to participate in an externship, they must sign (on their application for externship) a waiver releasing Belmont College from responsibility in the event they are injured at the practicum site, and they must agree to accept financial responsibility for injury.

Belmont College maintains a liability policy that covers students only while participating in program-sponsored activities.

**Background Check**
Must be completed within last 1-3 years and submitted to Faculty Lead.

**Field Trips and Clinics**
Students will dress appropriately and wear a lab coat and a name pin. Clinics will be assigned on a rotating basis. If a student cannot attend, the clinic supervisor and Faculty Lead must be called.

**Externship Assignment**
The student will spend one and a half to two days a week during his/her last semester at an agency where he/she will enhance both clinical and administrative skills. Externships will be arranged and supervised by the externship supervisor in conjunction with the agency. In order to be eligible, the student must have completed all program courses or obtain the approval of the externship coordinator and the Faculty Lead. The student must have a 2.5 grade point average, have completed an application form, and have approval of the Medical Assisting faculty. The hours are arranged by the student and the agency. The student will not be paid by the agency for the experience. The student must successfully complete the externship in order to graduate.

**Transportation**
Transportation to all field trips, clinics, and the externship is the responsibility of the student.

**Uniform**
All Medical Assisting students must present a neat, well-groomed appearance at all times. In addition to these requirements, the following must be met in the clinical or administrative area:
- Uniform worn as mandated by the College.
- Nails should be of reasonable length and well manicured.
- Hair must not be loose or dangling.
- Men’s beards and mustaches must be kept neat.
- Athletic shoes and sandals may not be worn.
- Makeup should be in moderation.
- Smoking is permitted only in designated areas.
- Gum chewing is not permitted while on duty.
- Name pins and stethoscopes are required.
- Body jewelry is prohibited.

**Certification**
Must apply for and take the RMA Certification Exam in order to graduate.

**Goal of Minimum Expectations**
“To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”
A Medical Coder is the member of a health care team that abstracts patient information and combines it with the knowledge of current coding guidelines and reimbursement procedures in order to provide optimal physician/hospital payment.

The Medical Coding program is designed to develop the student’s understanding of medical coding as a data collection tool and as the instrumental force behind reimbursement for health care services. Upon completion of the certificate program, the graduate will be able to apply skills in proper CPT-4 and ICD-10 coding (along with an introduction to ICD-10 coding guidelines) in various settings in the health care delivery system.

Medical Coders must possess in-depth knowledge of anatomy, physiology, pathophysiology, and medical terminology. They must also be detail-oriented in dealing with ever-changing reimbursement guidelines.

Medical Coding is performed in physician offices, hospital medical record departments, some daycare facilities, out-patient clinics, home health agencies, and EMS services. The main focus of this program will be on outpatient services – such as a physician’s office.

Program Outcomes
1. Demonstrate entry level skills in coding with ICD-10CM and CPT-4 and introduced to ICD-10.

2. Describe the relationship between coding and reimbursement in health care.

3. Perform appropriate billing and coding skills.

4. Demonstrate professional behaviors in the workplace including patient confidentiality and professional ethics.

5. Demonstrate clear and effective oral and written communication skills, critical thinking, problem solving, and accountability measures within their scope of practice.

6. Demonstrate knowledge of the United State’s Health Insurance Privacy and Accountability Act (HIPAA).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
PHLEBOTOMY TECHNICIAN (PTC)

CERTIFICATE PROGRAM

This is a short-term certificate which offers the basic knowledge needed to perform venipunctures and skin punctures in order to obtain blood specimens for the purpose of testing and analysis from patients. Once the program is completed, the graduates will be eligible to sit for a Phlebotomy Technician Certification exam. This will give the graduate preparation to work in a hospital, clinic, private laboratory, or physician office.

Special Enrollment Requirements:
• American Heart Association Healthcare Provider certification required upon entrance to program or must take the First Aid & CPR course (MED2247).
• Prefer potential student have at least one year of direct patient care/contact.
• Must have complete physical and immunizations along with complete background check.

Program Outcomes
1. Understand ‘Basic’ and ‘Advanced’ principles of phlebotomy.
2. Perform venipuncture and capillary punctures using correct “order of draw”.
3. Utilize professional communications with individuals from diverse backgrounds.
5. Take and pass certification exam given by AMT for Registered Phlebotomy Technicians (RPT).

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>BIO1110</td>
<td>Human Biology I</td>
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<tr>
<td>MED1105</td>
<td>Medical Terminology</td>
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<tr>
<td>MED1142</td>
<td>Basic Phlebotomy</td>
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<tr>
<td>MED2247</td>
<td>First Aid/CPR (if needed)</td>
<td>(1)</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>BIO1112</td>
<td>Human Biology II</td>
<td>3</td>
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<tr>
<td>COM1110</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>MED2253</td>
<td>Advanced Phlebotomy</td>
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</tr>
<tr>
<td>Total Credit Hours</td>
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RADIOLOGIC TECHNOLOGY (RAD)
ASSOCIATE OF APPLIED SCIENCE DEGREE

A radiologic technologist is a health care professional who performs medical imaging to aid in the diagnosis and treatment of disease and injury. A thorough understanding of anatomy, physiology, positioning, imaging principles, equipment protocols, radiation protection and patient care must be mastered in order to demonstrate images of anatomic structures such as organs, vessels and bones.

Radiologic technologists have the opportunity to help patients and participate in a growing, challenging and rewarding profession. Employment opportunities are worldwide and salaries are competitive with other health care professionals. Employment may be found in a variety of health care settings including hospitals, medical centers, physician offices, diagnostic imaging and out patient centers, as well as industry, government and public health.

Radiologic technologists may specialize in areas such as Computed Tomography (CT), Magnetic Resonance (MR), Cardiovascular Imaging (CV) and Mammography (M).

The program is offered in partnership with Ohio Valley Medical Center (OVMC) in Wheeling, West Virginia.

Students seeking entrance into the program must complete and pass, with a grade of C or better, 28 credits of general education pre-requisite courses at Belmont College. The pre-requisite courses must be completed prior to OVMC’s program start date.

Once a student completes all of the program requirements, the student may then apply to Belmont College for Associate of Applied Science Degree in Radiologic Technology. The student would be able to sit for the national certification examination once all components of the program offered at Belmont College and OVMC are completed and the student has graduated from both institutions.

Program Outcomes
1. Graduates will demonstrate clinical competence as entry-level radiographers.
2. Graduates will demonstrate effective communication skills (oral and written).
3. Graduates will develop critical thinking skills.
4. Graduates will model professionalism and understand the importance of professional work ethics and life-long learning.
5. The program will provide qualified radiographers to meet the needs of the health care community.

### Year 1

<table>
<thead>
<tr>
<th>SUMMER TERM</th>
<th>Credit Hours</th>
<th>Completed</th>
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<tbody>
<tr>
<td>BIO1110 Human Biology I</td>
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<td>ENG1110 Composition I</td>
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<tr>
<th>FALL SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIO1112 Human Biology II</td>
<td>3</td>
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<tr>
<td>COM1110 Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>ENG1150 Experiencing Literature</td>
<td>3</td>
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<tr>
<td>PSY1120 General Psychology</td>
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<th>SPRING SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAT1120 Statistics</td>
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<tr>
<td>Basic Related Courses*</td>
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Total Credit Hours 28

*Basic Related Courses
- BIO1120 Life Science 3
- BIO2110 Anatomy & Phys I 4
- BIO2112 Anatomy & Phys II 4
- MED1105 Medical Terms 2
- MED1142 Basic Phlebotomy 3
- OAM1150 Document Design & Formatting 3
- SOC1110 Sociology 3

Note: Radiology I, II, III, and IV will be completed at the Ohio Valley Medical Center. These courses will total 42 credit hours.
MENTAL HEALTH

Dr. Heather Davis
Faculty Lead & Associate Professor
hdavis@belmontcollege.edu
740.699.3932
Mental Health Technology is a program designed to train social service workers who work under the supervision of other professionals in a wide variety of community settings.

Along with gaining knowledge and skills in group dynamics, interpersonal communication, and social casework, there will be a strong emphasis on the characteristics of an effective helper—self-harmony, genuineness, empathy, acceptance, and responsiveness.

Due to the general background of the program, the graduate may expect to find employment in various community settings. Among these may be community mental health centers, substance abuse centers, treatment centers (inpatient and outpatient), senior citizen programs, and as advocates for these types of services.

Program Outcomes
1. Understand the history, current state and nature of the mental health/social services professions.

2. Become proficient in interviewing techniques and related casework and mental health/social services record-keeping.

3. Have in-depth knowledge of personality theory and the counseling theory and techniques that evolve from the personality theory, and show proficiency in putting these techniques into practice.

4. To show proficiency in theory, content, and application of activity therapy and its use in mental health and social services.

5. Understand the techniques of counseling diverse populations and the issues of diversity as they apply to working in the mental health and social services field.

6. Understand group dynamics theory and show proficiency in applying this theory, both in group leadership and group participation in actual practice.

7. Understand the history, cultural interpretation, and diagnostic classification system of mental disorders and demonstrate basic capability of using the DSM 5.

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tr>
<td>FALL SEMESTER</td>
<td>ENG1110</td>
<td>Composition I</td>
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<tr>
<td></td>
<td>MHT1110</td>
<td>Introduction to Social Services</td>
<td>3</td>
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<tr>
<td></td>
<td>PHL2120</td>
<td>Philosophy OR</td>
<td>3</td>
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<td>PHL2130</td>
<td>Ethics</td>
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<td>PSY1120</td>
<td>General Psychology</td>
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<td>SOC1110</td>
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<td>SPRING SEMESTER</td>
<td>COM1115</td>
<td>Speech</td>
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<td>Composition II</td>
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<td>MHT1130</td>
<td>Interviewing Techniques/Casework</td>
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<td>PSY1140</td>
<td>Theories of Personality</td>
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<td>Natural/Physical Science Elective</td>
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### Year 2

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<td>MHT1120</td>
<td>Counseling Theory &amp; Techniques</td>
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<td>MHT2230</td>
<td>Principles of Addiction</td>
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<td>MHT2250</td>
<td>Group Dynamics</td>
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<td>PSY1130</td>
<td>Human Development</td>
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<td>Abnormal Psychology</td>
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<td>SPRING SEMESTER</td>
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<td>Mental Health Practicum</td>
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<td>MHT2270</td>
<td>Mental Health Seminar</td>
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<td>PSY2130</td>
<td>Psychology of Adolescence</td>
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<td></td>
<td>SOC1120</td>
<td>Social Problems</td>
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<tr>
<td></td>
<td>SOC2100</td>
<td>Marriage and the Family</td>
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Total Credit Hours 61
Uniform
All mental health technology students must present a neat, well-groomed appearance at all times. No specific uniform for mental health technology students is required. Rare practicum situations may require a lab coat or uniform required by that particular facility. When this is the case, the lab coat or uniform is always to be worn in the practicum service only. In those cases where a lab coat or uniform may be required, students are responsible for laundering, mending, and making slight alterations to their uniform and are not to go on duty with anything other than a meticulous appearance appropriate to the function of a mental health professional.

Requirements for the dress and appearance of the mental health technology student are in the tradition of the therapeutic milieu based on the assumption that the mental health worker is a role model for the clientele with whom he/she works in his/her individual facility or setting. Given this, mental health technology students should always provide a dress and appearance that is indicative of good self-esteem and self-image and reflects the ability to appropriately and productively function in society in a professional manner. The practicum site has the right to request the student change their mode of dress if it is a distraction to the professional manner. The practicum site has the right to request alterations to their uniform and are not to go on duty with anything other than a meticulous appearance appropriate to the function of a mental health professional.

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Assignments
All assignments must be submitted by the due date in order to receive credit for them. If extenuating circumstances make this impossible, it is the responsibility of the student to make an appointment with the instructor and set a date for submitting the assignment.

Confidentiality
Confidentiality is a crucial requirement for mental health professionals. There are certain courses in the program in which the requirement is more crucial than others (e.g. Counseling Theory & Techniques, Group Dynamics, and Seminar/Practicum). In those courses for which it is crucial, the first breach of confidentiality will result in a student’s grade in that course being dropped by a letter grade for the entire course and will require a conference with the instructor regarding the seriousness of the offense. A second offense in the same course will result in the student being dropped from that class and receiving a letter grade of “F” for the course.

Testing and Examinations
Different instructors in the program use various techniques and frequencies in testing and evaluation. Students are expected to be present at all examinations. Tests may be given at any time in any course with or without previous notice by the instructor.

Punctuality and Attendance
Punctuality to class and to the affiliating practicum facilities is crucial. If students are unavoidably detained, they should report to their instructor the reason for their tardiness for a class and to their practicum site supervisor for scheduled practicum duty.

If students are unable to attend class on days when they would normally be at the College, they must call the College before their class begins or by 12:00 noon at the latest and ask to leave a message with their instructors. They must state their full name and explain the reason for their absence. On days when the student would normally be at their practicum site but cannot be, they are to call the site to which they are assigned and explain to their site supervisor why they cannot be there. The student must make arrangements with the practicum site supervisor to make up the hours missed since the total number of practicum hours required for that semester must still be met. Students may not be granted holiday or sick time. MHT students are required to complete 224 hours of practicum. A completed time sheet is a requirement for course completion.
Students who miss more than five consecutive days of the program for any reason will contact the Mental Health Faculty Lead. Eligibility for returning requires permission from the Faculty Lead. In the case of illness, a physician’s statement will be required indicating that the student is physically able to return to the program.

Course Prerequisites
The nature of the mental health technology curriculum is such that certain courses should not be taken unless the appropriate background courses are taken first. Prerequisites to specific courses are listed in this catalog with the description of the course. All sequential courses should be taken in order. Taking a course without the required prerequisite requires permission of the Faculty Lead.

Practicum/Clinical Experience
In mental health technology, the following courses must be completed successfully before entering a practicum: MHT1110—Introduction to Social Services, MHT1130—Interviewing Techniques & Casework, PSY1140—Theories of Personality, MHT1120—Counseling Theory & Techniques, MHT2230—Principles of Addiction, and SOC1120—Social Problems. A student may begin a practicum with up to three of the above courses deficient with permission of the Faculty Lead, provided the student’s grades are otherwise acceptable. A student must have a cumulative letter grade average of at least “C” (2.0) in all Mental Health Technology courses.

Insurance
Student’s health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. Students not covered by hospitalization are required to carry student accident insurance to cover any injuries that they might sustain while in the classroom, lab, clinical, or field internship/practicum settings.

Belmont College maintains a liability policy that covers students only while participating in program-sponsored activities.

Emergency Care
Student’s medical or emergency care in case of illness or accidents incurred while on duty at a practicum site should be provided in conformity with the standard health care service extended to practicum facility personnel as defined in the personnel policies of the practicum facility. Any illnesses or accidents should be reported at once to the facility Practicum Site Supervisor and immediately thereafter to the Faculty Practicum Supervisor or Faculty Lead. Students must be seen by a physician of their choice. Before students may return to their practicum site, they must have written authorization from their physician. Financial responsibility for any related medical treatment lies with the student and/or the above-referenced insurance.
NURSING

Practical Nursing, Registered Nursing, RN Transitional for Paramedics, RN Transitional for Practical Nurses

Karolyn Fox, MSN, RN-BC, CC RN-K
Faculty Lead & Director of Nursing
kfox@belmontcollege.edu
740.699.3910
This certificate program prepares men and women to become practical nurses. Licensing occurs after passing the NCLEX-PN examination. The practical nurse serves as a member of the healthcare team working under the supervision of a licensed physician or a registered nurse to meet the physical and psychosocial needs of people.

This program has been approved by the Ohio Board of Nursing and by the Ohio Board of Regents. Lecture, lab, and clinical classes are limited in size to increase student/faculty interaction and student learning. Patient simulation, mastery of technical skills, and caring interventions occur in the nursing lab. This provides the student an opportunity to develop, practice, and implement the knowledge, skills, and abilities needed for hospital and healthcare agency experiences. Clinical learning experiences are provided at local healthcare facilities.

**Program Outcomes**
1. Contribute to the identification of holistic needs in the plan of care as a member of a healthcare team.

2. Practice evidence based decision making to establish priorities according to human needs of patients.

3. Utilize effective verbal, nonverbal, written, and computer skills while providing care for patients with holistic needs and while communicating with other healthcare providers.

4. Employ safety and health promotion practices in the ever changing environment to maintain patient's states of well being.

5. Understand and demonstrate holistic nursing care within the limits relative to their scope of nursing practice and ethical standards.

6. Illustrate advocacy by speaking, writing, or acting in support of the patients needs.

7. Employ delegation techniques within the scope of practice in providing holistic care.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
Admission Criteria/Prerequisites
1. Submit an application form to Belmont College Records Office
2. Complete application procedures as outlined in the College Course Catalog and Student Handbook
3. Successfully complete Belmont College admission testing and all required developmental educational courses. Students must complete all developmental education courses at grades of C or better prior to beginning PNP program
4. Satisfactorily complete BIO 2110 (Anatomy & Physiology I), and MAT 1110 (Allied Health Math) by obtaining a C or higher. Prior college courses will be reviewed for possible transfer to determine equivalency or substitutions for the above courses.
5. Complete STNA certificate or acceptable equivalent as identified by the Program Administrator or Director of Nursing. Show evidence of an active STNA certification upon application. This does not need to be kept current while enrolled in the Nursing program
6. Upon application, the student’s GPA must be at least 2.0 and then maintained at a minimum of a 2.0 average. As outlined by the grading system for the licensed practical nursing program.
7. Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application.

*The nursing program reserves the right to select the most ideal candidates. Potential students may be accepted on provisional status pending completion of all requirements by the first day of class.

After acceptance into the program, the student must complete the following steps:
1. Attend all scheduled orientation sessions or its equivalent with the Program Administrator, the Director of Nursing, and/or nursing faculty
2. Completion of a physical exam/immunization form not more than one year prior to the date of application. If a student does not submit the required health and physical information prior to the first day of class, the student will be removed from the program.
3. Current CPR certification by the American Heart Association for Healthcare Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers. If a student does not provide proof of a current CPR card prior to the first day of class, the student will be removed from the program.

Clinical Dress Code
Practical nursing students must present a neat, well-groomed appearance at all times. Full uniform is always to be worn to all clinical experiences. The complete clinical dress code can be found in the PNP Student Handbook.

Legal Issues
All nursing students are required to complete a background check following the criteria listed in the nursing program Background Check Policy (720.0320.11) prior to full acceptance to the nursing program. In addition, section 4723.28 of the Ohio Revised Legal Code requires the Ohio Board of Nursing to take certain steps before considering the applications of students convicted of crimes to take the State Board Exam. Such students may be denied permission to sit for the licensure exam. Therefore, the Director of Nursing must be notified by any nursing students convicted of a crime (including any felony, crime of moral turpitude, and drug or alcohol conviction) during completion of the nursing program.

House Bill 327 – Felony Preclusion Bill
This bill was signed by the Governor on April 9, 2002. It is an initiative to identify applicants for licensure with felony convictions. The Ohio Board of Nursing has the authority to refuse to grant licensure to applicants with any felony convictions. The law requires a criminal records check for new applicants for licensure and for individuals from another state endorsing as an RN or LPN into Ohio. The new law affects anyone entering prelicensure nursing education on or after June 1, 2003.

Candidates who wish to sit for the NCLEX® RN or PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and the FBI for identification and criminal background verification.

Grades
The grading system in nursing courses is as follows:

<table>
<thead>
<tr>
<th>GRADE SCALE</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>POINTS</td>
<td>93-100%</td>
<td>91-92%</td>
<td>89-90%</td>
<td>85-88%</td>
<td>83-84%</td>
<td>81-82%</td>
<td>78-80%</td>
<td>75-77%</td>
<td>73-74%</td>
<td>70-72%</td>
<td>69% or less</td>
</tr>
<tr>
<td>GRADE</td>
<td>4.0</td>
<td>3.7</td>
<td>3.5</td>
<td>3.0</td>
<td>2.7</td>
<td>2.5</td>
<td>2.0</td>
<td>1.7</td>
<td>1.5</td>
<td>1.0</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades will be given to individual students following each semester. Grades during the clinical period will be given on completion of the various areas of instruction. Students will also receive an evaluation of their clinical practice on completion of each of the areas of clinical experience and at other times as deemed necessary. If at any time students are caught cheating, the paper will be taken and a grade of “0” will be assigned. For progression in the program, a student must have a letter grade of at least a “C”, or 2.0, in all subject areas with a PNP code and BIO2112 or equivalent to BIO2112. Biology courses follow the general grading scale of the College.

Traditional Credit
The nursing program utilizes a different grading scale than that of the general college. All required courses within the academic term must be successfully completed before continuing to the next term. The student must successfully complete all required courses in the nursing curriculum with an accumulative average of 2.0 and must obtain a C or higher in all nursing courses. A student must obtain a C or higher in all nursing courses in order to continue in the program. If a student does not attain a C grade, they cannot take additional nursing courses and must reapply to the program if eligible.
Nontraditional Credit
Transfer & Military Credit
Academic credit is awarded for credit, credit-for-life experience, credit by exam and experiential learning as outlined in the college catalog. The Program Administrator or the Director of Nursing evaluates transfer courses, experiential learning and training portfolios on an individual basis for consideration in awarding academic credit.

The College recognizes the education and skills training of students who have experience in the armed forces of the United States, or in the National Guard or in a reserve component. Per College policy, students must submit an official transcript or certificate of completion of their military education for evaluation.

Advanced Standing
Transfer students will be evaluated individually by the Program Administrator or the Director of Nursing and the faculty for placement. Students wishing to seek advanced placement into Belmont College’s Licensed Practical Nursing must have successfully completed at least another nursing programs nursing foundation course with a C or higher and:

1. Submit an application to the Belmont College Records Office.
2. Successfully completed Belmont’s graduation testing and all required developmental courses. Students must complete all required developmental education courses with a letter grade of C or better prior to beginning the PNP program.
3. Satisfactory completed BIO2110 (Anatomy and Physiology I), BIO2112 (Anatomy and Physiology II) and MAT1110 (Allied Health Math) or their equivalent within the last five years with a letter grade of C or better. As of fall 2020 BIO2110, BIO2112 and MAT1110 or their transfer equivalent or substitution will only be accepted if three years old or less. If the student is transferring from Belmont’s Associate Degree Nursing Program to the Practical Nursing Program, this five year requirement maybe waived by the Nursing Program Administrator and/or Director of Nursing.
4. Upon application, the student’s GPA must be at least a 2.0 and then maintained at a minimum of a 2.0 average.
5. Successfully pass a written exam that includes theory content from PNP1110 Nursing I Foundations of Practical Nursing final exam and a drug calculation test. The scores for each test will be averaged together. The minimum acceptable score will be 75% with no rounding of points and no option for remediation with retesting.
6. Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application. Must be able to meet all admission requirements for the PNP program.
7. Submit a current history and physical with immunization records prior to the first day of class. If the student is transferring from Belmont’s Associate Degree Nursing Program to the Practical Nursing Program, the current history and physical on file will be accepted. Immunizations must be current.
8. Advanced standing students will only be given credit for PNP1110 Foundations of Practical Nursing. Advance standing students will enter Belmont College Practical Nursing program at PNP1120 Nursing II Pharmacology and PNP1130 Family Nursing Across the Life Span.
9. Must be able to meet all admission requirements for the PNP program.

Transcript Credit
Transcript credit is awarded based on comparison of course descriptions. Transcripts and original date of enrollment are reviewed as completion of program must be attained within 4 years of taking the initial nursing course.

Transcript Credit
Transcript students requesting to take PNP numbered courses must follow the guidelines for general enrollment. The following nursing courses are not open to transcription students: PNP1110, PNP1120, PNP1130, PNP 2140, and PNP 2150.

Directed Study
The PNP program does not participate in practicum or internship program. Independent study is not accepted for PNP numbered courses.

Attendance
Students are expected to be present for all nursing classes — theory, lab, and clinical. There is no class or clinical makeup time provision due to the nature of the supervision required. Punctuality to class and to the affiliating healthcare facility is a must. If an unforeseen circumstance occurs which will delay attendance at a regularly scheduled class, the students must notify the instructor. Students are expected to attend class as soon as the situation is remedied. Attendance at orientation is mandatory. Students who do not attend orientation may be removed from the program.

Travel to class and clinicals is the student’s responsibility. Car pools are no excuse for being absent or for leaving early. It is the student’s responsibility to maintain attendance. Students should be especially careful in severe weather conditions.

If students are unable to be at clinical, they must call the facility to which they are assigned.

Clinical attendance is strict. Students must follow the attendance policy in the student handbook.

Clinical Assignment
Students rotate through the required services of medical, surgical, mother and newborn infant, care of children, and such elective services agreed upon by the program and the affiliating hospitals as outlined by the master plan of the program curriculum. Specific clinical assignments will be made by the clinical instructor.

Students need to be aware that the assignment of the clinical site location and time can and will vary based upon the needs of the nursing program and clinical site.

Insurance
Students’ health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. Students not covered by hospitalization are advised to carry student accident insurance to cover any injuries that they might sustain while in the classroom, lab, clinical, or field internship/practicum settings or file a signed waiver of responsibility.

Belmont maintains a liability policy that covers students only while participating in program-sponsored activities.

Physical Exam
Completion of a physical exam not more than twelve months prior to admission to the PNP program is required. Any accident, illness, or pregnancy must be reported immediately to the Faculty Lead or to an instructor so as to insure that neither students nor patients are exposed to unnecessary health hazards.

CPR Certification
All PNP students are required to maintain current American Heart Association BLS provider CPR certification.

Policy for Release of Physical Forms
All students should keep a copy of their immunization and physical exam information for their personal records. Students who request a copy of their physical form after it has been submitted to Belmont must fill out a request form and show photo identification. If the physical form is still on file, a copy will be made available for the student to pick up within five (5) business days of the request. A $2.00 processing fee is charged for this service.
Emergency Care
Student medical or emergency care in case of illness or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to hospital personnel as defined in personnel policies of the hospital. Any illnesses or accidents incurred while on duty will be reported at once to the clinical instructor. Students must be seen by a physician of their choice. Before students may return to the clinical area, they must have written authorization from their physician. The affiliating hospitals receive compensation for the aforesaid care through individual hospital insurance plans carried by individual students.

ATI Testing
ATI testing will be utilized throughout the nursing curriculum.

Readmission Policy
Students shall be eligible for consideration for readmission to the program after one withdrawal or academic failure. Students must complete the entire PNP program within four years of the date of entry into PNP1110. Students desiring readmission to the PNP program are encouraged to submit the readmission request form and letter of intent as soon as they make the decision. Petitions for readmission will be reviewed by the Program Administrator, Director of Nursing, and PNP faculty. The decision to readmit the students will be made on the basis of the following criteria:

a. No more than 1 previous academic or clinical failure, withdrawal or dismissal from the program.

b. Available space in the course.

c. Evaluation of the student's standing relative to any revision in the curriculum, courses, or requirements which may have occurred.

d. Review and evaluation of student's academic and clinical performance at the time of student's withdrawal or dismissal.

e. Satisfactory performance of readmission activities (theory and lab) as designated by the Program Administrator or the Director of Nursing and faculty of the specific course if applicable readmission criteria have been met. Students will be asked to successfully pass a version of the final exam from the last course successfully completed and a drug calculation test. The two scores will be added together and averaged to determine if the minimum score of 75% has been met. Students must achieve a minimum score of 75% (with no rounding of points and no option for remediation or any readmission testing).

Students who have been out of the nursing program for longer than one year will be required to repeat a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check and history and physical form with immunizations.

Students seeking readmission are subject to the policies in place in the student handbook and catalog at the time of readmission request. Students who have been out of the PNP program for a period of 2 years or longer may be required to repeat courses. No PNP course may be repeated more than one time including PNP1110. Partial completion of courses cannot be accepted for credit, students must retake the entire course. Re-entry into PNP 1110 will not require any readmission activities but will require application to the program.
The Associate Degree Nursing program at Belmont College is designed to provide an educational opportunity in which students develop a scientific basis of nursing practice, master technical skills, and develop caring patient relationships. Lecture, lab, and clinical classes are limited in size which allows for enhanced student/faculty interaction and student learning. Patient simulation, mastery of technical skills, caring interventions, and the development of critical thinking occur in the nursing lab. Clinical experiences in local healthcare facilities provide students opportunities to utilize their knowledge, skills, and abilities while providing nursing care under the direct supervision of qualified instructors.

The second level of the program focuses on concepts of family nursing and acute care nursing. These areas are designed so that small groups of students are presented lecture material and hospital clinical experience simultaneously. This approach allows for theory application to nursing practice and fosters learning and critical thinking.

The goal of Belmont College is to graduate students who have developed a scientific, systematic, evidence-based foundation. The graduate will possess the knowledge, skills, and abilities necessary to assist people in meeting their healthcare needs. This two-year associate degree program prepares the graduate to take the NCLEX-RN licensing examination to become a registered nurse.

**Program Outcomes**

1. Determine caring interventions for people to enhance readiness for self-healing, self-discovery, and self-control.
2. Analyze the effect of various forms of communications on people as they interact in an ever changing environment.
3. Determine evidence based decision making utilizing specific nursing knowledge, judgment, and skills in the provision of nursing care.
4. Analyze risk reduction behaviors to maintain safety and structural and functional harmony.
5. Differentiate appropriate behaviors of people to promote physical psychosocial and spiritual health and well being.
6. Analyze the specialized knowledge, judgment and skills of nursing to develop a plan of care to meet human needs.
7. Delineate and maintain appropriate professional boundaries in relationships with people.
8. Utilize effective management and delegation techniques in collaboration with other members of the healthcare team to assist people to move towards positive outcomes.

**Note:** ADN curriculum and policies are expected to change for Fall Semester 2019-2020. For additional information please contact an academic advisor.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**FALL SEMESTER**

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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ADN1110</td>
<td>Nursing I - Foundations of Nursing Practice</td>
<td>8</td>
</tr>
<tr>
<td>BIO2112</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
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<td>ENG1110</td>
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**SPRING SEMESTER**

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<tbody>
<tr>
<td>ADN1120</td>
<td>Nursing II - Pharmacology</td>
<td>2</td>
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<tr>
<td>ADN1130</td>
<td>Nursing III - Nursing Care of Adults</td>
<td>7</td>
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<tr>
<td>BIO2120</td>
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**SUMMER TERM**

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<td>ADN2140</td>
<td>Nursing IV - Concepts of Family Nursing</td>
<td>9</td>
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<td>Nursing V - Nursing Seminar</td>
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<td>ADN2170</td>
<td>Nursing VII - Transition to Professional Role</td>
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<td>PHL2130</td>
<td>Ethics</td>
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**TOTAL CREDIT HOURS** 62

The Associate Degree Nursing program at Belmont College is designed to provide an educational opportunity in which students develop a scientific basis of nursing practice, master technical skills, and develop caring patient relationships. Lecture, lab, and clinical classes are limited in size which allows for enhanced student/faculty interaction and student learning. Patient simulation, mastery of technical skills, caring interventions, and the development of critical thinking occur in the nursing lab. Clinical experiences in local healthcare facilities provide students opportunities to utilize their knowledge, skills, and abilities while providing nursing care under the direct supervision of qualified instructors.

The second level of the program focuses on concepts of family nursing and acute care nursing. These areas are designed so that small groups of students are presented lecture material and hospital clinical experience simultaneously. This approach allows for theory application to nursing practice and fosters learning and critical thinking.

The goal of Belmont College is to graduate students who have developed a scientific, systematic, evidence-based foundation. The graduate will possess the knowledge, skills, and abilities necessary to assist people in meeting their healthcare needs. This two-year associate degree program prepares the graduate to take the NCLEX-RN licensing examination to become a registered nurse.

**Program Outcomes**

1. Determine caring interventions for people to enhance readiness for self-healing, self-discovery, and self-control.
2. Analyze the effect of various forms of communications on people as they interact in an ever changing environment.
3. Determine evidence based decision making utilizing specific nursing knowledge, judgment, and skills in the provision of nursing care.
4. Analyze risk reduction behaviors to maintain safety and structural and functional harmony.
5. Differentiate appropriate behaviors of people to promote physical psychosocial and spiritual health and well being.

6. Analyze the specialized knowledge, judgment and skills of nursing to develop a plan of care to meet human needs.
7. Delineate and maintain appropriate professional boundaries in relationships with people.
8. Utilize effective management and delegation techniques in collaboration with other members of the healthcare team to assist people to move towards positive outcomes.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

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**Total Credit Hours 62**
Registryed Nursing
Policies and Procedures

NOTE: ADN curriculum and policies are expected to change for Fall Semester 2019-2020.
For additional information please contact an academic advisor.

Admission Criteria/Prerequisites
1. Submit an application form to Belmont College Records Office
2. Complete application procedures as outlined in the College Course Catalog and Student Handbook.
3. Successfully complete Belmont College admission testing and all required developmental educational courses. Students must complete all developmental education courses at grades of C or better prior to beginning ADN program.
4. Satisfactorily complete BIO 2110 (Anatomy & Physiology), MAT 1110 (Allied Health Math), and PSY1120 (General Psychology) by obtaining a C or higher. Prior college courses will be reviewed for possible transfer to determine equivalency or substitutions for the above courses.
5. Complete STNA certificate or acceptable equivalent as identified by the Program Administrator or Director of Nursing. Show evidence of an active STNA certification upon application. This does not need to be kept current while enrolled in the Nursing program.
6. Upon application, the student’s GPA must be at least 2.5 and then maintained at a minimum of a 2.0 average.
7. Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application.
8. All potential ADN candidates will take the current nurse entrance exam that will aid in the determination of acceptance into the nursing program.

Students seeking admission into the ADN program will be ranked according to the pre-determined criteria and accepted on a provisional basis pending documentation of a clear background check and required prerequisites. The nursing program reserves the right to select the most ideal candidates. Potential students may be accepted on provisional status pending completion of all requirements by the first day of class. Students may not be eligible for full ranking points if BIO2110, MAT1110, PSY1120 or transfer equivalent or substitution are not completed by the time of class ranking.

After acceptance into the program, the student must complete the following steps:
1. Attend all scheduled orientation sessions or its equivalent with the Program Administrator, the Director of Nursing, and/or nursing faculty
2. Completion of a physical exam/immunization form not more than one year prior to the date of application. If a student does not submit the required health and physical information prior to the first day of class, the student will be removed from the program.
3. Current CPR certification by the American Heart Association for Healthcare Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers. If a student does not provide proof of a current CPR card prior to the first day of class, the student will be removed from the program.

Clinical Dress Code
ADN students in complete uniform will present a neat, well-groomed appearance at all times. The student uniform should not be worn in public except to and from the clinical area or when participating in group activities in which the group uniform represents the profession. The complete clinical dress code can be found in the ADN Program Policies and Procedure Handbook.

Students are representatives of the College at all times. They must conduct themselves with dignity when wearing their uniforms. The nursing student’s activities must represent those with a sincere interest in the profession of nursing. Students are accountable for their nursing practice and are responsible for their actions.

Legal Issues
All nursing students are required to complete a background check following the criteria listed in the Nursing program Background Check Policy (720.0320.11) prior to full acceptance to the Nursing program. In addition, section 4723.28 of the Ohio Revised Legal Code requires the Ohio Board of Nursing to take certain steps before considering the applications of students convicted of crimes to take the State Board Exam. Such students may be denied permission to sit for the licensure exam. Therefore, the Director of Nursing must be notified by any nursing students convicted of a crime (including any felony, crime of moral turpitude, and drug or alcohol conviction) prior to entry or during completion of the Nursing program.

House Bill 327 – Felony Preclusion Bill
This bill was signed by the Governor on April 9, 2002. It is an initiative to identify applicants for licensure with felony convictions. The Ohio Board of Nursing has the authority to refuse to grant licensure to applicants with any of the felony convictions. The law requires a criminal record check for new applicants for licensure and for individuals from another state endorsing as an RN or LPN into Ohio. The new law affects anyone entering prelicensure nursing education on or after June 1, 2003.

Candidates who wish to sit for the NCLEX® RN or PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and the FBI for identification and criminal background verification.

Grades
The grading system in nursing courses is as follows:

<table>
<thead>
<tr>
<th>GRADE SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>A-</td>
</tr>
<tr>
<td>B+</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
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<tr>
<td>C</td>
</tr>
<tr>
<td>C-</td>
</tr>
<tr>
<td>D+</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>F</td>
</tr>
</tbody>
</table>

In order to successfully complete the program, the student is required to achieve a letter grade of at least a “C” in all ADN-numbered courses and the following Biology courses:

- ADN1110
- ADN1120
- ADN1130
- ADN1140
- ADN1150
- ADN1160
- ADN1170
- ADN2140
- ADN2150
- ADN2160
- BI02112
- BI02120

A letter grade of “C-” in these courses does not meet this requirement. Biology courses follow the general grading scale of the College.
Clinical practice grades are designated as satisfactory or unsatisfactory. If at the end of the course the student’s clinical practice grade is unsatisfactory, a letter grade of “F” will be given for the entire course, regardless of the theory grade.

Credit by Exam/Experiential Learning
The ADN program does not participate in credit by exam or credit for life experience for ADN numbered courses.

Graduation Requirements
Students are responsible for completing all course requirements of the nursing curriculum. Students must complete a degree candidacy declaration form one semester prior to program completion.

Graduation requirements include successful completion of all required courses with a cumulative grade point average of at least 2.0 or higher.

Attendance
Students are expected to be present for all nursing classes—theory, lab, and clinical. There is no provision for clinical makeup time due to absence.

Attendance at orientation or its equivalency is mandatory. Those students who do not attend the orientation program or its equivalency may be dismissed from the class and the program.

If an unforeseen circumstance occurs which will delay attendance at a regularly scheduled class, the student must notify the instructor. Students are expected to attend class as soon as the situation is remedied.

Students unable to be in attendance for clinical practice must notify the instructor a minimum of one hour prior to the time of assignment. The instructor must be notified each day clinical will not be attended. If students do not contact the instructor, they must receive written permission from the Director of Nursing before being allowed to return to the clinical unit.

Students need to be aware that the assignment of the clinical site location and time can and will vary based upon the needs of the nursing program and clinical site.

All assignments must be submitted by the due date in order to receive full credit. If extenuating circumstances make this impossible, it is the responsibility of students to meet with the instructor prior to the time the assignment is due and make arrangements for submitting the assignment.

Insurance
Students’ health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. Students not covered by hospitalization are advised to carry student accident insurance to cover any injuries that they might sustain while in the classroom, lab, clinical, or field internship/practicum settings or file a signed waiver of responsibility.

Belmont College maintains a liability policy that covers students only while participating in program-sponsored activities.

Guidance & Counseling Services
Academic counseling is provided by Belmont College advisors, ADN faculty, Program Administrator and the Director of Nursing. Students are advised to independently develop a personal plan for their time management and to develop positive academic study habits. Additionally, students are encouraged to develop a personal plan for the management of stress. Personal counseling is not provided by Belmont College. Those students in need of personal counseling are encouraged to seek out appropriate mental health care.

Policy for Release of Physical Forms
All students should keep a copy of their immunization and physical exam information for their personal records. Students who request a copy of their physical form after it has been submitted to Belmont must fill out a request form and show photo identification. If the physical form is still on file, a copy will be made available for the student to pick up within five (5) business days of the request. A $2.00 processing fee is charged for this service.

CPR Certification
All ADN students are required to maintain American Health Association current BLS provider CPR certification.

Traditional Credit
The nursing program utilizes a different grading scale than that of the general college. All required courses within the academic term must be successfully completed before continuing to the next term. The student must successfully complete all required courses in the nursing curriculum with an accumulative average of 2.0 and must obtain a C or higher in all nursing courses. A student must obtain a C or higher in all nursing courses in order to continue in the program. If a student does not attain a C grade, they cannot take additional nursing courses and must reapply to the program if eligible. For the incoming 2018 fall semester traditional cohort, and all cohorts thereafter for ADN2140, students must successfully pass each specialty theory rotation with an 80% or higher. Specialty rotations include gerontology, mental health, pediatrics and obstetrics/nursery. Students who fail ADN2140 at the midterm will not be allowed to progress to the next two specialty rotations. Students who fail or withdraw from ADN2140 must repeat all specialty rotations upon re-entry even if successful at one or three theory/clinical rotations. All specialty rotations must be successfully completed to pass ADN2140.

Nontraditional Credit
Transfer & Military Credit
Academic credit is awarded for credit, credit-for-life experience, credit by exam and experiential learning as outlined in the college catalog. The Program Administrator or the Director of Nursing evaluates transfer courses, experiential learning and training portfolios on an individual basis for consideration in awarding academic credit.

The College recognizes the education and skills training of students who have experience in the armed forces of the United States, or in the National Guard or in a reserve component. Per College policy, students must submit an official transcript or certificate of completion of their military education for evaluation.

Advanced Standing
Transfer students will be evaluated individually by the Program Administrator or the Director of Nursing and the faculty for placement. Students wishing to seek advanced placement into Belmont College’s Associate Degree Nursing Program must have successfully completed at least another nursing programs nursing foundation course with a C or higher and:
1. Submit an application to the Belmont College Records Office.
2. Successfully completed Belmont College’s admission testing and all required developmental courses. Students must complete all required developmental education courses with a letter grade of C or better prior to beginning the ADN program.
3. Satisfactory completed BIO2110 (Anatomy and Physiology I), BIO2112 (Anatomy and Physiology II) and MAT1110 (Allied Health Math) or their equivalent within the last five years with a letter grade of C or better. As of fall 2020 BIO2110, BIO2112 and MAT1110 or their transfer equivalent or substitution will only be accepted if three years old or less.
4. Effective spring 2019, the student’s GPA must be at least a 2.5 and then maintained at a minimum of a 2.0 average.
5. Successfully pass a written exam that includes theory content from ADN1110 Nursing I Foundations of Nursing Practice final exam and a drug calculation test. The scores for each test will be averaged together. The minimum acceptable score will be 80% with no rounding of points.
directed study

the adn program does not participate in practicum or internship program. independent study is not accepted for adn numbered courses.

physical exam

any accident, illness, or pregnancy must be reported immediately to the instructor so as to insure that neither students nor patients are exposed to unnecessary health hazards. student wellness includes both physical and mental well-being sufficient to meet the demands of the program. faculty and/or clinical instructors may ask the student to leave theory, lab or clinical if the student demonstrates signs of physical and/or mental wellness. the program administrator and/or director of nursing must be informed via verbal and written methods. a medical release form to return to theory, lab or clinical may be required by the program administrator, director of nursing or faculty member.

emergency care

student medical or emergency care in cases of illness or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to hospital personnel, as defined in personnel policies of the hospital. any illnesses or accidents incurred while on duty at clinical will be reported at once to the clinical instructor. the student must be evaluated by a health care provider before returning to the clinical setting with authorization to resume duties without restrictions.

the affiliating hospitals receive compensation for the aforesaid care through individual hospital insurance plans carried by the individual student.

an accident/incident report must be completed immediately by the person(s) for any accident, illness, or incident on campus.

readmission

students shall be eligible for consideration for readmission to the program after one withdrawal or academic failure. students must complete the entire adn program within four years of the date of entry into adn1110. students desiring readmission to the adn program are encourage to submit the readmission request form and letter of intent as soon as they make the decision. petitions for readmission will be reviewed by the program administrator, director of nursing, and adn faculty. the decision to readmit the students will be made on the basis of the following criteria:

a. no more than 1 previous academic or clinical failure, withdrawal or dismissal from the program.

b. available space in the course.

c. evaluation of the student’s standing relative to any revision in the curriculum, courses, or requirements which may have occurred.

d. review and evaluation of student’s academic and clinical performance at the time of student’s withdrawal or dismissal.

e. satisfactory performance of readmission activities (theory and lab) as designated by the program administrator or the director of nursing and faculty of the specific course if applicable readmission criteria have been met. students will be asked to successfully pass a version of the final exam from the last course successfully completed and a drug calculation test. the two scores will be added together and averaged to determine if the minimum score of 80% has been met. students must achieve a minimum score of 80% (with no rounding of points and no option for remediation or any readmission testing).

students who have been out of the nursing program for longer than one year will be required to repeat a state (ohio bureau of criminal identification and investigation bci) and federal (fbi) background check and history and physical form with immunizations. all requirements must be completed prior to the first day of class. students seeking readmission are subject to the policies in place in the student handbook and catalog at the time of readmission request. students who have been out of the adn program for a period of 2 years or longer may be required to repeat courses.

no adn course may be repeated more than one time including adn1110. partial completion of courses cannot be accepted for credit, students must retake the entire course. re-entry into adn1110 will not require any readmission activities.
Belmont College offers Transitional Nursing curriculum in which a Certified Paramedic has the opportunity to enter the second level of the Associate Degree Nursing Program. Following the Paramedic Transitional Nursing term, the Certified Paramedic can pursue an Associate Degree in Nursing and become eligible to take NCLEX® RN.

Applicants may be Certified Paramedics from other schools, as well as from Belmont College. Certified Paramedic Transitional nursing courses are offered every other year based on sufficient enrollment. Individuals will enter Certified Paramedic Transitional Nursing curriculum on a first-come, first-served basis after all admission requirements have been met. Potential students may be accepted on provisional status pending completion of all requirements by the first day of class.

The potential candidate must complete the following requirements.

1) Provide proof of current licensure/certification as a paramedic. The licensure/certification must be current and unrestricted as of the first day of class. While it is recommended to maintain the licensure/certification, it is not a requirement to do so after the first day of class.

2) Meet Belmont College’s criteria for admission including admission testing, and any developmental courses as identified by the college’s admission testing

3) Show evidence of completion of course work or its transfer equivalent or substitution in the following:
   - BIO2110 – Anatomy & Physiology I
   - BIO2112 – Anatomy & Physiology II
   - BIO2120 – Microbiology
   - ENG1100 – Composition I
   - MAT1110 – Allied Health Math
   - PSY1120 – General Psychology
   - PSY1130 – Human Development

   NOTE: ENG1100, PSY1120, PSY1130 must be completed with a C or higher. BIO2110, BIO2112 and MAT1110 or their transfer equivalent or substitution must have been completed within the past five years. Effective fall 2020 these courses will only be accepted if three years old or less.

4) Meet the ADN criteria for admission including current physical exam and immunization for on file (within twelve months prior to the date of application. If a student does not submit the required health and physical information prior to the first day of class, the student will be removed from the program.

5) Current American Heart Association for Health Care Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers. If a student does not provide proof of a current CPR card prior to the first day of class, the student will be removed from the program.

6) Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application.

The Paramedic Transitional Nursing course is composed of 7 credit hours. The course will be established as 2 credit hours (4 contact hours) of lab skills, 3 credit hours of theory, and 2 credit hours (6 contact hours) of clinical, 2 credit hours Pharmacology and 3 credit hours Ethics (if not already completed).

Year 1

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<thead>
<tr>
<th>SUMMER TERM</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>ADN1120 - Pharmacology</td>
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<tr>
<td>ADN1150 - Transitional Nursing</td>
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</tr>
<tr>
<td>PHL2130 - Ethics</td>
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<tr>
<th>FALL SEMESTER</th>
<th>Credit Hours</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>ADN2140 - Nursing IV - Concepts of Family Nursing</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>ADN2150 - Nursing V - Nursing Seminar</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>MAT1120 - Statistics</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PHL2130 - Ethics</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>Credit Hours</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADN2160 - Nursing VI - Acute Care Concepts</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>ADN2170 - Nursing VII - Transition to Professional Role</td>
<td>9</td>
<td></td>
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<tr>
<td>COM1110 - Interpersonal Communications</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PSY1120 - General Psychology</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 40
Belmont College offers Transitional Nursing in which a Licensed Practical Nurse has the opportunity to enter the second level of the Associate Degree Nursing program.

Applicants may be a Licensed Practical Nurse from other schools, as well as from Belmont College. Based on sufficient enrollment, the Transitional Nursing will be offered during the summer term and during the fall semester in the evening. Individuals will enter the Transitional Program on a first come, first serve basis after all admission requirements have been met. Class size is limited to space available in the second level ADN program.

Applicants who meet the following admission criteria will be eligible for Transitional Nursing. Potential students may be accepted on provisional status pending completion of all requirements by the first day of class.

The potential candidate must complete the following requirements.
1) A graduate of a state approved school of practical nursing with unrestricted current licensure and a GPA of 2.5. The licensure must be current and unrestricted as of the first day of class. While it is recommended to maintain the LPN license, it is not a requirement to do so after the first day of class.

2) Meet Belmont College’s criteria for admission including admission testing, and any developmental courses as identified by the college’s admission testing.

3) Show evidence of completion of course work or its transfer equivalent or substitution in the following:
   • BIO2110 – Anatomy & Physiology I
   • BIO2112 – Anatomy & Physiology II
   • BIO2120 – Microbiology
   • ENG1110 – Composition I
   • MAT1110 – Allied Health Math
   • PSY1120 – General Psychology
   • PSY1130 – Human Development
   BIO2110, BIO2112 and MAT1110 or their transfer equivalent or substitution must be completed within the last five years. Effective fall 2020 these courses will only be accepted if three years old or less.

4) Meet the ADN criteria for admission including current physical exam and immunizations (within twelve months prior to the date of application). If a student does not submit the required health and physical information prior to the first day of class, the student will be removed from the program.

5) Current American Heart Association for Health Care Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers. If a student does not provide proof of a current CPR card prior to the first day of class, the student will be removed from the program.

6) Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application.

7) Upon acceptance into Transitional Nursing, the LPN will enroll into the following:
   • 2 credit hours Pharmacology
   • 7 credit hours Transitional Nursing
   • 3 credit hours Ethics (if not already completed)

NOTE: The transitional nursing course is composed of 7 credit hours. The course will be established as 2 credit hours (4 contact hours) of lab skills, 3 credit hours of theory, and 2 credit hours of clinical (6 contact hours).

NOTE: ADN curriculum and policies are expected to change for Fall Semester 2019-2020. For additional information please contact an academic advisor.
NURSING APPLICATION REQUIREMENTS
ADMISSION INTO THE ADN & PN PROGRAMS AND TRANSITIONAL NURSING PROGRAMS: TAN & PTN

NOTE: ADN curriculum and policies are expected to change for Fall Semester 2019-2020. For additional information please contact an academic advisor.

<table>
<thead>
<tr>
<th></th>
<th>ADN</th>
<th>PNP</th>
<th>TAN</th>
<th>PTN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belmont Application*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>High School/GED Transcripts*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Placement Test Scores*</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PN Program Transcripts</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Show current license/certificate</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete any/all developmental courses (<strong>C</strong> or better)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete BIO2110 &amp; MAT1110**</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Complete BIO2112 &amp; 2120, ENG1110, PSY1130**</td>
<td>No</td>
<td>No</td>
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<td>Yes</td>
</tr>
<tr>
<td>Complete PSY1120</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Show STNA certification</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*Application file is complete upon receipt of these items or their transfer equivalent by the Records Office.

**BIO2110, 2112, 2120 and MAT1110 or substitution must have been completed no longer than 5 years prior to admission. These courses must be repeated if older than 5 years. Effective Fall 2020 these courses will only be accepted if 3 years old or less.

Associate Degree Nursing (ADN) applicants must complete all developmental courses indicated by placement test scores as well as BIO2110, MAT1110 and PSY1120 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. Students will then submit a special nursing application to take the Nursing Entrance Exam. Current STNA certification must be presented at the time of application. Applicants will be ranked by course grades and Nursing Entrance Exam results and accepted into the next starting program based on individual scores. ADN applicants are strongly encouraged to take MED1105, Medical Terminology, prior to entry into the nursing program. Students who have completed the ADN course prerequisites and are ready to begin the program requirements will be ranked according to pre-determined criteria. For more information, contact the Nursing Academic Advisor or Director of Nursing.

Transitional Nursing (TAN) applicants must complete all transitional courses indicated by placement test scores, BIO2110, BIO2112, BIO2120, ENG1110, MAT1110, PSY1120, and PSY1130 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. See Program Descriptions for additional information on the Transitional Nursing program.

Paramedic Transitional Nursing (PTN) students must complete developmental courses indicated by placement test scores, BIO2110, BIO2112, BIO2120, ENG1110, MAT1110, PSY1120, and PSY1130 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. See Program Descriptions for additional information on the Paramedic Transitional Nursing program.

All students interested in a nursing program should work closely with an academic advisor.
PUBLIC SERVICE

Criminal Justice, Computerized Legal Office Specialist, Legal Office Specialist

Desiree Lyonette, Esq.
Faculty Lead & Assistant Professor
dlyonette@belmontcollege.edu
740.699.3922
CRIMINAL JUSTICE (CJT) ASSOCIATE OF APPLIED SCIENCE DEGREE

Criminal Justice is an umbrella term for one of the fastest growing occupational areas in society today. The field offers careers for both men and women in a variety of positions dealing with adults and juveniles in the private sector and with numerous public agencies at all levels of government. Students are encouraged to contact the Faculty Lead to discuss career options available prior to enrollment. The program is designed:

1. for the entry-level student who wants to prepare for entry-level employment within the field;
2. for current practitioners in the field seeking additional skills and knowledge for personal improvement and/or promotional purposes; and
3. to provide an associate degree option to students desiring to transfer to another college or university to complete a bachelor’s degree program.

Anyone considering a career in criminal justice should be aware that some employers and agencies may require applicants to meet certain pre-employment qualifications. Some common requirements may include: lack of a criminal record, satisfactory background checks, physical conditions and standards, residency requirements, and emotional stability.

Program Outcomes
1. Meet or exceed Belmont College’s Core Learning Outcomes, including communicate effectively (written, oral, and reading), think critically and creatively, learning actively, accept accountability and build global/multicultural diversity awareness as monitored.
2. Improved quality of life by required enrollment in non-technical courses in science, math, and the humanities.
3. Demonstrate first year college level technical knowledge in the following areas of the criminal justice process: Institutional Corrections, Interview and Interrogation, Community Corrections, Law Enforcement, Substance Abuse, Criminal Law and Introduction to Criminal Justice.
4. Demonstrate more complex second year college level technical knowledge in four separate areas of the criminal justice process, including: Criminal Investigation, Forensics, Correctional Law, Criminal Procedure, American Court Systems, Private Security, Current Issues in Criminal Justice or a special topic offered.
5. Demonstrate the ability to apply technical knowledge acquired in the classroom in the required practicum experience, to better prepare the student for employment in the criminal justice field, or to prepare the student to pursue further academic endeavors.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>CJT1111 Introduction to Criminal Justice</td>
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<tr>
<td>CJT1121 Institutional Corrections</td>
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<td>ENG1110 Composition I</td>
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<td>PSY1120 General Psychology</td>
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<td>Communications Elective</td>
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<tr>
<td>SPRING SEMESTER</td>
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<tr>
<td>CJT1125 Interview and Interrogation OR</td>
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<tr>
<td>CJT1135 Introduction to Law Enforcement</td>
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<td>CJT1151 Introduction to Criminal Law</td>
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<td>SOC1110 Sociology</td>
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<tr>
<td>POL2110 American National Government</td>
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<tr>
<td>*Natural &amp; Physical Science or Math or Humanities Elective</td>
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<tr>
<th>Year 2</th>
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<tr>
<td>FALL SEMESTER</td>
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<tr>
<td>CJT2241 Criminal Investigation</td>
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<tr>
<td>CJT2261 Ethics in Criminal Justice OR Upper level elective</td>
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<tr>
<td>CJT2254 Criminal Procedure</td>
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<tr>
<td>SOC2130 Criminology</td>
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<tr>
<td>SPRING SEMESTER</td>
<td>15-16</td>
<td></td>
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<tr>
<td>CJT2256 American Court Systems</td>
<td>3</td>
<td></td>
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<tr>
<td>CJT2291 Current Issues in Criminal Justice</td>
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<tr>
<td>CJT2271 Criminal Justice Practicum</td>
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<td>CJT2281 Criminal Justice Seminar</td>
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<td>SOC2140 Juvenile Delinquency</td>
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<td>*Natural &amp; Physical Science or Math or Humanities Elective</td>
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</table>

Total Credit Hours 60-63

* Students must take one Natural & Physical Science elective, one math elective, and one Humanities elective during the course of the program. Statistics is strongly recommended for those students pursuing a four year degree.

NOTE:
- Students choosing to take only 12 credit hours per semester will be required to enroll in at least 2 Criminal Justice courses per semester.
- Students wishing to pursue a legal office certificate should speak to the program chair in their first semester to incorporate required courses into their graduation track.
- CJT course electives are determined by level of interest, enrollment and faculty availability.
- Students are required to earn 12 credit hours in first level CJT courses and 15 credit hours in second level CJT courses to graduate, and CJT2271 & CJT2281 are required to graduate.
COMPUTERIZED LEGAL OFFICE SPECIALIST (CLO)
ASSOCIATE OF APPLIED TECHNICAL STUDIES DEGREE

Upon completion of this degree, students will be able to function in all aspects of a computerized office environment with their choice of emphasizing in general office procedures, computer applications such as multimedia and web design, or legal office machines terminology.

Program Outcomes
1. Format legal documents used in a legal, government, business or agency office setting, using word processing software.
2. Incorporate spreadsheets and databases into documents.
3. Manage workflow utilizing computer, interpersonal, organizational and writing skills.
4. Produce legal, government, business or agency needed documents using machine transcription.

Additional outcomes will be achieved based on the student’s elective choice:
5. Learn correct records management procedures in order to file and retrieve correspondence in a correct and timely fashion.
6. Gain an understanding of media and how it is used in the business world.
7. Become proficient on the web using/creating websites with HTML and editors.

**Year 1**

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>Credit Hours</th>
<th>Completed</th>
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<tbody>
<tr>
<td>CPT1100</td>
<td>Introduction to Computers/os</td>
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<tr>
<td>ENG1110</td>
<td>Composition I</td>
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<tr>
<td>LGL1130</td>
<td>Legal Terms &amp; Transcription</td>
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<tr>
<td>Math Elective (MAT1115 or higher) (MAT1120 recommended)</td>
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<tr>
<td>OAM1150</td>
<td>Document Production &amp; Formatting</td>
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**SPRING SEMESTER**

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<tr>
<th>SPRING SEMESTER</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJT1151</td>
<td>Introduction to Criminal Law</td>
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<tr>
<td>COM1115</td>
<td>Speech</td>
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<td>LGL1136</td>
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**Year 2**

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<tr>
<td>ACC1120</td>
<td>Financial Accounting</td>
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<tr>
<td>CJT1111</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>Social &amp; Behavioral Science Elective</td>
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<td>Technical Electives</td>
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**SPRING SEMESTER**

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<table>
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<th>SPRING SEMESTER</th>
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<tr>
<td>CPT1132</td>
<td>Computerized Spreadsheets</td>
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<tr>
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<td>Database Management</td>
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**Total Credit Hours 62-63**

**TECHNICAL ELECTIVES**

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<tr>
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<tr>
<td>CJT1125</td>
<td>Interview &amp; Interrogation</td>
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<tr>
<td>CJT2256</td>
<td>American Court System</td>
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<tr>
<td>CPT1119</td>
<td>Multimedia &amp; Design</td>
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<tr>
<td>CPT1125</td>
<td>Introduction to Media</td>
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<tr>
<td>CPT1163</td>
<td>HTML/Web Page Design</td>
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<tr>
<td>OAM1135</td>
<td>Records Management</td>
<td>3</td>
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<tr>
<td>OAM1136</td>
<td>Machine Transcription</td>
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<tr>
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<td>Criminal Justice Practicum Elective</td>
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<tr>
<td>CJT2271</td>
<td>Criminal Justice Practicum</td>
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<tr>
<td>CJT2281</td>
<td>Criminal Justice Seminar</td>
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**NOTE:**
- A Legal Office Specialist Certificate may be obtained with successful competition of first year courses.
- CJT2271 or CJT2272 must be taken with CJT2281.
The Legal Office Specialist program provides education that leads to entry level positions in law firms, corporate legal departments, and various government offices. Legal office specialists handle routine assignments and help in the preparation of closings, hearings, trials, and meetings. They analyze and organize as well as manage and track files of case documents.

Under the Legal Office Specialist certificate program, students will be given training in legal documents and terminology, legal machine transcription, legal office procedures, spreadsheet/database management applications, and word processing. These courses are essential in providing administrative support in a law firm, legal department, court, and various business and governmental agencies.

**Program Outcomes**

1. Transcribe legal terms from prerecorded dictation.
2. Analyze and organize information.
3. Define legal terms and use them in legal context.
4. Provide administrative support.
5. Create legal documents using word processing software.
6. Produce legal documents used in court and legal field.
7. Apply appropriate writing techniques, use correct spelling, punctuation, and proper grammar when composing business correspondence.
8. Learn correct records management procedures in order to file and retrieve correspondence in a correct and timely fashion.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu

### Year 1

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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<td></td>
<td>31-32</td>
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</table>

Certificate may be supplemented to lead into an Associate of Applied Technical Studies Degree in Computerized Legal Office Specialist or a Criminal Justice Associate of Applied Science Degree.
EMERGENCY MEDICAL SERVICES – PARAMEDIC, FIREFIGHTER

Ailsa Vogelsang
Faculty Lead & EMS Fire/Safety Coordinator
avogelsang@belmontcollege.edu
740.699.3866
EMERGENCY MEDICAL SERVICES (EMT) PARAMEDIC
ASSOCIATE OF APPLIED SCIENCE DEGREE

The Paramedic Degree program is a combination of allied health and general education courses designed to give students the complex knowledge and skills necessary for the acute management and transportation of the broad range of critical and emergent patients who access the emergency medical system. Coursework includes specialized subject matter, laboratory, clinical, and vehicle experiences which prepare individuals to become members of the emergency medical services health care team working under the direction of a physician. The Paramedic provides emergency care based on an advanced assessment and the formulation of a field impression while focusing on minimizing secondary injury and providing comfort to the patient and family. Course and clinical activities incorporate invasive procedures and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. As part of their classroom experience students will also complete courses in International Trauma Life Support-Adult and Pediatric Provider, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students successfully completing the program will be eligible for National Registry of Emergency Medical Technicians and State of Ohio certification testing as stipulated by the Ohio Division of Emergency Medical Services. Policies for all students in the Emergency Medical Services programs are in the Academic Policies section of this catalog.

Program Goal
The goal of the Belmont College Paramedic program is to prepare competent, entry level emergency medical providers with the knowledge, skills, attitudes, and behaviors necessary to provide quality emergency medical care in their communities and in accordance with the Ohio Division of Emergency Medical Services and the National EMS Standards curriculum (with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels).

Program Outcomes
At the completion of the Belmont College Paramedic program, the graduate will be able to demonstrate the following as an entry level paramedic in the Ohio Valley:

1. Demonstrate the ability to understand, apply, and evaluate the clinical information necessary for managing and transporting acute medical and traumatic patients.
2. Demonstrate proficiency with all technical skills as relative to providing emergency medical care and transportation to critical and emergent patients.
3. Demonstrate professional attitudes and behaviors consistent with the expectations of area employers and the local medical community.
The Paramedic Certificate program is a combination of allied health courses designed to give students the complex knowledge and skills necessary for the acute management and transportation of the broad range of critical and emergent patients who access the emergency medical system. Coursework includes specialized subject matter, laboratory, clinical, and vehicle experiences which prepare individuals to become members of the emergency medical services health care team working under the direction of a physician. The Paramedic provides emergency care based on an advanced assessment and the formulation of a field impression while focusing on minimizing secondary injury and providing comfort to the patient and family. Course and clinical activities incorporate invasive procedures and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. As part of their classroom experience students will also complete courses in International Trauma Life Support-Adult and Pediatric Provider, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students successfully completing the program will be eligible for State of Ohio certification testing as stipulated by the Ohio Division of Emergency Medical Services. Policies for all students in the Emergency Medical Services programs are in the Academic Policies section of this catalog.

**Program Goal**

The goal of the Paramedic program is to prepare competent, entry level emergency medical providers with the knowledge, skills, attitudes, and behaviors necessary to provide quality emergency medical care in their communities and in accordance with the Ohio Division of Emergency Medical Services and the National EMS Standards curriculum (with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels).

**Program Outcomes**

At the completion of the Belmont College Paramedic program, the graduate will be able to demonstrate the following as an entry level paramedic in the Ohio Valley.

1. Demonstrate the ability to understand, apply, and evaluate the clinical information necessary for managing and transporting acute medical and traumatic patients.

2. Demonstrate proficiency with all technical skills as relative to providing emergency medical care and transportation to critical and emergent patients.

3. Demonstrate professional attitudes and behaviors consistent with the expectations of area employers and the local medical community.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website: www.belmontcollege.edu
EMERGENCY MEDICAL - PARAMEDIC

POLICIES AND PROCEDURES

Accreditation #303 - Program Admission Opens in Spring Semester

Admission to the College does not guarantee admission to the Paramedic program or EMT or Advanced EMT courses. Students must be 18 years of age and out of high school to attend any EMS course and to be certified. For EMT courses, the student may be 17 but must be in their final year of high school to attend but may not be certified until they are 18 (please see the CCP enrollment policies outlined in the college catalog). It is recommended that students contact the EMS/Fire Coordinator prior to seeking admission to the program.

Students are considered for admission to the program as soon as the EMS/Fire Coordinator or Admissions Office receives the following:

- Placement test scores
- High school transcript or GED test scores
- Copy of valid driver’s license
- Copies of ICS/NIMS 100, 100a, or 100b and 700, or 700a submitted during course
- Medical clearance/physical form on file prior to student entering clinical or field internships
- Advanced and Paramedic students only - Program pre-test scores (75% or higher)
- Advanced and Paramedic students only – Interview with program coordinator
- Advanced and Paramedic students only - Copy of valid Ohio EMT-B certification or Ohio Advanced EMT (AEMT) certification
- Advanced and Paramedic students only - Copy of NREMT certification if applicable
- Advanced and Paramedic students only - Copy of current AHA Health Care provider CPR certification
- Advanced and Paramedic students only - Copies of ICS/NIMS 100, 100a, or 100b and 700, or 700a
- Paramedic students only - Completion of BIO 2110, Anatomy & Physiology, or equivalent with a grade of “C” or better

When this required information is on file, the potential student must schedule an interview with the EMS/Fire Program Coordinator to determine admission to the program. When accepted into the program, the student will then be permitted to register for class.

Students wishing to complete only the Advanced EMT course must complete all entrance requirements and enroll in EMT 1150. Students must be Ohio Certified EMTs to apply for admission to the Advanced EMT program. Students must be Ohio certified EMTs or Advanced EMTs to apply for admission to the Paramedic Program. Potential students will be admitted at the discretion of the Program Coordinator and as space permits.

Students who complete the above listed criteria after the class is full will be placed on a waiting list in chronological order based on the date of a completed file. Students will be accepted into the program as space becomes available.

Ohio Division Of EMS Certification

To obtain Certification from the Ohio Division of EMS, the student may not have been convicted, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment in lieu of conviction for any of the following:

- Any felony:
- A misdemeanor committed in the course of practice;
- A misdemeanor involving moral turpitude;
- A violation of any federal, state, county, or municipal narcotics law;
- Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a Violation set forth in this paragraph;
- Has not been adjudicated mentally incompetent by a court of law;
- At the time of application, is not under indictment for any felony or a misdemeanor as outlined in paragraph (A)(3) of this rule;
- Does not engage in the illegal use of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an emergency medical provider;
- Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765 of the Revised Code;
- Within twelve months prior to making application with the Program, has passed an examination administered by the board, in accordance with section 4765.29 of the Revised Code at the level for which certification is sought.

An applicant who has pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for an offense listed in paragraph (A)(5) of rule 765-8-01 of the Administrative Code must, at the applicants expense, submit with the application a certified copy of the judgment entry from the court in which the conviction occurred, a civilian background check from the Bureau of Criminal Identification and Investigation (BCI&I), and a certified copy of the police report or law enforcement agency report, if applicable. Subject to the discretion of the division (of EMS), failure to submit this documentation will render the application incomplete; however, the application will not be returned to the applicant and will not be processed until the above documentation has been submitted to the division (of EMS).

If the above applies to the student, he/she may still enroll in and complete the course; however, the student may or may not be certified by the Ohio Division of EMS. Please contact the EMS/ Fire Coordinator (if any of the above circumstances apply to you) in order to start the process with the State of Ohio Division of EMS if applicable. Declaration forms can be downloaded at: http://www.ems.ohio.gov/.

Grades

Grades will be given to individual students following each semester in the program and may be accessed via the JICS student portal or through the Records Office. Students will be graded on cognitive, psychomotor, affective, and clinical objectives. Students must demonstrate competency with a minimum score of 77% on exams and receive a minimum passing score of 77% in each course. The following grading scale will be used for all EMS program courses:

<table>
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<tr>
<th>GRADE SCALE</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>95-100%</td>
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<tr>
<td>A-</td>
<td>91-94%</td>
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<tr>
<td>B+</td>
<td>89-90%</td>
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<tr>
<td>B</td>
<td>85-88%</td>
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<tr>
<td>B-</td>
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<td>75-76%</td>
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<tr>
<td>D+</td>
<td>75-76%</td>
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<tr>
<td>D</td>
<td>70-72%</td>
</tr>
<tr>
<td>F</td>
<td>69% or less</td>
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</table>
Failure to Maintain “C” Average
Emergency medical students will automatically be dropped from the program if they fail to maintain a “C” average in each course. Unsuccessful EMT and Advanced EMT students must repeat the entire course. Unsuccessful paramedic students are required to resubmit entrance requirements and begin the sequence again starting with EMT 2010.

Testing and Examinations
Quizzes, assignments, and examinations may be given in accordance with the course syllabus or may be unannounced. The student is responsible for making arrangements with the instructor for make-up testing and assignments. All make-up testing must be completed within two weeks of return to the class.

Assignments
All assignments must be submitted by the start of class on the date due in order to receive full credit for them. No credit or partial credit will be given at the discretion of the instructor for late assignments. If extenuating circumstances make assignment completion impossible, it is the responsibility of the student to make an appointment with the instructor and all make-up assignments must be submitted within two weeks of the due date or return to class.

Attendance and Punctuality
Students are expected to attend all classes and any clinicals which have been arranged. Calling off, arriving late, or leaving early are considered unfavorable actions by the instructors, the class participants, and the clinical facilities and are not permissible except in extreme circumstances. Students should report all classroom absences to the course instructor. When the student has plenty of notice, arrangements to cancel clinical internships should be done through the EMS/Fire Coordinator as soon as possible so that other students may take advantage of the clinical time open. In emergency situations when advanced notice of an absence is impossible, the student should report the absence to the clinical facility and the EMS/Fire coordinator as soon as possible, preferably before the scheduled time. Please notify the coordinator via voice message, e-mail, or in person immediately. Repeated call offs, failure to attend, or failure to notify both the clinical facility and coordinator may result in disciplinary action and the loss of privileges at the clinical site.

Classroom absences exceeding more than 10% of any given course can result in automatic failure of the course or of the program. Excused students are responsible for making up all course content with a Belmont College EMS program instructor and making arrangements for make-up time with the course instructors and EMS/Fire Coordinator. Students who miss more than three consecutive days of the program through illness or medical leave of absence must contact the EMS/Fire Coordinator. Eligibility for returning will require a physician’s signed statement, permission from the Vice President of Academic Affairs and Student Engagement, or permission of the Program Coordinator. Absences in excess of three days will be made up at the discretion of the Program Coordinator.

Clinical and Field Internships
Students are rotated through a variety of medical, surgical, emergency, and field services during the program as outlined by their respective curriculums. Students will work under the direction of the facility coordinator and clinical preceptors to complete the requirements for their program. Paramedic students will schedule approximately 14-16 hours per week in the clinical setting which does not include classroom time.

Clinical internships are part of the class and are required for successful completion of the course. Students will not receive a grade for the course or be eligible for testing or certification until the clinical requirements are complete. Hospital rotations, field internships, and skills documentation must be completed before the end of the student’s respective program. Failure to complete clinical/field internships within this timeframe will result in failure of the course. In extreme circumstances the student may seek an extension for clinical/field internship completion. The extension must be in writing and approved by the EMS/Fire Coordinator.

All clinical internships must be arranged by the EMS/Fire Coordinator through Belmont College. Once the student has arranged clinical time with the coordinator, the clinical internship will be added to the Master Clinical Schedule. Clinical documentation that is not on the Master Clinical Schedule when turned in will not count towards the student’s time or skill requirements and may result in disciplinary action.

Dress Code - Clinical Attire
Every EMT, advanced EMT, and paramedic student is expected to present with a clean, well-groomed, and neat appearance during all clinical and field internships. As a representative of the EMS profession and of Belmont College the student is required to wear a professional uniform and is responsible for the upkeep, maintenance, and laundering of that uniform. Problems with grooming, appearance, equipment, and uniform may result in loss of clinical privileges at the clinical site and could result in the student being sent home. The full uniform is to be worn to all sites. In some circumstances the student may be required to change at the facility according to the policies and procedures of that facility.

Field Internship Uniform:
• Belmont College or plain navy/dark blue polo shirt
• Belmont College EMS/Fire T-shirt in navy
• Navy or dark blue pants
• Clean dark socks
• Clean, black boots or shoes
• Belmont College ID

The student may bring full protective firefighting turnout gear to be worn during vehicle accident rescue operations or as directed by the field internship preceptor. The student is not to participate in fire fighting activities.

Hospital Clinical Uniform:
• Plain black or gray scrub tops and bottoms
• Plain scrub jackets are permissible
• Clean white socks
• Clean, white shoes
• Belmont College ID
• Some additional dress codes may apply at certain locations

Fire department/EMS Service uniforms, t-shirts, and hats are not permitted to be worn during clinicals.

Should additional, special clinical opportunities arise casual or other clinical uniforms may be worn with authorization from the EMS/Fire Coordinator. Dress code and other information will be provided at the time.

Identification:
The student will be issued an EMS program photo college ID that is to be worn at all clinical sites. Arrangements will be made during class for issuing the IDs. IDs will be replaced at the student’s expense. Some facilities require that the student obtain a facility specific ID.

Equipment:
• Stethoscope
• Watch with seconds monitored
• Pen(s) with black and red inks (No documentation in other colors of ink)
• Trauma shears or bandage scissors (optional)

General Appearance:
• Finger nails should be of reasonable length, well-manicured, and clean.
• Colored nail polish is not permitted.
• Hair should be neat and off the collar while in clinicals.
• Long hair must be tied up and no loose or dangling hair is permitted.
• Extreme haircuts, styles, and dyes are not permitted.
• Facial hair should be neat and well groomed.
• No ball caps or head gear are to be worn.
• Only authorized jewelry is permitted.
• A plain wedding band may be worn while in uniform.
• No other rings are permitted.
• Neck chains are permissible if not visible.
• No earrings, brow rings, nose piercings, or other piercings are permitted to be visible. Jewelry can harbor bacteria, fungi, and viruses.
• Smoking is permitted only in designated areas and at designated times as outlined by the clinical site.

Field Internship Uniform:
• Belmont College or plain navy/dark blue polo shirt
• Belmont College EMS/Fire T-shirt in navy
• Navy or dark blue pants
• Clean dark socks
• Clean, black boots or shoes
• Belmont College ID
These offenses include but are not limited to:

- Chewing gum is not permitted while in the clinical setting.
- Perfumes or colognes are not permitted to be worn during clinicals as they may agitate the conditions, particularly respiratory conditions, of the patients.

Withdrawal
Students wishing to withdraw from the program or the College must officially withdraw following the policies outlined in the College catalog. See catalog index for page number.

Insurance
Students' health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. Students not covered by hospitalization are required to carry student accident insurance to cover any injuries that they might sustain while in the classroom, lab, clinical, or field internship/practicum settings.

Liability coverage is provided for the student during the classroom, laboratory, clinical, and field internship rotations. This coverage is in effect only during authorized activities associated with the program. For this reason it is extremely important that the student be on record as scheduled for clinical, field, classroom, and laboratory activities.

Emergency Care
Student medical or emergency care in case of illness or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to hospital personnel as defined in hospital personnel policies. Illnesses or accidents incurred while on duty will be reported at once to the clinical instructor. Students must be seen by a physician of their choice. Before students return to the clinical area, they must have written authorization from a physician. The affiliating hospitals receive compensation for the aforesaid care through individual hospital insurance plans carried by individual students.

Disciplinary Action
Students in the program are expected to be professional and ethical at all times during their participation. Any violation of College policy, ethical standards, or professionalism may subject the student to disciplinary action up to and including dismissal from the program.

These offenses include but are not limited to:
- Code of Conduct violations (see catalog index for page number)
- Academic dishonesty (see catalog index for page number)
- Inappropriate behavior
- Theft or other criminal activity
- Betrayal of patient confidentiality
- Failure to obey clinical preceptors

All violations will be documented in the student’s permanent record. Students accused of such activity are entitled to appeal any accusation according to the College Grievance Procedure outlined in the Course Catalog and Student Handbook. See catalog index for page number.

Requirements for Certificate of Completion of Paramedic Program
1. Current valid Ohio Basic EMT or Advanced EMT certification maintained
2. BLS Healthcare Provider Card current
3. ACLS Course completion
4. PALS Course completion
5. ITLS Course completion
6. PEDS ITLS Course completion
7. ICS/NIMS Course certificates
8. All credentials on file in the program/student records.
9. All clinical and field internship hours and skills documented, and submitted before taking the written and practical certification examinations
10. Successful completion of all coursework, as required by College standards
11. Successful completion of lab portfolios.
12. Comprehensive program final with a score at or above the cut score.

Students must successfully complete each course in the paramedic program sequence in a single cycle. Unsuccessful students are required to resubmit entrance requirements and begin the sequence again starting with EMT 2010.

Graduation Requirements
The student is responsible for completing all program requirements. A Degree Candidacy Declaration Form #73 must be completed one semester prior to the semester in which the student expects to graduate. The Faculty Lead and the Executive Dean of Academic Affairs must approve the petition. Graduation requirements include successful completion of all required courses in general education with a cumulative grade point average of 2.0, and students must have a letter grade of “C” or better in all paramedic courses.

Please see EMS program details and the EMS student handbook for additional information and course specific requirements.

Advanced Placement for Health Care Professionals
Currently Licensed/Certified Health Care Professionals may be eligible to apply prior learning and work experience. Advanced placement is considered on a case by case basis and potential students must demonstrate competency in all areas of the curriculum regardless of past experience. See the "Credit for Experience" and "Credit Transfer" sections of the college catalog for additional information on developing the portfolio. All other entrance and exit requirements apply. Candidates should:

1. Apply to the paramedic program. All state and college prerequisites apply.
2. Send college and military transcripts for evaluation
3. Develop a portfolio that supplies appropriate documentation of past experiences including:
   a. Copies of state licenses/certifications;
   b. Resume;
   c. Job description;
   d. Documentation of how work experience met the learning objectives outlined in the course syllabus (6 month minimum work experience is required); Letter from supervisor on company letterhead listing job duties that were performed and the supervisor’s signature;
   e. Military documents/Veteran Verification of Training;
   f. Include seminar, certificates, and other relevant training documentation;
   g. Include examples of work, e.g., computer programs written, business documents prepared;
   h. Other applicable documentation of experience and training.
4. Schedule a meeting with the program coordinator to review the portfolio and determine which areas of the curriculum the candidate meets the requirements for competency testing
5. Take the written exam(s) for which the candidate has demonstrated sufficient experience
6. Take the practical exam(s) for which the candidate has demonstrated sufficient experience
7. Schedule the required and remaining classroom, laboratory, and clinical courses in the program

For Ohio Division of EMS Criminal Conviction Disclosure go to: www.belmontcollege.edu/current-students/programs-of-study/paramedic/
The Firefighter degree program is a combination of related fire service and general education courses designed to give students the knowledge and skills necessary to perform the duties of firefighters. Coursework includes specialized subject matter, practical, and vehicle experiences which focus on the practices and techniques of firefighting in accordance with the Ohio Department of Public Safety, Division of Emergency Medical Services, Office of Fire Services' curricula. Students will complete courses for initial firefighter certification, fire science core classes, various elective awareness and rescue courses, and live fire training. Students successfully completing the initial training courses will be eligible for State of Ohio certification testing as stipulated by the Ohio Division of Emergency Medical Services, Office of Fire Services. Policies for all students choosing basic related courses in Emergency Medical Services are in the Academic Policies section of this catalog.

The goal of the Belmont College Firefighter program is to prepare competent, entry level firefighters with the knowledge, skills, attitudes, and behaviors necessary to perform as career firefighters in their communities and in accordance with the Ohio Office of Fire Services curriculum.

For program admission requirements go to: www.belmontcollege.edu/current-students/programs-of-study/firefighter/.  

**Program Outcomes**

1. Demonstrate the ability to understand, apply, and evaluate information relative to performing the duties of a firefighter.

2. Demonstrate proficiency with all technical skills concerned with the practices and techniques of firefighting.

3. Demonstrate professional attitudes and behaviors consistent with the expectations of area employers and the local fire services community.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Credit Hours</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td></td>
<td>17</td>
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<tr>
<td>BIO2110</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>ENG1110</td>
<td>Composition I</td>
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<tr>
<td>EMT1110</td>
<td>Emergency Medical Technician</td>
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<tr>
<td>FST1116</td>
<td>Workplace Safety OR</td>
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<tr>
<td>FST1160</td>
<td>Emergency Medical for Firefighters</td>
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<tr>
<td>FST1171</td>
<td>HazMat Awareness &amp; Confined Space Entry</td>
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<td>FST2180</td>
<td>Hazardous Material Operations</td>
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<td>SPRING SEMESTER</td>
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<td>FST1110</td>
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<td>FST1120</td>
<td>Ohio Firefighter I</td>
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<tr>
<td>FST1170</td>
<td>Introduction to Technical Rescue</td>
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<td>FST2181</td>
<td>Vehicle Rescue I</td>
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<tr>
<td>FST2183</td>
<td>Rope Rescue I</td>
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<tr>
<td>MAT1120</td>
<td>Statistics OR</td>
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<td>MAT1130</td>
<td>College Algebra</td>
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<tr>
<th>Year 2</th>
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<td>FST1130</td>
<td>Ohio Firefighter II Transition Course</td>
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<tr>
<td>FST2101</td>
<td>Fire Prevention</td>
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<tr>
<td>FST2102</td>
<td>Fire Protection Systems</td>
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<tr>
<td>FST2103</td>
<td>Fire Behavior &amp; Combustion</td>
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<tr>
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<td>Ethics</td>
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<td>SPRING SEMESTER</td>
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<td>FST2104</td>
<td>Principles of Emergency Services</td>
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<td>FST2105</td>
<td>Building Construction</td>
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<td>FST2106</td>
<td>Principles of Fire Safety &amp; Survival</td>
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<tr>
<td>FST2182</td>
<td>Confined Space Rescue</td>
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<td>FST2220</td>
<td>Public Safety Capstone</td>
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<tr>
<td>PSY1120</td>
<td>General Psychology</td>
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</table>

**Total Credit Hours** 64-65
The General Education course requirements can be met at Belmont College by choosing from the courses specified below. Courses in the right column are not eligible in the Ohio Board of Regents (OBR) Transfer Module (TM) or Transfer Assurance Guides (TAGs) but are still acceptable as completion of the General Education Requirement at Belmont. Those courses may be accepted for transfer at other institutions, but it is up to the student to verify acceptance with the target institution if transfer is the intent. Belmont has articulation and transfer agreements with many two- and four-year colleges and universities throughout the region, and those agreements may also facilitate transfer. When in doubt about your transfer needs, or about the current transfer status of any course, contact the Transfer, Articulation, and Academic Advisor for up-to-date information on the transfer of credits in General Education.

<table>
<thead>
<tr>
<th>REQUIREMENTS FOR COMPLETION OF FULL TRANSFER MODULE</th>
<th>GENERAL EDUCATION COURSE OPTIONS APPROVED IN THE TRANSFER MODULE AND/OR TRANSFER ASSURANCE GUIDES</th>
<th>OTHER GENERAL EDUCATION COURSE OPTIONS</th>
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<td>3 Credit Hours</td>
<td>ENGLISH COMPOSITION &amp; COMMUNICATIONS</td>
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<tr>
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<td>ENG1110 Composition I 3</td>
<td>ENG1140 Technical Writing 3</td>
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<td>ENG1120 Composition II 3</td>
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<tr>
<td></td>
<td>ENG1125 Critical Writing 3</td>
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<td>COM1110 Interpersonal Communications 3</td>
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<tr>
<td></td>
<td>COM1115 Speech 3</td>
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<td></td>
<td>COM1120 Public Speaking 3</td>
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<tr>
<td>3 Credit Hours</td>
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<tr>
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<td>MAT1120 Statistics 4</td>
<td>MAT1110 Allied Health Math 3</td>
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<td>MAT1128 Math for the Liberal Arts 3</td>
<td>MAT1115 College Business Math 3</td>
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<tr>
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<td>MAT1130 College Algebra 4</td>
<td>MAT1125 Technical Math I 3</td>
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<tr>
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<td>MAT1140 Trigonometry 3</td>
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<td>MAT1150 College Algebra/Trig. Accelerated 5</td>
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<td></td>
<td>MAT2110 Business Calculus I 3</td>
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<td></td>
<td>MAT2112 Business Calculus II</td>
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<tr>
<td></td>
<td>MAT2120 Calculus I 4</td>
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<tr>
<td></td>
<td>MAT2122 Calculus II 4</td>
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<td>MAT2124 Calculus III 4</td>
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<td>MAT2130 Linear Algebra 4</td>
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<td></td>
<td>MAT2135 Differential Equations 4</td>
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<td></td>
<td>MAT2140 Finite Mathematics 4</td>
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<tr>
<td>6 Credit Hours</td>
<td>ARTS &amp; HUMANITIES</td>
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<tr>
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<td>ART2110 Global Art History 3</td>
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<td>ENG1150 Experiencing Literature 3</td>
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<tr>
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<td>ENG2105 Introduction to Literature 3</td>
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<td>ENG2110 British Literature I 3</td>
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<td>ENG2122 American Literature II 3</td>
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### ARTS & HUMANITIES cont.

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<tbody>
<tr>
<td>ENG2130</td>
<td>World Literature I</td>
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<tr>
<td>ENG2132</td>
<td>World Literature II</td>
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<tr>
<td>ENG2140</td>
<td>Fantasy Worlds</td>
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<tr>
<td>ENG2150</td>
<td>The Novel</td>
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<tr>
<td>ENG2160</td>
<td>Global 20th-Century Literature</td>
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<tr>
<td>HIS1130</td>
<td>History of American Arch I</td>
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<tr>
<td>HIS1132</td>
<td>History of American Arch II</td>
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<tr>
<td>HIS2130</td>
<td>Intellectual World History</td>
<td>3</td>
</tr>
<tr>
<td>HUM2110</td>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>MUS2110</td>
<td>Traditions in World Music</td>
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</tr>
<tr>
<td>PHL2110</td>
<td>Logic/Critical Thinking</td>
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<tr>
<td>PHL2120</td>
<td>Philosophy</td>
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<tr>
<td>PHL2130</td>
<td>Ethics</td>
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<td>RLG2110</td>
<td>World Religions</td>
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### SOCIAL & BEHAVIORAL SCIENCES

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<th>Course Title</th>
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<td>ANT2110</td>
<td>Cultural Anthropology</td>
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<tr>
<td>BUS2241</td>
<td>Business Law</td>
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<tr>
<td>ECN1110</td>
<td>Macroeconomics</td>
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<td>ECN1120</td>
<td>Microeconomics</td>
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<tr>
<td>EDU2280</td>
<td>Educational Psychology</td>
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<tr>
<td>HIS1110</td>
<td>Western Civilization I</td>
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</tr>
<tr>
<td>HIS1112</td>
<td>Western Civilization II</td>
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<td>HIS1120</td>
<td>Eastern Civilization I</td>
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<td>HIS1122</td>
<td>Eastern Civilization II</td>
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<td>HIS1124</td>
<td>Eastern Civilization III</td>
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<tr>
<td>HIS2110</td>
<td>American History I</td>
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<tr>
<td>HIS2112</td>
<td>American History II</td>
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<tr>
<td>HIS2120</td>
<td>International Studies</td>
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<tr>
<td>POL2110</td>
<td>American National Government</td>
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<tr>
<td>POL2120</td>
<td>State &amp; Local Government</td>
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<td>PSY1120</td>
<td>General Psychology</td>
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<tr>
<td>PSY1130</td>
<td>Human Development</td>
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<td>PSY1140</td>
<td>Theories of Personality</td>
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<td>PSY2110</td>
<td>Abnormal Psychology</td>
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<td>PSY2120</td>
<td>Social Psychology</td>
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<td>PSY2130</td>
<td>Psychology of Adolescence</td>
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<tr>
<td>SOC1110</td>
<td>Sociology</td>
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### SOCIAL & BEHAVIORAL SCIENCES cont.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SOC1120</td>
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<tr>
<td>SOC2130</td>
<td>Criminology</td>
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<tr>
<td>SOC2140</td>
<td>Juvenile Delinquency</td>
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<tr>
<td>SOC2150</td>
<td>Marriage &amp; the Family*</td>
<td>3</td>
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<tr>
<td>SOC2160</td>
<td>Cultural/Diversity Studies</td>
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### NATURAL & PHYSICAL SCIENCES

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<tr>
<td>BIO1110</td>
<td>Human Biology I</td>
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<td>BIO1112</td>
<td>Human Biology II</td>
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<td>BIO1120</td>
<td>Life Science</td>
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<tr>
<td>BIO1130</td>
<td>Introduction to Biology I</td>
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<td>BIO1132</td>
<td>Introduction to Biology II</td>
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<tr>
<td>BIO2110</td>
<td>Anatomy &amp; Physiology I</td>
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<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BIO2120</td>
<td>Microbiology</td>
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<td>CHM1110</td>
<td>Chemistry Principles I</td>
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<td>NSC1110</td>
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<td>CHM1130</td>
<td>Chemistry for Conservators</td>
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<tr>
<td>NSC2110</td>
<td>Global Environment/Energy</td>
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### General Education Electives

<table>
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<tr>
<th>Credit Hours</th>
<th>Note</th>
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<tbody>
<tr>
<td>12-16</td>
<td>The total General Education Requirement at Belmont for Associate degrees is a minimum of 30 credit hours. Each program establishes its own exact general education requirements. Students need to consult the program information pages.</td>
</tr>
</tbody>
</table>

Not all courses are currently offered in every semester. Students need to plan their general education programs using the schedule listed with each individual general education course description. Sometimes courses are offered in additional semesters as needed.

* Courses pending OBR approval.
ACC - Accounting

ACC1105  4 crs.
General Accounting
Study of recording business transactions, preparing working papers, special journals, subsidiary ledgers, financial reports, and basic payroll procedures along with periodic payroll reporting for governmental agencies.
Prerequisites:  None
Course fee:  $53

ACC1120  4 crs.
Financial Accounting
Introduction to basic accounting theory. The course centers on recording business transactions, preparing working papers, and financial reports. Special topics include receivables, payables, inventories, fixed assets, and long-term debt and investment accounting.
Prerequisites:  None
Course fee:  $60

ACC1126  4 crs.
Managerial Accounting
Focus on managerial accounting concepts. The course includes studies on cost behaviors and analysis and the use of managerial accounting information as the basis for management decisions.
Prerequisites:  ACC1120
Course fee:  $60

ACC2204  4 crs.
Intermediate Accounting I
Survey and analysis of methods of accounting for current assets and liabilities. Students are exposed to an intensive study of the content and format of financial statements and reports using General Accepted Accounting Principles and Financial Accounting Standards Board Pronouncements.
Prerequisites:  ACC1126 or Permission
Course fee:  $53

ACC2205  4 crs.
Intermediate Accounting II
Study of the acquisition, use, retirement, and depreciation of plant and equipment. Students study the nature and valuation of intangible assets. Students also learn how to account for transactions which are unique to corporate accounting with emphasis being placed on capital stock, stock rights, stock options, retained earnings, dividends, and long-term liabilities.
Prerequisites:  ACC2204 or Permission
Course fee:  $53

ACC2225  3 crs.
Comp Accounting with Quickbooks
Use of accounting software program QuickBooks to record business transactions for an organization. Students will learn how to account for receivables, payables, payroll, year-end adjusting entries, and bank reconciliations.
Prerequisites:  ACC1120 and CPT1100 or Permission
Course fee:  $10

ACC2238  4 crs.
Fundamentals of Tax Accounting
In-depth study of the federal income tax laws as they relate to taxation for individuals, sole-proprietorships, partnerships, and corporations (including LLCs and S Corporations). The course focuses on the preparation of tax returns and also utilizes a tax preparation software program.
Prerequisites:  None
Course fee:  $90

ACC2243  4 crs.
Cost Accounting
Study of job order and process cost accounting systems. Students will study joint and by-products, job order costing, process costing, standard costing, and payroll accounting. Budgeting and analysis of budget variances are also addressed in this course.
Prerequisites:  ACC1126 or Permission
Course fee:  $38

ACC2283  1 cr.
Accounting Capstone
Course takes one of two directions. The student can work in the accounting field and receive course credit for their work. Students are required to work a minimum of 10 hours per week. As an alternative, students can prepare case analysis of the financial reports of companies.
Prerequisites:  ACC2205 or Permission
Course fee:  $53
Schedule:  SP - Days & Evenings
ACC2300  4 crs.
Oil & Gas Accounting I
Accounting processes related to the exploration, development, and production activities for domestic operations will be discussed. The course will include financial accounting and two cost methods primarily used in oil and gas accounting, i.e. successful efforts and full cost accounting.
Prerequisites:   ACC2204 or Permission
Course fee:  $20

ACC2400  4 crs.
Oil & Gas Accounting II
This course is a continuation of Oil & Gas Accounting I and will include advance accounting processes including: finance, asset retirement obligations, revenues, taxes, joint ventures, and analysis of financial statements.
Prerequisites:   ACC2300
Course fee:  $20

ADN – Registered Nursing

ADN1110  8 crs.
Nursing I – Foundations of Nursing Practice
This fundamental course introduces the student to the profession of nursing. The domains of nursing: people, nursing, and health along with related concepts are introduced. Nursing care of adults is the focus of the course.
Prerequisites:   BIO 2110, MAT 1110, PSY1120, Admission to program
Course fee:  $250

ADN1120  2 crs.
Nursing II – Pharmacology
This course introduces the student to the concepts associated with pharmacology and nursing practice
Prerequisites:   ADN1110
Course fee:  $95

ADN1130  7 crs.
Nursing III – Nursing Care of Adults
This course expands on the introduction of concepts related to basic human needs, the nursing process and nursing practice. Nursing care of adults continues to be the focus. Major concepts included in Nursing III are: regulation, immune/inflammatory response, elimination, mobility, oxygenation and health, illness and wellness.
Prerequisites:   ADN1110
Course fee:  $95

ADN1140  7 crs.
Paramedic Transitional Nursing
Paramedic Transitional Nursing aids in the transition from the role of Certified Paramedic to the role of Registered Nurse. The domains of nursing: people, nursing, and health are introduced. Major concepts in this course are professional role, knowledge acquisition, therapeutic communication, comfort, accident prevention, infection control, oxygenation, tissue perfusion, regulation, mobility, and nutrition.
Nursing care of adults is the focus of this course.
Prerequisites:   Permission
Course fee:  $250

ADN1150  7 crs.
Transitional Nursing
This course aids the Licensed Practical Nurse in role transition to Registered Nurse. The domains of nursing: people, nursing, and health are discussed in relationship to the registered nurse’s role. Major concepts in this course are professional role, knowledge acquisition, therapeutic communication, comfort, accident prevention, infection control, oxygenation, tissue perfusion, regulations, mobility, and nutrition.
Nursing care of adults is the focus of the course.
Prerequisites:   Permission
Course fee:  $250

ADN1160  9 crs.
Nursing IV – Concepts of Family Nursing
This course provides an opportunity for students to interact with people throughout the lifespan. Selected concepts will be discussed across the lifespan. Diverse clinical experiences provide opportunities for interaction with individuals, families, and groups.
Prerequisites:   ADN1130 or ADN1140 or ADN1150 and PSY1130
Co-Requisite:  ADN2150
Course fee:  $205

ADN2140  2 crs.
Nursing V – Nursing Seminar
This course examines the history of nursing and issues pertinent to the profession and practice of nursing in the twenty-first century.
Prerequisites:   ADN1130 or ADN1140 or ADN1150
Co-Requisite:  ADN2140
Course fee:  $250

ADN2150  9 crs.
Nursing VI – Acute Care Concepts
This course deals with people experiencing acute, complex problems and the interrelationship of those problems. This course will discuss the effect of various forms of communication used with people experiencing acute, complex problems. Included within the discussion will be the effect of a person’s acute, complex problems on family dynamics. The role of the professional nurse will be emphasized throughout the course.
Prerequisites:   ADN2140 and ADN2150
Co-Requisite:  ADN2170
Course fee:  $225
ADN2170  1 cr.  Nursing VII – Transition to Professional Role
This course prepares students for the transition to the professional nurse role. The concepts of role transition, professional behaviors, and accountability for professional development will be explored.
Prerequisites:  ADN2150
Co-Requisite:  ADN2160
Course fee:  $160

AHT – Allied Health Technology

AHT1000  1 cr.  Introduction to Health Professions
This course is designed to introduce students to a variety of Allied Health Careers.
Prerequisites:  None
Course fee:  $35

AHT1100  4 crs.  Nurse Aide
Accredited by the Ohio Department of Health and designed to prepare students with entry level skills to perform basic patient personal care. Course work includes lecture, lab, and clinical hours. Skills covered include personal hygiene care, bed making, isolation precautions, vital signs, patient transfer, and communication/interpersonal skills
Prerequisites:  None
Course fee:  $140

ANT – Anthropology

ANT2110  3 crs.  Cultural Anthropology
Introduction to the science of humankind. Students use anthropological methods to explore the concept of culture, ethnocentrism, and cultural relativism as related to evolution and the diversity of human and sociocultural systems. Students learn about anthropological perspectives on ethnic diversity, traditions, language, beliefs, family, economics, education, and social values and institutions.
Prerequisites:  ENG1110
Course fee:  $53

ART – Art

ART2110  3 crs.  Global Traditions in Art History
Exploration of the diverse cultural and historical contexts of Western art, from prehistoric cave paintings to modern graffiti. The course will include art forms beyond the European tradition, such as African masks, Chinese pottery, Egyptian tomb art, Australian aboriginal paintings, and Japanese prints.
Prerequisites:  Placement
Course fee:  $53

BIO – Biology

BIO1110  3 crs.  Human Biology I
Structure and function of the human body; includes body organization, biochemistry, the cell and cell metabolism, tissues, and the integumentary, skeletal, muscular and nervous systems.
Prerequisites:  Placement
Course fee:  $98

BIO1112  3 crs.  Human Biology II
A continuation of Human Biology I (BIO1110). The course provides opportunity for the assimilation of knowledge of human anatomy and physiology for the following systems: cardiovascular, lymphatic, endocrine, digestive, urinary, and reproductive.
Prerequisites:  BIO1110
Course fee:  $98

BIO1120  3 crs.  Life Science
Geared toward non-biology majors. The topics covered in this course include the scientific method, the origins of life, classification of organisms, genetics and heredity, cellular anatomy and physiology, evolution, and ecology. The course includes a lab component.
Prerequisites:  Placement
Course fee:  $98

BIO1130  4 crs.  Introduction to Biology I
Explores general biological problems and processes of living organisms. Major topics of the course are scientific theory, molecular biology, cellular biology, genetics, and evolution. The required laboratory component of the course will utilize the scientific method to align with concepts covered in lecture.
Prerequisites:  Placement
Course fee:  $120

BIO1132  4 crs.  Introduction to Biology II
Explores general biological problems and processes of living organisms. Major topics of the course are scientific theory, evolution, zoology, botany, and ecology. The required laboratory component of the course will utilize the scientific method to align with concepts covered in lecture.
Prerequisites:  Placement
Course fee:  $120

BIO2110  4 crs.  Anatomy & Physiology I
First semester of a two-semester sequence covering the study of human anatomy and physiology. This course is designed to provide the student with an overview of the organization of the human body and an appreciation of the relationship between the structure of the body and the way it functions. Topics include the chemical level of organization, cell structure and metabolism, tissue organization and function,
and the integumentary, skeletal, muscular, nervous, and sensory systems. Students must also register for a laboratory section to apply and assimilate information learned in lecture.

**Prerequisites:** Placement
**Course fee:** $120

**BIO2120  4 crs.**
**Microbiology**
Concepts of fundamental microbiology and parasitology, the role of microorganisms in disease, and various mechanisms of microbial control. Laboratory exercises include preparation and use of media, preparation, staining, and examination of slides, culturing techniques, sterilization, and experimentation.

**Prerequisites:** Placement
**Course fee:** $120

**BIO2130  2 crs.**
**Advanced Physiology**
A continuation of the study of human physiology. This course will help to relate that physiology to the health and well-being of the human body. Students will learn some of the underlying cellular mechanisms of disease and discover how medications and other treatments affect these mechanisms.

**Prerequisites:** BIO1112
**Course fee:** $38

**BIO2140  .5 – 4 crs.**
**Special Topics – Biology**
Provides a way for college credit to be awarded for special topic courses. Some examples might include CEU courses for a variety of professions or science classes for secondary students.

**Prerequisites:** None
**Course fee:** $30

**BIO2150  4 crs.**
**Physiological Psychology**
Designed to provide a broader foundation and understanding of the physiological processes of our brain and nervous system and the resulting behavior. It is presumed that the student has already been introduced to these basic concepts in General Biology, General Psychology, or other related courses. This course will serve to build on that knowledge and give the learner a more comprehensive understanding of the correlation between the brain-mind-body connections. Additionally, the focus will be on biological mechanisms that are the key issues in neuroscience research today for our ever-expanding knowledge base.

**Prerequisites:** BIO1110 or PSY1120
**Course fee:** $25

**BPR – Building Preservation/Restoration**

**BPR1101  3 crs.**
**Introduction to Historic Preservation**
An in-depth analysis of the historic preservation movement in the United States including the history and evolution of the movement, theoretical origins, current conditions and laws, organizational framework, and design philosophies.

**Prerequisites:** None
**Course fee:** $20

**BPR1113  3 crs.**
**Architectural Drafting & Design**
The ability to communicate in a graphic language is fundamental in the field of construction, architecture, and historic preservation. This course will explore the basics of architectural drafting including line quality, lettering, and types of paraline drawings typical to a multi-story structure. Additionally, the course will study the forms and organization of our built environment. Students will learn about design elements, design principles, and basic color theory. The students will manipulate forms into coherent meaningful and useful organizations of space, structure, and enclosure.

**Prerequisites:** None
**Course fee:** $70

**BPR1123  2 crs.**
**Historic Research & Documentation**
Examination and practical application of field techniques used to document historic buildings including GIS systems, field measuring, photography, photogrammetry, and surveys.

**Prerequisites:** BPR1113
**Course fee:** $75

**BPR1133  3 crs.**
**Materials and Methods of Construction**
Introduction to construction practices, tools, terminology, and safety as well as how materials are used and how technology has influenced American building practices. Students will be introduced to proper use of hand and power tools, model and mold making, paint removal, basic framing techniques used in framing, and epoxy and Dutchman repairs to wood.

**Prerequisites:** None
**Course fee:** $80
BPR1136
Building Pathology
4 crs.
A study of how and why buildings and their components deteriorate and the various techniques used to rectify deterioration. Basic structural terminology and theory are integrated with material deterioration study to provide the student with a broad understanding of why buildings and materials fail. Labs will focus primarily on restoration techniques on a variety of materials.
Prerequisites: BPR1133
Course fee: $80

BPR1140
Mechanical Systems
3 crs.
Examination of mechanical, electrical, plumbing, and insulation systems: their development and applications, and approaches to upgrading, adaptation, and restoration of period systems. Methods of unobtrusively inserting systems into historic buildings are presented. Techniques are applied in the lab and on site when applicable. LEED standards will be reviewed.
Prerequisites: None
Course fee: $75

BPR1142
Windows and Doors
3 crs.
Analysis and application of preservation techniques associated with the repair, restoration, and maintenance of historic doors and windows and their associated building hardware. Wooden and metal components will be addressed along with glazing and thermal retrofitting techniques.
Prerequisites: None
Course fee: $105

BPR1146
Roofing & Flooring
3 crs.
An examination of the various materials used to provide roof and floor coverings in historic residential and commercial buildings. Slate, wood shingle, clay tile, composite shingle, metal panels, and built-up roofs will be examined. Floor cloths, carpets, terrazzo, ceramic, linoleum, and hardwood techniques like marquetry and parquetry will be examined. In addition, alternate sustainable materials for each system will be discussed. Installation, repair, deterioration problems, and maintenance concerns will be the emphasis of each material.
Prerequisites: None
Course fee: $135

BPR1150
Construction Management & Estimating
3 crs.
Introduction to building and zoning codes, safety regulations, contracts, bidding, estimating, scheduling, specifications, job site and shop safety, and the role of unions. The course uses visits to actual construction sites and student participation in a simulated construction firm to orient students to construction industry individual proprietorship.
Prerequisites: None
Course fee: $20

BPR1160-1164
Field Lab - Morristown
1 cr.
A series of hands-on, project oriented classes designed to provide the student an opportunity to practice learned techniques, fine tune skills, and develop confidence in a real world setting. These experiential based classes are held at the Morristown Field Lab house or in one of the preservation workshops.
Prerequisites: None
Course fee: $75

BPR1170
Field Lab – Community
1 cr.
Students will work on a project(s) outside the college designed to provide a significant benefit to a non-profit, community or government organization. The course provides students an opportunity to practice techniques, fine tune skills, and explore experiential learning while learning important lessons in regard to giving back to society.
Prerequisites: None
Course fee: $75

BPR1198
Special Problems I
3 crs.
An in-depth study focused on selected preservation topics. Subjects may include, but are not limited to, rehabilitation design for historic houses, restoration of unique items, historic landscaping, architectural design, international preservation, archaeology, and maritime preservation.
Prerequisites: None
Course fee: Variable

BPR1199
Directed Study I
3 crs.
This course is designed to allow students the opportunity to further pursue their studies in a specific area of interest. Each student will work independently with a faculty member within the department to create a syllabus and develop a project that fulfills their specific needs. Advance academic standing and instructor permission are required.
Prerequisites: Permission
Course fee: Variable

BPR2241
Material Science: Decorative Finishes
3 crs.
The study of historic and modern paints, clear finishes, and faux finishes used to imitate various stone and wood finishes in an architectural context. Color theory, history of use, chemical composition, application procedures, and preservation techniques of water, oil and specialty paints, varnish, lacquer, shellac, oils, waxes, urethanes, and other modern finishes will be discussed. Preparation and repair of surfaces, medium selections, and brush techniques will be addressed and practiced in lab. Emphasis will be placed on developing fundamental techniques with experimentation on various surfaces.
Prerequisites: BPR1133
Course fee: $140
BPR2242  3 crs.
Material Science: Wood
The study of the physical, chemical, and biological properties of wood and its deterioration process with an emphasis on basic woodworking techniques as they relate to the building construction industry. Shop based instruction in mechanical and non-mechanical joinery, architectural element reconstruction and replication, and the application of clear finishes. Epoxy and Dutchman repairs will also be covered.
Prerequisites:  BPR1133
Course fee:  $150

BPR2243  3 crs.
Material Science: Masonry & Ceramics
An analysis of the physical and chemical properties of stone, brick, terra cotta, ceramic, concrete, mortar, and grout. Emphasis is placed on identifying and rectifying deterioration issues and learning and practicing basic installation and repair techniques.
Prerequisites:  BPR1133
Course fee:  $105

BPR2244  3 crs.
Material Science: Plaster & Composition
The study of plaster, composition, and gypsum products as used in the building process. Emphasis is placed on traditional application techniques, deterioration processes, and repair techniques. Topics to be covered include traditional flat wall work, decorative plaster molding and running, the preparation and use of traditional composition ornament, and the creation of scagliola.
Prerequisites:  BPR1133
Course fee:  $140

BPR2245  3 crs.
Material Science: Metals
The study of the physical and chemical properties of metals as they relate to construction and decorative ornamentation. Emphasis centers on the analysis of galvanic action, historic metals repair, replication techniques, wrought iron work, architectural casting, repoussé, and basic welding.
Prerequisites:  None
Course fee:  $135

BPR2247  3 crs.
Material Science: Stained Glass
The course of study emphasizes American decorative glazing practices, and the production and restoration of leaded windows. Techniques including etching and painting, and the lead and copper foil methods of production are covered.
Prerequisites:  None
Course fee:  $150

BPR2275  2 crs.
Preservation Capstone
Final culmination of student’s BPR experience. Student will complete a capstone project of their design under the direction of their academic advisor. It is expected that student projects reflect an advanced level of knowledge in one or more areas of the BPR program.
Prerequisites:  Sophomore Status
Course fee:  $75

BUS – Business

BUS1111  3 crs.
Introduction to Business
Extensive overview of both internal and external influences affecting today’s business organizations. Coverage includes, but is not limited to: The U.S. business environment; free market capitalism vs. planned economic systems; profit maximization, demand, supply, and the price system; small business management and entrepreneurship; the ethical and social responsibilities of businesses; the forms of business ownership and liability; motivational and leadership theories; labor and EEOC law; the marketing mix; money and banking; and securities and investments.
Prerequisites:  None
Course fee:  $10

BUS1116  3 crs.
Business Ethics
Comprehensive and practical study of the principles of ethics. The course develops a framework for determining what is right and wrong within an organizational context. This course provides the student with an understanding of the importance of and obligation to uphold fairness, honor, and integrity with all people, and in all business dealings. Students will learn that, especially today, honesty must be the hallmark of our business world.
Prerequisites:  None
Course fee:  $10

BUS1121  3 crs.
Introduction to Marketing
This is an introductory course describing the distribution of a product from the manufacturer to the consumer. Major marketing areas to be studied are the social foundations of marketing, analysis of market opportunities, target markets, how the marketing mix (produce, pricing, promoting, and placing) is developed, how the marketing effort is managed, and how marketing is extended. Students will learn the varied economic issues of marketing and how they are applied, including marketing ethics.
Prerequisites:  ECN1120
Course fee:  $10

BUS1122  3 crs.
Web Marketing
This course represents a framework for developing marketing strategies in the online environment from a strategic perspective. The course explores the use of current theories and applications in web based marketing communication and distribution strategies. Other topics include online marketing research, social media marketing, online customer relationship management and consumer behavior, and legal and ethical dimensions of e-marketing.
Prerequisites:  None
Course fee:  $10
BUS1125 3 crs.  
Supervision and Management  
Principles and practices of the management process in the familiar sequence of planning, organizing, staffing, leading, and controlling. The course provides an overview of contemporary supervisory theories, organizational behavior, EEOC and labor law, and leadership techniques. Special emphasis is given to professionalism – both inside and outside of the workplace.  
Prerequisites: None  
Course fee: $10

BUS1114 3 crs.  
Small Business Management  
A presentation of small business management topics essential to the success of the entrepreneur will be presented. The course provides a small business overview, instruction on starting a new venture, and ongoing management techniques. Topics include: business opportunities and trends, the business plan, legal concerns, location and financing, organizational planning and control, accounting statements and analysis of financial data, inventory management, pricing and marketing, taxation requirements, human relations, risk management, and social responsibilities.  
Prerequisites: BUS1111 or permission  
Course fee: $10

BUS2100 3 crs.  
Introduction to Entrepreneurship  
Identifies the steps necessary to make informed decisions concerning either starting a small business or launching a new high growth potential venture. Topics include: self-assessment of student skills, capabilities, and interests; product/service innovation; gauging market potential; Unique Selling Proposition/ business model feasibility; business plan preparation; venture risk assessment and risk management; business legal format; financing the start-up; marketing the new enterprise; and operating the small business.  
Prerequisites: BUS1111, ECN1120, ACC1120 or permission  
Course fee: $38

BUS2206 3 crs.  
Small Business Development  
This course guides the student through the steps necessary to make informed decisions in starting a business – including preparation of the business plan, financing a small business start-up, and marketing the new enterprise. The course also focuses on how to operate a small business.  
Prerequisites: BUS1141 or permission  
Course fee: $10

BUS2210 3 crs.  
Organizational Behavior  
The course investigates the individual and group behavior at work while pursuing the nature of group dynamics and corporate culture. It involves the study of what people do in an organization and how the behavior affects the performance of the organization and emphasizes behavior related to jobs, absenteeism, employment turnover, productivity, human performance and management.  
Prerequisites: BUS1141 or permission  
Course fee: $10

BUS2216 3 crs.  
Leadership  
This course is designed to teach the student the fundamentals of leadership management. The impact, process, character, motivation, creativity, and communication of leadership are emphasized. Additionally, this course provides an in-depth study of leadership styles, skills, and roles as well as the functions, and ethics of leaders in organizations. Students will see that organizations are searching for leaders to provide direction during this era of dynamic organizational challenges and competition.  
Prerequisites: BUS1125 or permission  
Course fee: $10

BUS2230 3 crs.  
Project Management  
This introductory and participative course will provide students with the skills, knowledge, and tools needed for project success. The students will learn the essential steps in setting up project plans, scheduling work, exercising appropriate control and monitoring progress to achieve desired project goals.  
Prerequisites: None  
Course fee: $10

BUS2241 3 crs.  
Business Law  
A survey of the legal framework of business. The course includes contract, agency, sales, negotiable instruments, bankruptcy, agency, employment, and property law.  
Prerequisites: None  
Course fee: $10

BUS2251 3 crs.  
Human Resources Management  
An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.  
Prerequisites: None  
Course fee: $10

BUS2280 3 crs.  
Business Decision Making  
This two-credit-hour capstone course guides the student through the necessary processes for reaching sound, informed business decisions. The student will be required to participate in a Capstone Team decision-making project utilizing
such techniques as: process flow diagrams, brainstorming and Fishbone cause and effect diagrams, force field analysis, Pareto charting, and Gantt charting.

**Prerequisites:** Completion of both the Business Management core and the Business Administration and Leadership concentration course requirements or permission.

**Course fee:** $10

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BUS2282</td>
<td>2 crs.</td>
<td>Business Plan Preparation</td>
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<td>This two-credit-hour capstone course guides the student through the processes necessary to complete a comprehensive business plan for a start-up business. The business plan will be assigned as a team effort and will entail analysis of the product, the market, operational requirements, and the financial plan.</td>
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<td><strong>Prerequisites:</strong> Completion of both the Business Management core and the Small Business Administration and Entrepreneurship concentration course requirements or permission.</td>
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<td><strong>Course fee:</strong> $50</td>
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<tr>
<td>BUS2288</td>
<td>1 cr.</td>
<td>Business Internship</td>
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<td>This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the Faculty Lead, the student will gain work experience directly related to the student’s major. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.</td>
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<td><strong>Prerequisites:</strong> Permission</td>
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<td><strong>Co-requisites:</strong> BUS2289</td>
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<tr>
<td>CHM1110</td>
<td>4 crs.</td>
<td>Chemistry Principles I</td>
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<td>An overview of the application of chemistry to material changes. Atoms and molecules in both organic and inorganic compounds are discussed in detail. The classification of elements and the periodic table are explained. Chemical equations are used to show how elements and compounds combine to form new compounds. Laboratory experiments provide hands-on experience with the concepts discussed in the classroom.</td>
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<td><strong>Prerequisites:</strong> DEM0110</td>
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<td><strong>Course fee:</strong> $120</td>
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<tr>
<td>CHM1112</td>
<td>4 crs.</td>
<td>Chemistry Principles II</td>
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<td>The application of chemistry to material changes. The characteristics of gases, liquids, solids, and phase changes are studied. The properties of water, solutions, and colloids are examined. Concepts in the areas of electrochemistry, organic chemistry, and nuclear chemistry are discussed. Laboratory experiments provide hands-on experience with the concepts discussed in the classroom.</td>
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<td><strong>Prerequisites:</strong> CHM1110</td>
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<tr>
<td>CHM1130</td>
<td>3 crs.</td>
<td>Chemistry for Conservators</td>
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<td>Introduction to basic chemistry in a material conservation context. Emphasis will be placed on atomic structure, chemical bonding, and how chemical structure relates to the physical and chemical properties displayed in common materials used or worked on by conservators. Labs will focus on the chemical deterioration of materials and the processes used for cleaning and repair.</td>
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<td><strong>Prerequisites:</strong> None</td>
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<td><strong>Course fee:</strong> $75</td>
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<tr>
<td>COM1110</td>
<td>3 crs.</td>
<td>Interpersonal Communications</td>
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<td>Study of interpersonal communication to better understand one’s own role in the communication process to achieve/maintain personal and professional relationships. Skill-building exercises are used with attention given to verbal/nonverbal communication, self-concept, gender/cultural differences, perception, and conflict resolution.</td>
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<td><strong>Prerequisites:</strong> Placement</td>
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<tr>
<td>COM1115</td>
<td>3 crs.</td>
<td>Speech</td>
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<td>Study of the elements of good speech, with emphasis on speaking to inform or persuade. A variety of speaking experiences will be provided, ranging from individual presentations to group discussions.</td>
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<td><strong>Prerequisites:</strong> Placement</td>
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COM1120  3 crs.  
Public Speaking  
Coordination of the principles of developing effective speeches and presentations with research and communication theory. Students are required to deliver oral presentations to community organizations and to attend and evaluate a live public speaking engagement.  
Prerequisites: COM1115 or permission  
Course fee: $53

CPT – Computer Technology

CPT1100  4 crs.  
Introduction to Computers & OS  
This beginning course introduces the student to the digital computer and its components and the various software that control the computer. In addition, the student will focus on the latest social issues regarding computers. Students are also given hands-on experience in basic concepts of operation systems, word processing, data base management, and spreadsheet applications  
Prerequisites: None  
Course fee: $53

CPT1117  4 crs.  
Visual Basic Programming  
Fundamentals of program development are learned, emphasizing on-screen data entry, decision-making, looping, and multi-form processing. Students enter and execute their own programs (windows-based applications) in a visual event-driven environment. Topics such as designing a Visual Basic user interface, creating a windows application, variables and arithmetic operations, decision structures and loop structures are covered in the first part of the semester. Web applications with ASP and string manipulation, procedures, try/catch (Exception handling), arrays, and data files are more advanced topics and are covered in the second half of this course.  
Prerequisites: CPT1100  
Course fee: $53

CPT1119  3 crs.  
Multimedia Design & Development  
This course provides an introduction to multimedia and design along with how best to display information so that it can be used to help convey a message or make decisions. Studies will include hardware and software components necessary for multimedia production, good design concepts using storyboard techniques, an introduction to non-linear navigational concepts, and how to create graphs, charts, images that could be shown electronically, on paper, or on the web. Students will produce and evaluate effective and efficient information designs. Students will use the Systems Development Life Cycle (SDLC) approach to solve problems. The Microsoft PowerPoint software and its creation of slide presentations will also be covered in this course.  
Prerequisites: CPT1100 or concurrent enrollment  
Course fee: $53

CPT1125  3 crs.  
Introduction to Media  
Provides an overview of the most popular and current media being used. This course will look at social media and its overarching trend toward audience-originated content that has forced media executives, advertisers and public relations executives to rethink their strategies. Media, Social Networking, and the Information Age along with the issues are topics that are covered in this course.  
Prerequisites: None  
Course fee: $53

CPT1132  3 crs.  
Computerized Spreadsheets  
This course will teach the student how to plan, develop, edit, and format a worksheet, including the entering of formulas and functions. In addition, the student will learn how to create, edit, and format charts. The creation of a table and data manipulation tools will be covered, as well as how to efficiently work with multiple worksheets, use collaboration tools, and distribute workbooks. The student will explore multiple what-if-analysis tools as well as management tools for working with multi-sheet workbooks.  
Prerequisites: CPT1100  
Course fee: $53

CPT1136  3 crs.  
Database Management  
A "hands-on" course designed to teach students how to work efficiently with database management software. This course will emphasis creation of files, manipulation of data by records and/or data elements, and retrieval of data in a required format. This includes advanced queries, reports, and menu creation.  
Prerequisites: CPT1100  
Course fee: $53
CPT1163   3 crs.  HTML/Web Page Design
The primary purpose of this course is to familiarize the student with HTML Programming and the use of an HTML editing program for the creation of web pages. The editing package used in this course is Adobe Dreamweaver. The student will create web sites using text and graphics, hyperlinks, tables and forms, style sheets, frames and frame sets. Adobe Flash software is also used to create small fast loading animations that could be used for animated banners, logos, and interactive buttons on web pages.
Prerequisites:  CPT1119
Course fee:  $53

CPT2240   3 crs.  Video Editing
This course is developed for those who are interested in learning more about video production. Students will gain a basic knowledge and understanding of editing as it relates to production, advertising, television, and multimedia.
Prerequisites:  CPT1119
Course fee:  $53

CPT2247   3 crs.  C++ Programming
This course will cover the fundamentals needed in the C++ programming language. The basic concepts and practices of the language will be covered. This includes input, output, calculations, functions, decisions, and arrays.
Prerequisites:  CPT1100 or permission
Course fee:  $53

CPT2250   3 crs.  Mobile Web Applications
Use HTML, C++, Java Script, and other languages to design and create applications for mobile devices. The student will design, create, test, and revise a mobile web application using mobile device emulators.
Prerequisites:  CPT2247
Course fee:  $53

CPT2264   4 crs.  Photo Editing & Illustrations
This course uses drawing, painting, and editing software to create, manipulate, and edit computer-generated images/photos. The course will cover bitmapped images using Adobe Photoshop, vector images using Adobe Illustrator, and publishing using Adobe InDesign. The results of this work can be used within a page layout, multimedia presentation, or on the web.
Prerequisites:  CPT1100
Course fee:  $53

CPT2283   2 crs.  IT Project Design/Build
This course is a capstone course for students in Information Technology. The course involves a project which encompasses material covered in the students' curriculum.
Prerequisites:  All required courses completed or currently enrolled
Course fee:  $53

CPT2288   1 cr.  IT Internship
This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the Faculty Lead, the student will gain work experience directly related to the student's major. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.
Prerequisites:  Permission
Course fee:  None

CJT1100   1 cr.  Corrections Transitional Course
Designed for students who have successfully completed the state mandated basic correctional training program. Course content includes academic material directly related to correctional institutions and legal rights of individuals in the correctional systems not included in standard basic training for correctional personnel. Upon successful completion of this course, the student may prepare a Credit for Life Experience portfolio of their correctional experience and, along with CJT1100, may have credit for CJT1121 Institutional Corrections and CJT2252 Correctional Law added to their transcripts. Class is offered on a demand basis only.
Prerequisites:  None
Course fee:  $30

CJT1111   3 crs.  Introduction to Criminal Justice
This course is designed to introduce students to the components (law enforcement, courts, and corrections) of the criminal justice process; past, present and future operation of criminal (and juvenile) justice; the unique vocabulary of such; and employment opportunities. A contextual basis for a critical understanding of criminal justice in the U.S. is provided. Knowledge is obtained by exploring the nature, types, causes, and methods of dealing with the consequences of crime.
Prerequisites:  None
Course fee:  None

CJT2289   1 cr.  IT Seminar
This seminar class is taken with the IT Internship course. This will assist students in identifying and evaluating experiences from the internship course and then relate skills to career expectations.
Prerequisites:  Permission
Course fee:  None

CJT – Criminal Justice

CJT1111

Prerequisites:  None
Course fee:  $30
CJT1121  3 crs.  
Institutional Corrections  
This course is an in-depth exposure to the specialized area of institutional corrections and emphasizes the use of federal, state and local prisons, jails, detention centers, and other adult and juvenile institutional settings in the correctional and penological process. Topics include: history and evolution, legal processes offenders pass through, the correctional process and its major subsystems, types of offenders, rights of offenders, and management dilemmas.  
Prerequisites: None  
Course fee: $30

CJT1122  2 crs.  
Unarmed Self Defense  
This course is an introduction to physical conditioning and various methods of unarmed self-defense tactics that are used by staff in both secure and non-secure facilities dealing with adult and juvenile populations. The course includes units dealing with verbal de-escalation techniques, the law and when it allows force to be used, human anatomy and vulnerable pressure points, and search techniques in both the classroom and laboratory. Regular, active student participation required. NOTE: This course provides a mechanism for students who have completed a training academy for police officers to receive college credit for similar knowledge.  
Prerequisites: None  
Course fee: $30

CJT1123  1 cr.  
Firearms & the Law  
A study of practical police procedures for weapons management, including legal and ethical implications, nomenclature, an introduction to ballistic sciences, and supervised range work. NOTE: This course provides a mechanism for students who have completed a training academy for police officers to receive college credit for similar knowledge.  
Prerequisites: None  
Course fee: $30

CJT1124  3 crs.  
Introduction to Law Enforcement  
Introduces the student to the history of policing, functional roles of officers, recruitment and selection processes, careers in law enforcement, the relationship between policing and the law, organization of departments, components and types of organizations, police operations, and current critical issues.  
Prerequisites: None  
Course fee: $30

CJT1125  3 crs.  
Interview & Interrogation  
This course will introduce the student to traditional interviewing techniques including: communication models, question format, distortions, topic control, inhibitors, facilitators, listening, and types of interviews. The course will continue by examining how interrogation techniques differ from interviewing, methods to obtain successful statements and confessions, and legal issues associated with each.  
Prerequisites: None  
Course fee: $30

CJT1131  3 crs.  
Community Corrections  
This course is a comprehensive study of the specialized area of non-institutional, community-based corrections and emphasizes the use of non-institutional methods (probation, parole, intermediate and other community-based sanctions, and supervision) in the correctional process. Special attention is given to the historical development and legal foundation associated with non-institutional corrections, and operation, including purposes, problems, types of reports, supervision, various levels, terms and conditions, and methods to revoke. The course concludes with consideration of the effectiveness and criticisms, and finalizes by hypothesizing as to the future of community-based sanctions in the correctional process.  
Prerequisites: None  
Course fee: $30

CJT1135  3 crs.  
Introduction to Criminal Law  
This course involves a comprehensive study of sources, distinctions, and limitations relating to criminal law; the development of criminal law in the United States; the principles of criminal liability; the various crimes and their elements, including common law, the Model Penal Code, selected states, and Ohio Revised Statutes; and criteria considered in determining capacity and defenses. Emphasis is on the role of criminal justice personnel in the criminal law process.  
Prerequisites: None  
Course fee: $30

CJT1141  3 crs.  
Substance Abuse  
This course provides an overview of drugs in society and individuals served by the criminal justice system; theories influencing drug use; principles of neurophysiology; fundamentals of pharmacology; history, identification, classification, and effects of various types of legal and illegal substances. Also, the course will address issues associated with treatment methods, prevention, legislation, alternatives, and testing.  
Prerequisites: None  
Course fee: $30
CJT1152   2 crs.  
Ohio Criminal Code  
This course provides a mechanism for students who have completed a training academy for police officers to receive college credit for similar knowledge.  
Prerequisites: None  
Course fee: $30

CJT1153   1 cr.  
Ohio Vehicle Code  
This course thoroughly examines the various sections and individual laws that comprise the Ohio Vehicle Code.  
Prerequisites: None  
Course fee: $30

CJT1193   3 crs.  
Criminal Justice Transfer Elective  
This course provides a method for students from other accredited higher education institutions to receive transfer credit for lower-level coursework not offered at Belmont College.  
Prerequisites: None  
Course fee: $30

CJT2241   3 crs.  
Criminal Investigation  
This course examines the basic principles of criminal investigation. Coverage includes study of current investigative procedures used in the handling of crime scenes, interviewing and interrogating suspects and witnesses, gathering and preserving evidence, conducting surveillance, report writing, establishing modus operandi, and utilizing technical resources. In addition this course explores theories, philosophies, and concepts related to prevention and suppression of crime and the apprehension of criminals.  
Prerequisites: None  
Course fee: $45

CJT2242   3 crs.  
Forensics  
This course is designed to supplement investigative skills by introducing students to various types of forensic evidence including hair, fibers, blood, paint, and fingerprints; various types of impressions; examination of documents and voice; methods of locating, collecting, and preserving evidence; and types of forensic analysis and reports.  
Prerequisites: None  
Course fee: $45

CJT2252   3 crs.  
Correctional Law  
This course traces the development of correctional case law which affects the administration and operation of jails, correctional institutions, and probation and parole services. The basic constitutional rights of pretrial detainees, probationers, convicted offenders, and parolees are examined using the casebook method to provide students with an understanding of specific judicial decisions relating to the constitutionality of correctional programs and processes. Civil liability issues relating to correctional personnel will also be thoroughly examined in the course.  
Prerequisites: None  
Course fee: $30

CJT2254   3 crs.  
Criminal Procedure  
This course introduces students to constitutional and procedural considerations related to arrest, search and seizure, exceptions to search warrant requirements, interrogations and confessions, presentation of evidence, and the legal process from arrest through trial.  
Prerequisites: None  
Course fee: $30

CJT2256   3 crs.  
American Court Systems  
Designed to study the American legal system including local, state, and federal court systems and the formalized processing of the accused within the system. Additional specific topics include: the major legal actors; sentencing options and decisions; and the function, organization, and procedures of appellate and juvenile courts.  
Prerequisites: None  
Course fee: $30

CJT2258   3 crs.  
Introduction to Private Security  
This course explores the history, development, and philosophy of the field. Focus is on specific types, organization, and functions of agencies, contemporary protection philosophies, and legal issues.  
Prerequisites: None  
Course fee: $30

CJT2261   3 crs.  
Ethics in Criminal Justice  
This course examines professional and ethical issues and patterns of behavior common to all components of the criminal justice system, specific issues related to various subsystems of the criminal justice system, the state of the criminal justice system and what can be done to improve our ethical conditions in the future. Students will participate in case scenarios to stimulate discussion and improve problem-solving skills.  
Prerequisites: None  
Course fee: $30
CJT2271  2 crs.
Criminal Justice Practicum
Students will be assigned to local Criminal Justice agencies for on-site experiences. Should be second-year student, have completed previous work with high academic and professional quality and, be approved by CJT faculty.
Co-requisite:  CJT2281
Prerequisites:  12 credit hours of criminal justice coursework or permission
Course fee:  $30

CJT2272  1-2 crs.
Criminal Justice Practicum Elective
Supervised field work experience for students at an area Criminal Justice agency. Students are assigned to a site to expand their practical experience.
Co-requisite:  CJT2281
Prerequisites:  CJT2271
Course fee:  $30

CJT2271  1 cr.
Criminal Justice Seminar
Group meetings in which students taking the seminar discuss events and share common concerns. Emphasis is given to making the connection between course work and practice by group discussion of cases presented by each student. Weekly journal entries are required.
Prerequisites:  12 credit hours in CJT or permission
Co-Requisite:  CJT2271
Course fee:  $30

CJT2291  3 crs.
Current Issues in Criminal Justice
This seminar-style course will provide students with up-to-date commentaries, articles, reports, and statistics from the most recent literature in the criminal justice field. Topics normally include crime and justice in America, victimology, the police, the judicial system, juvenile justice, and punishment and corrections.
Prerequisites:  12 credit hours in program technical electives
Course fee:  $30

CJT2293  3 crs.
Criminal Justice Transfer Elective
This course provides a method for students from other accredited higher education institutions to receive transfer credit for upper-level coursework not offered at Belmont College.
Prerequisites:  None
Course fee:  $30

CSF1112  3 crs.
Cyber Law and Ethics
Provides an understanding of the ethical values surrounding the Internet, Free Speech and Content Control in Cyberspace, Intellectual Property, Securing Electronic Data, and Cyber Crimes. In addition, this course will look at Cyber Security as a whole covering terminology and the basics of this field and therefore is a great introduction course.
Prerequisites:  CPT1100
Course fee:  $53

CSF1152  3 crs.
Web Security
Designed to educate users in the technologies, terms, and processes related to Internet Security. Individuals will learn about the concepts and techniques related to general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web Professional.
Prerequisites:  CPT1100
Course fee:  $68

CSF2201  3 crs.
Computer Forensics & Investigation
Students will master the skills necessary to launch and complete a successful computer investigation. This course guides students through conducting a high-tech investigation, from acquiring digital evidence to reporting its findings. Students will learn how to set up a forensics lab, how to acquire the proper and necessary tools, and how to conduct the investigation and subsequent digital analysis. The course features the latest forensic software, so students can become familiar with the tools of the trade.
Prerequisites:  CPT1100
Course fee:  $53
CSF2210  3 crs.
Ethical Hacking & Network Defense
Provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.
Prerequisites:  CPT1100
Course fee:  $68

CSF2252  3 crs.
Collecting Evidence
This course provides the groundwork for an understanding of what computer forensics is and the approach to collection of digital evidence. The following areas will be examined: Computer Forensics and Evidence Dynamics, Information Systems, Data Storage Systems and Media, Artifact Collection, Archiving and Maintaining Evidence, and Computer Evidence Collection and Preservation. This course is intended for students of computer forensics, law enforcement, system administrators, information technology security professionals, and legal professionals.
Prerequisites:  CPT1100, MAT1125, DEM0110
Course fee:  $68

DEM0099  3 crs.
Pre-Algebra
Adding and subtracting whole numbers; multiplying and dividing whole numbers; other operations with whole numbers; adding and subtracting fractions and mixed numbers; multiplying and dividing fractions and mixed numbers; operations with decimals; ratio and proportion; percent; systems of measurement; area and perimeter of geometric figures and volume of geometric solids; operations with rational numbers.
Prerequisites:  Placement
Course fee:  $38

DEM0100  3 crs.
Introduction to Algebra
Adding, subtracting, multiplying, and dividing real numbers; exponents, order of operations, combining like terms; solving linear equations including applied problems; graphing linear equations including finding the slope of a line; solving systems of equations in two variables; using rules of exponents, fundamental polynomial operations and scientific notation.
Prerequisites:  Placement or successful completion of Pre-Algebra as evidenced by a letter grade of ‘C’ or better.
Course fee:  $38

DEM0110  3 crs.
Intermediate Algebra
Factoring polynomials and solving quadratic equations by factoring; simplifying, adding, subtracting, multiplying, and dividing rational expressions and solving equations involving rational expressions; using rational exponents, simplifying, adding, subtracting, multiplying, and dividing radical expressions and solving radical equations; find the vertex and intercepts of a quadratic function; and use function notation.
Prerequisites:  Placement or successful completion of Introduction to Algebra as evidenced by a letter grade of ‘C’ or better.
Course fee:  $38

DER0091  3 crs.
Developmental Ed – Reading
Fulfillment of developmental reading requirement through the use of lecture and web-based courseware. Additionally, students will focus on reading as a strategic process, enhanced through responding and evaluating a multimodal variety of texts for a range of purposes.
Prerequisites:  Placement
Course fee:  $38

DEW0093  3 crs.
Developmental Ed – Writing
Fulfillment of developmental writing requirement through the use of lecture, in-class writing, and web-based courseware. Additionally, students will focus on writing as a process, enhanced by responding and expressing through diverse texts and formats for purpose and audience.
Prerequisites:  Placement
Course fee:  $38

EDU – Early Childhood Development

EDU1111  3 crs.
Introduction to Early Childhood Education
Prerequisites:  None
Course fee:  $60
EDU1120 3 crs.
Introduction to Child Development
Theories of early childhood development are presented from birth through middle childhood. Prenatal development and birth. Genetic and other prenatal influences on early child development. Emphasis on psychological, social and emotional development, and early childhood mental health. Consideration of impact of social and emotional development on early childhood personality.
Prerequisites: PSY1120
Course fee: $60

EDU1131 3 crs.
Child Health, Safety, and Nutrition
Prerequisites: Permission
Course fee: $60

EDU1135 3 crs.
Creative Experiences for the Young Child
Use of recreation, art, music, dance and movement, literature, and other intellectual and creative activities in the development of young children. Consideration of physical and motor development, speech and language, math, and science activities. Method of using these activities to contribute to the optimal growth and development of young children. Includes lab.
Prerequisites: Permission
Course fee: $60

EDU1145 3 crs.
Introduction to Montessori Philosophy & Principles
An introduction to the historical development of the Montessori movement and its impact on current early childhood education ages 3-6. The student will learn theory and enrichment activities providing a rationale for the success of this method in educating the whole child. Areas to be addressed will be: sensorial, practical life, music, language, culture, science, art, history, and movement. The student outcome will be to be able to implement this knowledge in their current area of practice to benefit the children they teach.
Prerequisites: Permission
Course fee: $60

EDU2235 3 crs.
Introduction to Individuals with Exceptionalities
Introduction and exposure to the nature and needs of individuals with exceptionalities across the lifespan, including those with chronic illness, mental illness, mental retardation, physical and developmental disabilities, and the gifted. Emphasis on related physical, social, and emotional factors, as well as meeting the needs of persons with exceptionalities at home, school, and in the community, exposure to the IDEA Act, laws, IEP process, assessment, and intervention for the child and family so as to ease the transition into adolescence and then adulthood as a functioning member of society.
Prerequisites: PSY1120, EDU1111, and EDU1120 or Permission
Course fee: $60

EDU2239 3 crs.
Administration of Child Care Centers
Introduction and exposure to the political, social, and economic contexts of child care programs, agencies and centers; organization and administration of child care centers; developing and operating child care facilities, including licensure laws, program development, and management.
Prerequisites: EDU1131 and EDU1111 or Permission
Course fee: $60

EDU2240 3 crs.
Families, Communities, and Schools
This course includes a theoretical and research foundation for early childhood educators’ work with families, schools, and communities. As societal changes are mirrored in schools, the use of a contextualist model as a basis for family, school, and community partnerships makes sense. For early childhood educators, the current findings by neuroscientists about the importance of early stimulation for optimal brain development point to the importance of supporting families. Further, early childhood educators are in a position of having knowledge that should be used by communities to enhance the lives of children and families. New scientific information and current societal concerns about children’s safety have led to a change in the charge of early childhood professionals. Teachers of young children must effectively involve families and communities in educating all of our children. Neglecting to do this at this critical time in history demonstrates both a lack of knowledge and a lack of caring about providing the best possible education for all children.
Prerequisites: EDU1111
Course fee: $60

EDU2245 3 crs.
Observation and Assessment
Prepares Early Childhood students to observe, record, and assess young children’s developmental learning. This is for the purpose of planning appropriate programs, learning environments, interactions, and adopting for “individual” differences. The major focus will be to assist the beginning student in learning to observe, assess, plan, and implement strategies for the individualized learning of each child. Observation will be required in specifically collaborating early childhood programs that will expose the student to the application of the developmental continuum –in a professional manner.
Prerequisites: EDU1111, EDU1120, and EDU1131
Course fee: $60
EDU2250  2 crs.  
Positive Guidance and Behavior Management  
This course presents the foundations of guidance, including history of the approach and theoretical considerations that empower the paradigm shift from conventional discipline to guidance. Concepts and considerations vital in the use of guidance, such as the construct of mistaken behavior, and implications of the pushdown of academics into early childhood education will also be discussed.  
Prerequisites:  EDU1111 and EDU1120  
Course fee:  $60

EDU2260  3 crs.  
Educational Technology  
This is a required course for all pre-service teachers. It encompasses effectively identifying, location, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased classroom communication abilities through lectures, discussions, modeling, laboratory experiences and completion of a comprehensive project.  
Prerequisites:  EDU1111  
Course fee:  $40

EDU2270  3 crs.  
Children's Literature  
Teaches students how to present the various genres of children's literature. It presents an in-depth understanding of genres and how children from various cultural and ethnic backgrounds relate to the varieties of literature within each genre. Children's literature goes beyond reading a story to a child. It encompasses morals, social issues, art, science, and other cultures. The world of literature displays both fascinating facts and the far corners of an author's imagination. It also teaches us how children become good readers themselves.  
Prerequisites:  None  
Course fee:  $40

EDU2275  3 crs.  
Foundations of Early Literacy  
The purpose of this course is to provide the early childhood educator with the knowledge and skills necessary to promote early literacy for the preschool – third grade classroom. Students will develop competency in the components of emergent literacy; phonological awareness, phonemic awareness, alphabetic principles, vocabulary, fluency, phonics, beginning writing, and technology. To that end, a variety of techniques will be examined which will enable the pre-service to design a multidimensional early education literacy program.  
Prerequisites:  None  
Course fee:  $40

EDU2280  3 crs.  
Educational Psychology  
This course deals with the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students' learning and development are considered.  
Prerequisites:  PSY1120 and EDU1111  
Course fee:  $40

EDU2290  2.5 crs.  
Early Childhood Practicum  
Field placement for experience and interaction with children in an institutional or child care setting. Observing, interviewing, assessing, participating in activities, documentation of children's behaviors, case management, planning and implementation, reporting will be reviewed.  
Prerequisites:  EDU1120 and EDU1135 or EDU1145, EDU2240 and EDU2245  
Course fee:  $45

EDU2295  2 crs.  
Early Childhood Seminar  
This course is taken in conjunction with Early Childhood Practicum (EDU 2290). Course includes discussion of the students' field experiences and how their experiences relate to early childhood development and best practice and review/ application of theory.  
Prerequisites:  EDU11120 and EDU1135 or EDU1145, EDU2240 and EDU2245  
Course fee:  $143

ECE – Civil Engineering Technology  

ECE1120  4 crs.  
CAD  
Drawing file creation and modification, menu use, drawing commands, plotting, and dimensioning; creating, inserting, and modifying blocks; the use of external references; drawing in 3-D space, 3-D solids and wireframes.  
Prerequisites:  Placement  
Course fee:  $160

ECE1160  4 crs.  
Hydraulics & Hydrology  
The study of hydraulic principles and theory relating to basic fluid mechanics, hydrostatics, and hydrodynamics. Basic hydrology including: storm water runoff computations, culvert sizing, and detention pond design will be discussed and analyzed.  
Prerequisites:  ECE1170  
Co-requisites:  PHY1110  
Course fee:  $80
ECE1170   3 crs.
Computing for Engineers
This course introduces engineering students to the use of desktop computers, software, and calculators, which are used extensively in the engineering disciplines. This course will give the student practical experience using operating systems, spreadsheets, and programmable calculators as applied to engineering problems.
Prerequisites: None
Course fee: $60

ECE2121   4 crs.
Surveying
Provides techniques of chaining horizontal distances directly by breaking chain and slope measurements, or indirectly by trigonometric calculations; procedure and field time to obtain elevations by differential leveling; methods of computing bearings and azimuths; techniques of traversing, balancing angles, balancing distances, error of closure, accuracy obtained and required; procedure for calculating the meridian, latitude and longitude with respect to the state plane coordinate system; procedure for performing boundary surveys including property research.
Prerequisites: ECE1170, MAT1140, ECE1120 (or taken concurrently)
Course fee: $170

ECE2216   3 crs.
Statics
This course presents the analysis of applied and reactive forces on rigid bodies and the effects those forces have on the equilibrium of the body. Methods are presented to determine the resultants and components of forces, and the moments induced by those forces. The analysis of forces on trusses, frames, and pulleys are explored. The concepts of couples, friction, centroids, and moment of inertia are introduced.
Prerequisites: PHY1110
Course fee: $60

ECE2221   3 crs.
Strength of Materials
The principles of shear and bending moments in structural members are analyzed. Methods for computing deflections in beams and methods for analyzing and designing columns are also discussed. An introduction to welded, bolted, and riveted connections is presented. Indeterminate beams are analyzed.
Prerequisites: ECE2216
Course fee: $80

ECE2230   3 crs.
Engineering Materials/Concrete Design
Materials used in the construction industry are studied. Special attention is given to the design and control of concrete mixtures. Steel and its alloys are analyzed for construction applications. The strength characteristics of concrete and other building materials are examined in hands on laboratory work.
Prerequisites: PHY1110 and CHM1110
Course fee: $80

ECE2241   4 crs.
Soil Mechanics
The engineering properties of soils, mass-volume relationships, soil classification, stress distribution, and the effects of water are discussed. Students do soil exploration, field testing, and various laboratory soil tests.
Co-requisite: PHY1110
Course fee: $80

ECE2251   3 crs.
Construction Estimating
Construction cost estimating and bidding as applied to civil engineering projects with an emphasis on heavy construction. Cost analysis of: labor, material, equipment, and overhead will be discussed. Students will learn how to submit cost estimates and how to prioritize job components associated with projects. Excel spreadsheets will be used in tabulating cost estimates.
Prerequisites: ECE1170 and MAT1130
Course fee: $80

ECE2261   3 crs.
Environmental Science
An introduction to water and wastewater treatment from a biological and chemical point of view. The emphasis of the course is on reviewing current methods used in water treatment. Solid waste, hazardous waste, and air pollution are also discussed.
Prerequisites: CHM1110
Course fee: $80

ECE2282   2 crs.
Civil Engineering Capstone
Students in consultation and with their instructor, will design, research, and develop a project that showcases their skill level in the three primary focus areas of the program-surveying, construction estimating, and computer aided drafting. Students may focus on some problem, concept, issue, or practical research related to their work experience, program of study or career goals. The project will encompass a detailed project plan that includes construction cost estimations as well as many topics covered throughout their program curriculum.
Prerequisites: ECE1120, ECE2121 and ECE2251
Course fee: $80

ECE2288   1 cr.
Civil Engineering Internship
This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the Faculty Lead or assigned faculty, the student will gain work experience directly related to the student’s major. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.
Co-requisites: ECE2289
Course fee: $0
ECE2289 1 cr.
Civil Engineering Seminar
This seminar class is taken with the Civil Engineering Technology Internship course. This will assist students in identifying and evaluating experiences from the internship course and then relate skills to career expectations.
Co-requisites: ECE2288
Course fee: $0

ECN – Economics

ECN1110 3 crs.
Macroeconomics
Basic macroeconomic theory including coverage of such topics as the scarcity of productive resources, demand and supply, price and non-price determinates, taxation methods, the public debt, unemployment and inflation, classical and Keynesian theories of income determination, the multiplier effect, and fiscal and monetary policy.
Prerequisites: Placement or permission
Course fee: $38

ECN1120 3 crs.
Microeconomics
Basic microeconomic theory including coverage of such issues as the price system and the allocation of scarce resources, utility analysis, price elasticity of demand and supply, and profit maximization techniques under various market conditions—perfect competition, monopoly, monopolistic competition, and oligopoly.
Prerequisites: Placement or permission
Course fee: $38

EMT – Emergency Medical Technician

EMT1110 7 crs.
Emergency Medical Technician
This course follows the Ohio Emergency Medical Technician curriculum as defined by the Ohio Division of EMS and the Ohio Revised Code. The class is a combination of specialized classroom, laboratory, clinical, and vehicle experiences designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Instruction includes a more in-depth look at patient assessment, pathophysiology and treatment of shock, airway and cardiac patient management, CPR, automated external defibrillation, epinephrine auto-injector administration, illness and injury management, trauma triage, and delivery and newborn care. Successful students will be eligible for NREMT and state certification testing.
See program policies and procedures for additional course and program requirements
Prerequisites: Ohio EMT certification
Course Fee: $200

EMT 1150 8 crs.
Advanced Emergency Medical Technician
This course follows the Ohio Advanced Emergency Medical Technician curriculum as defined by the Ohio Division of EMS and the Ohio Revised Code. The class is a combination of specialized classroom, laboratory, clinical, and vehicle experiences designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Emphasis is placed on the roles and responsibilities of the AEMT, anatomy and physiology, basic principles of pharmacology, venous circulation access and medication administration. Instruction includes assessment, treatment of shock, airway management, cardiac management, medical and traumatic patient management, trauma triage, and ems operations. The management of special pediatric, geriatric, obstetric, and other populations is also covered. Successful students will be eligible for NREMT and state certification testing.
See program policies and procedures for additional course and program requirements
Prerequisites: BIO 2110 or equivalent ANP course and Ohio EMT or AEMT certification
Course Fee: $35

EMT 2010 3 crs.
Human Body and Human Systems Module
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is the first of the paramedic course sequence and is a combination of specialized classroom and laboratory experiences designed to prepare students to integrate concepts about the human body, organ systems, and life span development into the current practice modalities of the paramedic. Emphasis is placed on human anatomy, physiology, pathophysiology, and human growth and development in the context of paramedicine. All content is specifically geared toward helping the EMS provider effectively treat and manage patients in the field.
See program policies and procedures for additional course and program requirements
Prerequisites: None
Course Fee: $35
EMT 2015   1 cr.
EMS Pharmacology and Calculations
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. Content includes dosage calculations, principles of pharmacology, principles of medication administration, and emergency medication information. Students will gain knowledge of EMS pharmacology for the management of patients commonly encountered in the field.

See program policies and procedures for additional course and program requirements
Prerequisites: BIO 2110 or equivalent ANP course and Ohio EMT or AEMT certification
Co-requisites: EMT 2020
Course Fee: $35

EMT 2020   1 cr.
EMS Medication Administration
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. This course focuses on medication administration, vascular access, and venous blood collection. Students will be able to safely and effectively administer medications in the Paramedic scope of practice.

See program policies and procedures for additional course and program requirements
Prerequisites: BIO 2110 or equivalent ANP course and Ohio EMT or AEMT certification
Co-requisites: EMT 2015 and EMT 2110
Course Fee: $35

EMT 2110   3 crs.
Introduction to ALS Care
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Emphasis is placed on the roles and responsibilities of the paramedic. Instruction also includes patient assessment, communication and documentation, and airway management and ventilation techniques.

See program policies and procedures for additional course and program requirements
Prerequisites: BIO 2110 or equivalent ANP course and Ohio EMT or AEMT certification
Co-requisites: EMT 2015 and EMT 2020
Course Fee: $100

EMT 2115   2 crs.
Cardiac Seminar and Internship
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student’s practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing cardiovascular emergencies.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2111
Course Fee: $0

EMT 2111   4 crs.
Cardiovascular Emergencies
This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage patients with various cardiovascular emergencies. Emphasis is placed on cardiac monitoring, 12-lead ECG interpretation, and both BLS and ACLS interventions.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2115
Course Fee: $100

EMT 2120   4 crs.
Medical Emergencies
This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage patients with various medical emergencies. Emphasis is placed on respiratory, neurologic, endocrine, allergic, gastrointestinal, urologic, toxicologic, behavioral, hematologic, and environmental emergencies.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2125
Course Fee: $100
EMT 2125  
Medical Seminar and Internship
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing medical emergencies.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2120
Course Fee: $0

EMT 2130  
Traumatic Emergencies
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory designed to prepare students to assess, treat, and manage patients with various traumatic emergencies. Instruction also includes trauma systems, mechanisms of injury, pathophysiology of shock, and soft tissue, burn, head, spinal, thoracic, abdominal, and other traumatic injuries.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2135
Course Fee: $100

EMT 2135  
Trauma Seminar and Internship
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing traumatic emergencies.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2130
Course Fee: $0

EMT 2140  
Special Populations
This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage special population patients. Emphasis is placed Pediatric, geriatric, obstetric, gynecologic, chronic care, and special needs patients. Abuse, neglect, and assault will also be covered.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2145, EMT 2150
Course Fee: $100

EMT 2145  
Special Populations Seminar and Internship
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing patients with special needs.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2140, EMT 2150
Course Fee: $0

EMT 2150  
EMS Operations
This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom, laboratory, and vehicle experiences covering ambulance operations, incident command, triage, rescue operations, hazardous materials, crime scene awareness, and terrorism and weapons of mass destruction.

See program policies and procedures for additional course and program requirements
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2140 and EMT 2145
Course Fee: $100
EMT 2160   3 crs.
Integration of ALS
This is the final courses in the paramedic program sequence and follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom, and laboratory experiences designed to allow students to integrate the knowledge and skills learned in the paramedic program. Content includes Advanced Cardiac Life Support, Pediatric Advanced Life Support, Trauma Life Support, and Pediatric Trauma Life Support.

See program policies and procedures for additional course and program requirements
Prerequisites:   EMT 2140, EMT 2145, and EMT 2150
Co-requisites:   EMT 2160
Course Fee:     $125

ENG – English

ENG0095       1 cr.
Writing
Covers paragraph writing and essay writing to include determining the main idea, outline organization, topic sentences and thesis statements, development strategies, unity, clear usage and coherence, transitional devices, and the writing process. The course must be taken in conjunction with a paired section of Composition I. Note: This class meets immediately after the paired Composition I course, and both courses are taught by the same instructor.

Prerequisites:   Students who test within eight points of college-level (Accuplacer score of 250-262) are eligible to take this course.
Course fee:     $45

ENG1110   3 crs.
Composition I
Fundamentals of rhetoric and writing academic essays: standard expository writing utilizing narrative, descriptive, evaluative, and persuasive strategies, taught in a computer-lab setting or online, emphasizing revising and rewriting. Prerequisites: Placement or successful completion of developmental writing and reading as evidenced by a letter grade of "C" or better in the following courses: DER0091 and DEW0093
Course fee:     $53

ENG1125   3 crs.
Critical Writing
Continuation of ENG 1110, further developing the students’ abilities to write standard and organized essays. The focus of the course is analysis of a range of global literary works. Students will think critically about literature, writing a variety of assignments informed by and responding to fiction, poetry, nonfiction, and literary criticism. The writing will include critical research.
Prerequisites:   ENG1110
Course fee:     $53

ENG1140   3 crs.
Technical Writing
Memos, letters, resumes, proposals, feasibility reports, progress reports, mechanism and technical process descriptions, procedures, oral reports, et al.
Prerequisites:   ENG1110
Course fee:     $53

ENG1150   3 crs.
Experiencing Literature
A practical approach to thematic interpretation. Students will give written expression to the meaning of thematic elements and their relations outside the works of literature. Students write both individually and within a collaborative process, learning to develop ideas in relation to literature and in relation to the ideas of other people. They gain experience in both accepting and challenging ideas available in literature.
and in the responses of others. Readings are selected from some of the following genres in American and world literatures: short story, novel, film, drama, poetry, and essay. The course is taught within a selected thematic framework.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Course Fee</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>ENG2105</td>
<td>Introduction to Literature</td>
<td>3 crs.</td>
<td>$53</td>
<td>ENG1110 or permission</td>
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<td></td>
<td>Survey of British Literature I</td>
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<td></td>
<td>Survey of British literature from the Anglo-Saxon period through eighteenth century. The course explores such genres as epic, romance, drama, poetry, essay, and novel, familiarizing students with the range of traditions that constitute our British heritage and contribute to American cultural identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.</td>
<td>3 crs.</td>
<td>$53</td>
<td>ENG1110 or permission</td>
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<tr>
<td></td>
<td>Survey of American Literature I</td>
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<td>Survey of American literature from the Pre-Colonial period through 1865. The course explores such genres as fiction, poetry, essay, speech, and autobiography, familiarizing students with the diversity of traditions that constitute the American experience and shape individual identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.</td>
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<td>Survey of American Literature II</td>
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<td>Survey of American literature from 1865 through the present. The course explores such genres as fiction, poetry, drama, essay, speech, and autobiography, familiarizing students with the diversity of traditions that constitute the American experience and shape individual identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.</td>
<td>3 crs.</td>
<td>$53</td>
<td>ENG1110 or permission</td>
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<td>Survey of American literature from the Pre-Colonial period through 1865. The course explores such genres as fiction, poetry, essay, speech, and autobiography, familiarizing students with the diversity of traditions that constitute the American experience and shape individual identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.</td>
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<td>Survey of American Literature II</td>
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<td>Introduction to major works of the literature of the Western world in translation. The course develops students’ awareness of the broad cultural traditions that human beings share, and familiarizes students with the characteristics and social priorities of several literary genres throughout their histories. By encouraging recognition of theme as relevant and contemporary, the course provides a focused orientation to fundamental concerns of the humanities and a foundation for further courses in the humanities. Selections are drawn from the European tradition, Enlightenment through the twentieth century.</td>
<td>3 crs.</td>
<td>$53</td>
<td>ENG1110 or permission</td>
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<td>Fantasy Worlds</td>
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<td>Introduction to a variety of literary fictional worlds representing the tradition of fantasy in world literature. Students will discover how different fictional realities are created and what to expect while visiting those fictional worlds. They will learn how their reaction to fictional reality is governed by particular literary methods. Genres studied are selected from among science fiction, magical realism, fairy tale, gothic romance, ghost story, fantastic tale, realistic fantasy, and legend.</td>
<td>3 crs.</td>
<td>$53</td>
<td>ENG1110 or permission</td>
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</table>
ENG2150   3 crs.
The Novel
Study of modern fiction as record of human experience. Through personal interaction with selected novels, students will identify differing narrative methods and their impact on reader response and the development of the novel as genre. Students will write both individually and within a collaborative process, developing, testing, and challenging insights in relation to theme, social context, and the experiences of others.
Prerequisites: ENG1110
Course fee: $53

ENG2160   3 crs.
Global 20th-Century Literature
Exploration of twentieth-century novels and stories of global world literature, including non-Western and third-world traditions. The course is focused on the social dilemmas presented in the narratives. Students will reflect on social injustice by exploring diverse cultures through literature and will develop new understanding of the continuity of human problems across cultures.
Prerequisites: ENG1110
Course fee: $53

ETC – Electronic Technology

EIE1101   4 crs.
DC Circuits
Basic electrical symbols, fundamental units of measure, and metric prefixes. Fundamental electrical laws will be used to solve circuits, such as Ohm’s Law, Watt’s Law, Kirchhoff’s Current Law, and Kirchhoff’s Voltage Law. Concepts of the Voltage Divider for series circuits and the Current Divider for parallel circuits will be used in circuit analysis. The response of capacitors and inductors to DC voltage and current will be studied. Bench test equipment and circuit assembly will be applied in the hands-on lab experiments.
Prerequisites: MAT1130 (or taken concurrently)
Course fee: $80

EIE1102   4 crs.
AC Circuits
Inductor, capacitor, and transformer response to AC current. Magnetism and electro-magnetism as it relates to electricity will be covered. Properties of various waveforms will be introduced, both sinusoidal and non-sinusoidal. RC, RL, and RLC circuits in series, parallel, and series-parallel will be studied. RLC circuits will be analyzed in both series and parallel resonant circuits. Basic passive filters will be covered, such as band-pass, band-stop, high-pass, and low-pass. Superposition and Thevenin’s theorems will be applied to AC circuit analysis. Bench laboratory experiments will provide hands-on experience with the devices and circuits studied in the classroom. Multism electronic simulation software will also be used in the labs.
Prerequisites: EIE1101, MAT1130, and MAT1140 (or taken concurrently)
Course fee: $80

EIE1205   3 crs.
Network Infrastructure
Methods of copper and fiber optic data communication. Among the topics covered are copper and fiber optic, connectors, splices, lasers, transmitters, receivers, interfaces, data formats, modulation, and bandwidth requirements. Laboratory experiments provide experience with the devices and circuits studied in the classroom.
Prerequisites: None
Course fee: $200

EIE1201   4 crs.
Digital Electronics
This course introduces the student to integrated circuits and devices used in digital electronics. The design, operation, and troubleshooting of digital circuits are studied. Topics include digital logic gates, combinational circuits, displays, arithmetic circuits, encoders, decoders, multiplexers, demultiplexers, flip-flops, counters, shift registers, memories IC technologies, microprocessors, computers, busses, and digital signal processing. Laboratory experiments provide hands-on experience with the devices and circuits studied in the classroom.
Prerequisites: None
Course fee: $80

EIE2105   4 crs.
Analog Electronics
An introduction to semiconductor devices and linear integrated circuits, and their applications. Topics include diodes, transistors, amplifiers, oscillators, timers, filters, and power supplies. Laboratory experiments provide hands-on experience with the devices and circuits studied in the classroom.
Prerequisites: EIE1102
Course fee: $80

EIE2120   2 crs.
NEC
This course is a comprehensive overview of the National Electrical Code (NEC) for designing electrical systems and safety related work practices. This course includes an overview of the NEC, wiring methods and materials, conductors, and overcurrent protective devices, branch circuits and feeders, grounding, transformers, services, special locations ad calculations. This is a “hands on” approach interfacing with NEC regulations that will prepare a student for everyday application of electrical and safety operations in the work place.
Prerequisites: None
Course fee: $50
EIE2190  
**Electronics Capstone**
This course will be a capstone course for students in Electronics Technology. Students will complete a self-paced project that will encompass material covered in the students’ curriculum or work in an electrical and/or electronics environment and keep a journal of activities.
Prerequisites: None  
Course fee: $40

EIE2210  
**Programmable Logic Controllers**
This course is a study of Programmable Logic Controllers (PLC). A PLC is a specialized control device used to control machines and processes. The course includes a description of the hardware functions and the programming instructions are reviewed. The labs include building a complete hardware system and wiring software programs, using instructions to control the hardware. The student will be exposed to the operation of Allen-Bradley PLC’s including Micrologix and Micro850 technology along with equipment from other manufacturers.
Prerequisites: Permission  
Course fee: $160

EIE2288  
**Engineering Technology Internship**
This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the Faculty Lead the student will gain work experience directly related to the student’s major. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.
Prerequisites: Permission  
Co-requisites: EIE2289  
Course fee: $30

EIE2289  
**Engineering Technology Seminar**
This seminar class is taken with the Engineering Technology Internship course. This will assist students in identifying and evaluating experiences from the internship course and then relate skills to career expectations.
Prerequisites: Permission  
Co-requisites: EIE2288  
Course fee: $30

EIE2301  
**DC & AC Machinery**
An introduction to DC & AC electrical, motor, and mechanical devices in learning to understand the basics of planning, designing, operating, testing, analyzing, evaluating, or maintaining their use in industrial control circuits.
Prerequisites: EIE1102  
Course fee: $160

EIE2305  
**Power Distribution**
This course is an introduction to Electrical Power Distribution Systems and Components. The course takes on a theoretical, practical, and multidisciplinary approach to provide students with a thorough understanding of modern electric power systems. Single-phase and three-phase poly phase transmission and distribution systems. Power factor correction on distribution systems and an understanding of the three-phase power triangle. Is also structured for each student to design an Electrical Power Distribution System and Components for a facility of their choice. Understanding three-phase poly phase transmission and distribution systems. Perform short circuit, coordination, and protective relaying schemes on electrical distribution systems and an understanding of the three-phase power triangle metering systems.
Prerequisites: EIE1102  
Course fee: $80

EIE2310  
**Hydraulics & Pneumatics**
A basic study of hydraulic principles as applied to hydraulic motors, directional valves, pressure control valves, and hydraulic actuators. Pascal’s Law and Bernoulli’s Principle will be presented. Formulas will be applied to the hydraulic principles of speed, pressure, force, torque, and flow rate in hydraulic systems. Hands-on experience will be gained though constructing and operating hydraulic circuits in Lab. Pneumatic theory will be studied along with symbol identification, circuit construction, and circuit operation. Hands-on experience will be gained through the use of Automation Studio computer simulation labs.
Prerequisites: MAT1125 or MAT1130  
Course fee: $160

EIE2315  
**Instrumentation**
Introduction to Industrial Instrumentation in learning to understand the basics of planning, designing, operating, testing, analyzing, evaluating, or maintaining industrial instrumentation systems. Open and closed-loop industrial control systems as well as motor control circuits associated with industrial instrumentation is also covered in this course. This course concentrates on electronic measurements rather than the older pneumatic instruments to make process measurements.
Co-requisite: EIE1102  
Course fee: $80

EIE2415  
**Process Control Integration**
An integration of electronic systems to measure, quantify and control processes in an industrial setting. The use of computer networks along with more traditional dedicated systems are explained and modeled by students taking this course.
Upon completion of this course a student should have a fundamental concept of process functions and the controls that are required to measure, monitor, and control these processes.

Prerequisites: EIE2315
Co-requisites: EIE2310
Course fee: $160

FST – Fire Safety
For course information and program requirements go to: www.belmontcollege.edu/current-students/programs-of-study/firefighter/.

FST1100  2 crs.
Ohio Volunteer Firefighter
A combination of specialized subject matter, classroom lecture, and hands on, practical material covering the basics of firefighting as defined by the Ohio Division of Emergency Medical Services and the Ohio Revised Code. Coursework covers 36 hours of training in fire department organization and safety, fire behavior, overhaul, personal protective equipment, rescue, ground ladders, ventilation and tools, water supply, hoses, appliances, and streams. This course includes an orientation, review session and successful students are eligible for state certification testing.
Prerequisites: None
Course fee: $75

FST1110  6 crs.
Ohio Firefighter I Transition Course
Take the Ohio Volunteer Firefighter through the Ohio Firefighter I curriculum as defined by the Ohio Division of Emergency Medical Services and the Ohio Revised Code. Coursework is a combination of specialized classroom material, practical instruction, and learning experiences concerned with the practices and techniques of firefighting. Instruction includes the following topic areas taken from NFPA1001 Fire Fighter 1: fire department organization, fire alarms and communications, portable extinguishers, ropes, fire streams, foam fire streams, fire control, salvage, overhaul, emergency medical care, rescue, water supplies, sprinklers, response to hazardous materials incidents, fire prevention, public education, fire cause determination and live fire training. Successful students are eligible for state certification testing.
Prerequisites: None
Course Fee: $115

FST11130  6 crs.
Ohio Firefighter II Transition Course
Designed to take the Firefighter I through the Ohio Firefighter II curriculum as defined by the Ohio Division of Emergency Medical Services and the Ohio Revised Code. Coursework is a combination of specialized classroom material, practical instruction, and learning experiences concerned with the practices and techniques of firefighting. Instruction includes the following topic areas taken from NFPA1001 Fire Fighter I and II: fire department organization, fire alarms and communications, portable extinguishers, fire behavior, personal protective equipment, forcible entry, ventilation, ropes, ladders, fire hose, fire appliances, fire streams, fire control, salvage, overhaul, emergency medical care, rescue, water supplies, sprinklers, response to hazardous materials incidents, fire prevention, public education, fire cause termination, building construction, and live fire training. Successful students are eligible for state certification testing.
Prerequisites: None
Course Fee: $150

FST1116  1 cr.
Workplace Safety
This course is a comprehensive overview of OSHA regulations, safety related work practices, and CPR/First Aid training. This course will examine the Occupational Safety and Health Administration (OSHA) Code 29 CFR 1910 and 1910.269 as it applies to the OSHA mandated annual training and the OSHA Safety-Related Work Practices. Included in the course are: first aid, CPR, drags, carries, and patient lifting and moving. Upon successful completion, the student will earn an OSHA-10 certification (card) and CPR/First Aid training certifications (cards).
Prerequisites: None
Course Fee: $100

FST1120  7 crs.
Ohio Firefighter I
A combination of specialized classroom material, practical instruction, and learning experiences concerned with the practices and techniques of firefighting outlined by the Ohio Firefighter I curriculum and defined by the Ohio Division of Emergency Medical Services and the Ohio Revised Code. Instruction includes the following topic areas taken from NFPA1001 Fire Fighter 1: fire department organization, fire alarms and communications, portable extinguishers, ropes, fire streams, foam fire streams, fire control, salvage, overhaul, emergency medical care, rescue, water supplies, sprinklers, response to hazardous materials incidents, fire prevention, public education, fire cause determination and live fire training. Successful students are eligible for state certification testing.
Prerequisites: Ohio Volunteer Firefighter certification
Course Fee: $100

FST1150  13 crs.
Ohio Firefighter Level 1 & 2
A combination of specialized classroom material, practical instruction, and learning experiences concerned with the practices and techniques of firefighting outlined by the Ohio Firefighter I and II curriculums and defined by the Ohio Division of Emergency Medical Services and the Ohio Revised Code. Instruction includes the following topic areas taken from NFPA1001 Fire Fighter I and II: fire department organization, fire alarms and communications, portable extinguishers,
fire behavior, personal protective equipment, forcible entry, ventilation, ropes, ladders, fire hose, fire appliances, fire streams, fire control, salvage, overhaul, emergency medical care, rescue, water supplies, sprinklers, response to hazardous materials incidents, fire prevention, public education, fire cause termination, building construction, and live fire training. Successful students are eligible for state certification testing.

**FST1160**  
**Emergency Medical for Firefighters**  
A combination of specialized classroom material, practical instruction, and learning experiences designed to prepare firefighters to assist in an emergency medical situation. Topics will include first aid, CPR, drags, carries, and patient lifting and moving. Successful students will earn CPR and first aid certification.

Prerequisites: None  
Course Fee: $35

**FST1170**  
**Introduction to Technical Rescue**  
Introduction to the various types of technical rescue commonly utilized in the fire service. Structural Collapse, Confined Space, and Trench Rescue, Vehicle Rescue, and Water and Wilderness Rescue will be covered in depth and in accordance with NFPA standards 1670 and 1006 awareness level requirements.

Prerequisites: None  
Course Fee: $80

**FST1171**  
**HazMat Awareness/Confined Space Entry**  
Designed to give fire, law enforcement, emergency medical providers, or other public works personnel the awareness level training for hazardous materials and confined space incidents. Hazard recognition and identification, scene safety and security, risk assessment, the Emergency Response Guidebook, and permit requirements will be introduced.

Prerequisites: None  
Course Fee: $50

**FST2101**  
**Fire Prevention**  
Provides an overview of the history and philosophy of fire prevention, the organization and operation of a prevention bureau, fire inspection and investigation, and is designed to give students knowledge in the field of fire prevention. Additional topics include plans review, the use and application of standards and codes, and life safety education.

Prerequisites: None  
Course Fee: $10

**FST2102**  
**Fire Protection Systems**  
Covers the design features and operation of various fire protection systems including fire alarm systems, water-based and special hazard fire suppression systems, and water supply for fire protection and portable extinguishers.

Prerequisites: None  
Course Fee: $20

**FST2103**  
**Fire Behavior & Combustion**  
Covers the fundamental theories of fire behavior and combustion. Content includes how and why fires start, spread, and are controlled.

Prerequisites: None  
Course Fee: $50

**FST2104**  
**Principles of Emergency Services**  
An overview of fire protection systems, strategy, and tactics and introduces the student to the culture and history of emergency services. The course covers fire loss analysis, the organization and specific functions of protection services, basic fire chemistry and physics, fire service laws and regulations, and the fire department's role in local government. Students will explore fire service and related career opportunities.

Prerequisites: None  
Course Fee: $20

**FST2105**  
**Building Construction**  
Relates the components of building construction to firefighter and life safety. The elements of structure and design are explored in conjunction with building inspection, fire pre-planning, and emergency operations.

Prerequisites: None  
Course Fee: $50

**FST2106**  
**Principles of Fire Safety & Survival**  
Introduction to the basic principles and history of the national firefighter life safety initiatives. The need for cultural and behavioral change throughout the emergency services will be covered.

Prerequisites: None  
Course Fee: $10

**FST2180**  
**Hazardous Material Operations**  
Builds upon the concepts introduced in the hazardous materials portion of FST 1171. Content will cover operations level training for incidents involving hazardous materials or weapons of mass destruction. Risk assessment, and hazard recognition, identification, notification and communication will be covered.

Prerequisites: FST1171  
Course Fee: $20
**FST2181**  
**Vehicle Rescue I**  
Covers level 1 rescue skills for vehicle and machinery rescue incidents that involve common passenger vehicles, simple small machinery and in environments where rescuer intervention does not constitute a high level of risk based upon the environment or other factors. Hazard identification, equipment use, and rescue techniques will be covered in accordance with NFPA 1006.  
Prerequisites: FST1170  
Course Fee: $100

**FST2182**  
**Confined Space Rescue**  
A combination of learning experiences aimed at all aspects of confined space response, entry, rescue, and recovery. Evaluation of hazards, monitoring of health and safety, and performance of rescue operations will be covered.  
Prerequisites: FST1171  
Course Fee: $50

**FST2183**  
**Rope Rescue I & II**  
A combination of specialized learning experiences designed to familiarize students with the basics of rope rescue operations, equipment, methodologies, protocols, and patient resource management techniques in accordance with NFPA standard 1006. Multipoint anchors, ascending systems, and rappelling systems will be covered.  
Prerequisites: FST 1170  
Course Fee: $50

**FST2220**  
**Public Safety Capstone**  
This course is designed to allow students to integrate the knowledge and skills learned in the fire program courses. The importance of leadership and mentorship, public safety and prevention, community service, and career pathways will be explored.  
Prerequisites: FST1110, 1120, 1130, or 1150  
Course Fee: None

**GEO – Geology**

**GEO1110**  
**Geology**  
This course introduces the student to the basic concepts of geology, including plate tectonics, minerals, rock types, volcanoes, geologic time, mass wasting, groundwater, glaciation, earthquakes, and climate change. Laboratory experiments provide hands-on experience with the concepts and applications.  
Prerequisites: None  
Course fee: $10

**GEO1120**  
**Geology for Coal, Oil and Gas**  
This course introduces the student to the basic concepts of geology with an emphasis on coal, oil and gas deposits located in the Appalachian area.  
Prerequisites: None  
Course fee: $30

**GIS – Geographic Information Systems**

**GIS1100**  
**Introduction to GIS**  
Introduces the Geographic Information Systems. GIS is the merging of cartography, statistical analysis, and database technology. The student will learn the design, operation, and uses of GIS. Geographic Information Systems are capable of integrating, storing, editing, analyzing, sharing, and displaying geographically reference information. If the location of a person, thing, or event can be fixed on the earth, then it can be placed on a map, and that map can be used to search, organize and analyze that information. GIS applications and careers are discussed. The hardware and software used in GIS are introduced.  
Prerequisites: None  
Course fee: $100
HAC – Heating & Air Conditioning

HAC1100 2 crs.
Welding Fundamentals
This course is designed to provide a basic welding experience in all welding processes in HVAC such as: oxyacetylene safety, oxyacetylene cutting and welding, basic arc welding safety, proper use of equipment and machines, flat and vertical fillet welds, and stringers and weaves with various electrodes.
Prerequisites: None
Course fee: $80

HAC1110 3 crs.
Heating and Cooling Fundamentals
A study of various states of matter such as temperature, heat, and energy; theory of refrigeration cycle and system sequences. Presents and covers how each cycle part performs and the different types of refrigerant and compressors. Introduces students to various types of heating systems
Prerequisites: None
Course fee: $120

HAC1113 3 crs.
Basic Electricity, Power Systems & Motors
This course will cover the basic electric circuits and Ohms law: reading and understanding the various types of wire diagrams and wire symbols through hands-on lab projects. Also covered are wire size and color codes, and the basic items in the Electrical Code that pertain to the HVAC/R field. The study of electric boxes, breakers, fuses and how to properly install and inspect by properly using VOM and AMP meters will be covered, along with single and three phase power supplies, and single and three phase motors.
Prerequisites: None
Course fee: $105

HAC1120 3 crs.
Theory of Refrigerant and Refrigeration Handling
This course is a continuation of HAC1113
Electricity. This is the study of controls used in refrigeration system, how each control executes function, and how to properly check the controls in each type of system. Repair and replacement of controls and how to properly troubleshoot them will be covered along with the use of meters and tools to perform repairs. Controls for air conditioning, heat pump, commercial refrigeration, and commercial air conditioning systems – electric and pneumatic are covered.
Prerequisites: HAC1113 or permission
Course fee: $120

HAC1123 3 crs.
Heating Systems I
This course covers design-and-operation fundamentals of heating systems: gas, oil, electric, and heat pumps. Covers how each system is designed for residential and commercial service. The setup and installation of each unit, the proper use of equipment to check each system’s operation and the preventive maintenance of each system is covered.
Prerequisites: None
Course fee: $120

HAC1128 3 crs.
Piping and Installation Fundamentals
This course will cover piping leak detection for HVAC systems. Students will learn the fundamentals of installation of HVAC systems and will be introduced to sheet metal work.
Prerequisites: None
Course fee: $173

HAC2130 3 crs.
A/C System Maintenance
This is a course on preventive maintenance processes used in the field. Students will perform system maintenance (SM) on elated environmental controls technology equipment such as: electric heating equipment, air handler, filtration equipment, humidifier/dehumidifier and indoor and outdoor sections of an air conditioner or heat pump and refrigeration systems, etc.
Prerequisites: None
Course fee: $50

HAC2133 2 crs.
A/C and Heating Troubleshooting
This is a course in troubleshooting HVAC equipment. Students will learn to diagnose and repair both electrical and mechanical problems with equipment.
Prerequisites: HAC1113 and HAC1120
Course fee: $80

HAC2136 2 crs.
Forced Air Systems & Sheet Metal
This is a course in installation of forced air equipment and sheet metal fabrication. Students will install forced air equipment and design, fabricate, and install sheet metal ductwork.
Prerequisites: HAC1110, HAC1113, HAC1128 (or concurrent)
Course fee: $90

HAC2140 4 crs.
Climate Control
This is a study of various factors affecting human comfort: temperature, humidity and ventilation. How to properly use a psychometric chart to control the environment we live and work in. How to properly maintain the equipment used in a comfort system will also be covered. The application and function of climate control used in comfort air conditioning, humidifiers, fresh air, and air cleaning will be covered.
Prerequisites: None
Course fee: $90
HAC2141  1 cr.
**Refrigeration Service and Repair**
This is a course in troubleshooting HVAC equipment. Students will learn to diagnose and repair problems with refrigeration systems.
Prerequisites:  HAC1113, HAC1120, HAC1128
Course fee:  $50

HAC2142  1 cr.
**Work Sequence, Assignments & Clients**
This is a course in jobsite management of HVAC projects. Students will discuss project scheduling and how it affects the completion of a job.
Prerequisites:  HAC1110
Course fee:  $35

HAC2144  2 crs.
**Hydronics and Steam**
This is a course in hot water and steam heat. Students will study, install, and troubleshoot hot water and steam boilers, and their associated components.
Prerequisites:  HAC1110, HAC1113, HAC1128 or concurrent
Course fee:  $90

HAC2146  3 crs.
**Design Project HVAC**
This is the study of basic design principles including comfort elements, building load calculations, system components, etc., to design a complete HVAC system.
Prerequisites:  HAC2130 or HAC2133 or HAC2140
Course fee:  $20

HAC2148  3 crs.
**Capstone - HVAC**
The student will choose one of the following two Capstone Pathways during the first week of class: 1. HVAC project, 2. HVAC specialization. Topics of chosen path are discussed regularly with instructor throughout the semester. This course may include: the design and fabrication of an HVAC project on site or choosing a specialized HVAC area and passing an unofficial HVAC certification test. This class will be a comprehensive and synthesizing project, applying the knowledge and skills learned in the courses that comprise a student's degree program. Pathways must have theoretical/academic and applied components. The student will take the NATE ICE exams to demonstrate competency in the industry.
Prerequisites:  HAC1110, HAC2130, HAC2140 or concurrent
Course fee:  $50

HIS - History

HIS1110  3 crs.
**Western Civilization I**
A survey of civilizations from the dawn of time to the Peace of Westphalia in 1648; classical culture of Greece and Rome, the Middle Ages, the Renaissance, the Reformation; the emergence of the modern world.
Prerequisites:  Placement
Course fee:  $53

HIS1112  3 crs.
**Western Civilization II**
From 1648 to the present; the dynastic and colonial conflicts of the 18th Century; the French Revolution and the Napoleonic Era; the liberalism, nationalism, and socialism of the western world in the 19th Century; and 20th Century issues of totalitarianism and the two world wars.
Prerequisites:  Placement
Course fee:  $53

HIS1120  3 crs.
**Eastern Civilization I**
Study of the history and culture, literature, art, and people of the three distinct yet related societies of China, Korea, and Japan, from the dawn of time to the modern age. The course will include the following explorations: classical traditions and customs; famous works of art and literature; and, religious, political, and socioeconomic trends of these important Asian countries.
Prerequisites:  Placement
Course fee:  $53

HIS1122  3 crs.
**Eastern Civilization II**
Broad overview of Southeast Asia, reflecting on two thousand years of cultural, societal, and political influences in Vietnam, Laos, Cambodia, Thailand, Burma (Myanmar), Malaysia, Singapore, Indonesia, and the Philippines. The course will touch on anthropology, geography,
HUM – Humanities

HUM2110  
Humanities  
Introduction to the interdisciplinary study of the humanities from the ancient world to the Renaissance. The course explores representative selections from literature, philosophy, religion, and history, with some references to art and music. Students will explore thematic interrelationships among the primary texts of the disciplines to reflect on human values, ideas, identity, and world order across time and geographic space.  
Prerequisites: ENG1110  
Course fee: $53

LGL – Legal Office

LGL1130  
Legal Terminology and Transcription  
This course will give the student a background in basic legal terminology. Upon completion of this course, the student will be able to correctly pronounce, spell, and define legal terminology. The student will also be able to transcribe terminology from recorded dictation and become familiar with terms dealing with the court system, legal systems, and litigation procedures.  
Prerequisites: OAM1127  
Course Fee: $45

LGL1136  
Legal Machine Transcription  
This course will prepare the student to transcribe various legal documents using a transcription machine and word processing software. Students will learn to create legal documents with correct formatting, punctuation, and spelling. Transcription rules will be presented to reinforced English grammar and usage skills. The student will also develop listening and decision-making skills.  
Prerequisites: LGL1130  
Course Fee: $45
LIS – Library Information Services

LIS1101 Foundations of Library Services
3 crs.

This course introduces the fundamentals of library services. Students will learn the history and role of the library in society, the philosophy of library values, and will explore current issues and everyday operations in libraries of all types – school, public, special, and academic. An overview of reference & information, circulation, collection development and maintenance, technical services, library funding, governance, and collaboration will be explored. Intellectual freedom, privacy, literacy, equity, diversity, and related ethical issues will be discussed as they apply to the library setting. Students will apply this knowledge to situations similar to those that might arise in their current or future work settings and will explore professional development and training opportunities. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission
Course fee: $10

LIS1104 Communication & Teamwork
3 crs.

This course covers basic concepts in interpersonal communication, customer service, team work and decision-making. Students will explore, reflect and apply concepts individually and in a team environment. This course is approved by ALA-APA for LSSC national certification.

Prerequisite: FYE1120 or permission
Course fee: $35

LIS1111 Access Services In Libraries
3 crs.

This course presents essential aspects of library public service that relate to linking library users to essential information resources in both physical and digital formats. This includes an understanding of classification and organization schemes for collections, collection maintenance basics, circulation functions and systems including special aspects such as interlibrary loan, reserves, special programming, copyright and related policies and procedures. An emphasis is placed on providing quality customer service that meets individual user needs while ensuring their safety and privacy. Managing financial transactions, recordkeeping, and data collection will also be included. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission
Course fee: $10

LIS1112 Adult Readers' Advisory Services
3 crs.

Readers' Advisory services consist of recommending titles of potential interest to the user to match the user's interests and experience as well as promoting the library collection. This course gives an overview of Readers' Advisory services and explores how these services have expanded from assisting library users with identifying books to read to assisting users with identifying materials for viewing and listening. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission
Course fee: $10

LIS1112 Adult Readers' Advisory Services
3 crs.

Readers' Advisory services consist of recommending titles of potential interest to the user to match the user's interests and experience as well as promoting the library collection. This course gives an overview of Readers' Advisory services and explores how these services have expanded from assisting library users with identifying books to read to assisting users with identifying materials for viewing and listening. This course is approved by ALA-APA for LSSC national certification.

LIS2103 Technology in Libraries
3 crs.

This course develops technology skills and knowledge required for library work. The course also addresses the role of libraries in providing access to and educating their customers in using technologies for information seeking, access, and use. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission
Course fee: $10

LIS2110 Cataloging and Classification
3 crs.

This is a course about the organization of materials and equipment in libraries and the use of integrated library systems. It emphasizes cataloging, classifying, and the basics of subject headings and authority control. It includes organizational procedures, processing, and basic storage and retrieval principles. Formats covered will include print materials such as books and periodicals; non-book media such as videos, and data collection will also be included. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission
Course fee: $10
audio formats, software, and CD-ROMs; and electronic resources such as online databases, web pages, and digital images. Both Dewey Decimal and Library of Congress Systems will be covered as well as MARC format records and online public access catalogs. Emphasis will be placed on accessing and utilizing traditional print and online cataloging reference materials and tools such as instruction on using the OCLC copy cataloging utilities. This course is approved by ALA-APA for LSSC national certification. Prerequisites: FYE1120 or permission 
Course fee: $10

**LIS2111 Collection Management**
3 crs.
This course introduces the concept of collection management which includes assessing the library community, evaluating the current collection, selecting, acquiring, managing, maintaining, displaying materials and making them accessible to library users. It also explores the publishing industry, collection policies and procedures, and addresses the concepts of intellectual freedom, censorship, and the process of handling complaints about the collection. This course is approved by ALA-APA for LSSC national certification. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2112 Supervision and Management**
3 crs.
This course focuses on the key competencies library staff must know to assume supervisory and management positions. Areas covered include regulations and laws governing employment and other regulations; policies and procedures; community outreach; budgeting, fundraising and grant writing; collaboration; marketing; and staff management, supervision and discipline. This course is approved by ALA-APA for LSSC national certification. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2113 Digitizing Information**
3 crs.
This course examines the digitization of analog materials, preservation of digital materials, and effects of the technological shift from analog to digital materials relevant to working in libraries. Prerequisites: FYE1120 or permission 
Course fee: $10

**LIS2221 Info. Services Special Topic Course: Business Resources on the Internet**
2 crs.
This course reviews and explores online sources for business information including, but not limited to, corporate, government, financing, and investment sites. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2223 Info. Services Special Topic Course: Government Resources on the Internet**
2 crs.
This course reviews and explores online government sources for business, education, and general information. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2224 Info. Services Special Topic Course: Medical Resources on the Internet**
2 crs.
This course reviews and explores online medical information sources for personal information. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2225 Info. Services Special Topic Course: Financial Recordkeeping using Excel**
2 crs.
This course introduces students to simple spreadsheet development for maintenance of financial data and records. Students will become familiar with the common menu selections in Excel, review selected automated financial functions, create simple formulas, and construct a sample budget and expense report. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2227 Info. Services Special Topic Course: Intro to Privacy & Intellectual Freedom**
2 crs.
This course introduces basic constitutional and ethical information issues regarding privacy, confidentiality, First Amendment rights, copyright, and other legal issues regarding access and use of information, especially those related to providing access to electronic information and sources. Information access issues as a provider or gateway organization, especially issues related to minors, will also be covered. Organizational liability, policy development, and legal challenges will be reviewed. Emphasis will be in the library environment with applicability to other profit and nonprofit organizations, including Internet service providers and web content providers. Prerequisites: FYE1120 or permission Course fee: $10

**LIS2228 Info. Services Special Topic Course: Intro to Basic Technical Services in the Library**
2 crs.
This course introduces the variety and scope of the technical support services necessary for library operations. Students are introduced to the skills necessary for the selection, removal, and organization of print and non-print resources in all types of libraries. Materials selection policies, weeding, organizational methods, machine
LIS229 3 crs.
Info. Services Special Topic Course: History & Genealogy Services on the Internet
This course reviews and explores online sources for genealogy and local history research, including but not limited to, government, library, and for-profit sites. Emphasis will be placed on the evaluation of resources for usefulness, currency, accuracy, and authoritativeness.
Prerequisites: FYE1120 or permission
Course fee: $10

LIS2230 3 crs.
Info. Services Special Topic Course: Overview of American Women's Literature
This course introduces the study of literature written by American women. Students will read and analyze short fiction, poetry, essays, plays, and other works of literature.
Prerequisites: FYE1120 or permission
Course fee: $10

LIS2232 2 crs.
Info. Services Special Topic Course: Overview of Communication
This course introduces fundamental communication skills necessary for employees of business and nonprofit organizations. Learning styles, personality types, professional written and oral communication, interpersonal interactions, customer service skills, working in teams, communicating through organizational levels, and electronic communication including netiquette will be covered.
Prerequisites: FYE1120 or permission
Course fee: $10

LIS2236 2 crs.
Info. Services Special Topic Course: Literature Services for Children
This course provides students with the knowledge required to plan, implement, and evaluate library programs and other literature services for children aged birth to twelve.
Prerequisite: FYE1120 or permission
Course fee: $10

LIS2237 3 crs.
Web Technologies
This course is designed to help students understand and effectively use a variety of web technologies. Students will evaluate and assess existing web services, as well as emerging trends, for appropriateness, usability, and integration into organizations. Students will also learn web and wireless network security concepts and basic HTML, the main markup language for navigating and displaying information on the web.
Prerequisites: FYE110, FYE1120 or CPT1100
Course fee: $10

LIS2271 1 cr.
Info. Cooperative Work Experience I
In consultation, the student, program coordinator, and faculty define job objectives and learning goals and plan an applicable work experience based on these. Students then select or are placed in an applicable and approved organizational environment for at least 10 hours per week where the learning objectives, activities, and concrete, appropriate evaluation criteria and measurements are determined in conjunction with the assigned supervisor. Project-based activities are encouraged.
Students will develop a portfolio documenting attainment of goals and objectives.
Prerequisite: FYE1120 or Permission
Co-requisite: LIS2280 or LIS2281
Course fee: $10

LIS2280 1 cr.
Information Services Seminar I
This course is designed to explore issues pertinent to the cooperative work experience, practicum, or capstone environment. Discussion topics include roles, responsibilities, common problems encountered, and effective techniques for management of communication and technological issues experienced. Theory, applications, project management issues, and self-directed learning needs will also be addressed. Students will explore careers, issues, future trends, professional organizations, and learning opportunities. Development of a personal and professional contact network will be emphasized. A portfolio documenting academic work and seminar and project activities is required. In addition, students will continue to develop their understanding of the concepts of civic librarianship and outreach.
Prerequisite: FYE1120 or Permission
Co-requisites: Students are required to register for LIS2271 or LIS2282 or LIS2291 concurrently
Course fee: $35
LIS2281   1 cr.
Information Services Seminar II
This course is designed to explore issues pertinent to the cooperative work experience, practicum, or capstone environment. Discussion topics include roles, responsibilities, common problems encountered, and effective techniques for management of communication and technological issues experienced. Theory, applications, project management issues, and self-directed learning needs will also be addressed. Students will explore careers, issues, future trends, professional organizations, and learning opportunities. Development of a personal and professional contact network will be emphasized. A portfolio documenting academic work and seminar and project activities is required. In addition, students will continue to develop their understanding of the concepts of civic librarianship and outreach. For students who have completed Seminar I, this course expands on issues related to the cooperative work, practicum, or capstone experience: further development of a portfolio to document accomplishments from the culminating experience; using a mentoring network to complete portfolio reviews; selecting and completing activities to achieve their career goals.
Prerequisite: FYE1120 or permission
Co-requisite: Students are required to register for LIS2272 or LIS2282 or LIS2292 concurrently
Course fee: $10

LIS2282   2 crs.
Information Services Capstone & Project
Students, in consultation with their instructor, will design, research, and develop a project that showcases their skill level in the three primary focus areas of the program—technical, communication, and information literacy.
Students may focus on some problem, concept, issue, or practical research related to their work experience, or an independent product or service integral to their program of study. Students are encouraged to select and develop a project that will have an ongoing, practical application. A portfolio documenting project activities and the final product is required. It is recommended that students complete all formal coursework, especially technical coursework, prior to enrolling in this course.
Prerequisites: FYE1120 or Permission
Co-requisites: LIS2280 or LIS2281
Course fee: $10

LIS2291   1 cr.
Information Practicum I
In consultation, the student, program coordinator, and faculty define job objectives and learning goals and plan an applicable work experience based on these. Students then select or are placed in an applicable and approved organizational environment for at least 7 hours per week where the learning objectives, activities, and concrete, appropriate evaluation criteria and measurements are determined in conjunction with the assigned supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.
Prerequisites: FYE1120 or Permission.
Co-Req: LIS2280 or LIS2281
Course fee: $10

LIS2292   1 cr.
Information Practicum II
Students participate in an approved organizational environment for 7 hours per week where the learning objectives, activities, and concrete evaluation criteria are determined in conjunction with the assigned supervising faculty and organization-based supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.
Prerequisites: FYE1120 or Permission.
Co-Req: LIS2280 or LIS2281
Course fee: $10

MAT - Math

MAT0097   1 cr.
Accelerated Intermediate Algebra
Covers factoring polynomials, solving quadratic equations, simplifying rational expressions including complex fractions, and simplifying rational exponents and radical expressions. The course is an accelerated version of Intermediate Algebra and must be taken in conjunction with an identified college math course such as College Algebra.
Course fee: $53.00

MAT1110   3 crs.
Allied Health Math
Intended for health technology students and others with the need to use mathematics in the solution of pharmacological problems. Topics include a review of basic arithmetic skills and systems of measurement. Topics include a review of basic arithmetic skills and systems of measurement. Problems related to dosage calculations include oral, parenteral, and intravenous, as well as specialized calculations.
Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of “C” or better in DEM0100.
Course fee: $53

MAT1112   1 cr.
Advanced Health Math
For health technology students and others with the need to use mathematics in the solution of pharmacological problems. This course can be used as a review course for students planning to enter a nursing program. Problems related to dosage calculations are incorporated, utilizing both the metric and apothecaries’ systems.
Prerequisites: MAT1110
Course fee: $20
MAT1115   3 crs.  
College Business Math  
Percent, base and percentage; sales and property tax; payroll; simple and compound interest; amortization; annuities and sinking funds; trade and cash discounts; markup and markdown; the metric system; applications using spreadsheet software.  
Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of “C” or better in DEM0100.  
Course fee: $53

MAT1120   4 crs.  
Statistics  
Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of “C” or better in DEM0100.  
Course fee: $53

MAT1125   3 crs.  
Technical Mathematics  
Algebraic expressions and operations, ratio, and proportion; direct, inverse, and joint variation; measurement in the metric system and the U.S. Customary system; basic geometry; trigonometry of the right triangle; factoring; solving linear and quadratic equations in one or more variables; and oblique triangles including law of sines and cosines.  
Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of “C” or better in DEM0100.  
Course fee: $53

MAT1128   3 crs.  
Math for the Liberal Arts  
A survey course in Mathematics designed to improve problem solving, critical thinking, and quantitative reasoning skills. While this course is designed for students not intending to continue on to higher-level mathematics courses, the course does examine diverse applications of contemporary mathematics and provides an understanding of the role of mathematics in society and daily life. This understanding is accomplished by studying selected topics from Set Theory, Number Theory, Algebra, Math of Finance, and Probability.  
Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of “C” or better in DEM0100.  
Course fee: $53

MAT1130   4 crs.  
College Algebra  
Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, piece-wise defined functions, their graphs, properties, symmetries, and applications; real roots of polynomial functions; angles in both degrees and radians; right and oblique triangles and applications; trigonometric equations and applications; graphs of trigonometric functions utilizing amplitude, period, and displacement; trigonometric identities; vector operations; polar and rectangular coordinates; vector equations; conic sections, systems of linear equations in 2 and 3 variables; matrix operations; matrix methods of solving systems of equations; sequences; series.  
Prerequisites: Placement or successful completion of Intermediate Algebra as evidenced by a letter grade of “C” or better in DEM0110.  
Course fee: $53

MAT1140   3 crs.  
Trigonometry  
Analyzing functions, studying their representation verbally, numerically, graphically, and algebraically, as well as performing operations, translations and dilations. Students will express angles in both degrees and radians; solve right and oblique triangles including applications; solve trigonometric equations including applications; graph trigonometric functions utilizing amplitude, period, and displacement; algebraically use trigonometric identities; analyze vectors including polar and rectangular coordinates and graphing; solve vector equations; graph complex numbers in rectangular and polar form, as well as performing operations; and, apply DeMoivre’s Theorem.  
Prerequisites: MAT1130  
Course fee: $53

MAT1150   5 crs.  
College Algebra and Trigonometry Accelerated  
Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, piece-wise defined functions, trigonometric, and inverse trigonometric functions, their graphs, properties, symmetries, and applications; real roots of polynomial functions; angles in both degrees and radians; right and oblique triangles and applications; trigonometric equations and applications; graphs of trigonometric functions utilizing amplitude, period, and displacement; trigonometric identities; vector operations; polar and rectangular coordinates; vector equations; conic sections, systems of linear equations in 2 and 3 variables; matrix operations; matrix methods of solving systems of equations; sequences; series.  
Prerequisites: Placement or successful completion of Intermediate Algebra as evidenced by a letter grade of “C” or better in DEM0110.  
Course fee: $53
MAT2110  
Business Calculus I  
3 crs.
Introduction to differential calculus with a strong focus on applications in a business environment; limits, continuity; differentiation; curve sketching; extrema.
Prerequisites: MAT1130
Course fee: $53

MAT2112  
Business Calculus II  
3 crs.
Introduction to integral calculus with a strong focus on applications in a business environment; definite and indefinite integrals; average value; area between curves; improper integrals; functions of several variables; partial derivatives; optimization; Lagrange multipliers.
Prerequisites: MAT2110
Course fee: $53

MAT2120  
Calculus I  
4 crs.
Introduction to differential calculus; limits, continuity, explicit and implicit differentiation of algebraic functions with applications; curve sketching; related rates and optimization applications; linear approximation using differentials; Mean Value Theorem and L'Hôpital's Rule; introduction to integral calculus; antiderivatives, definite and indefinite integrals; areas; Fundamental Theorem of Calculus; integration by substitution.
Prerequisites: MAT1150 or MAT1130 and MAT1140
Course fee: $53

MAT2122  
Calculus II  
4 crs.
Integral calculus; application to arc length, area, and volumes of solids of revolution; integration techniques including integration by parts, trig substitution, and partial fraction decomposition; L'Hôpital's Rule; improper integrals; differential equations; sequences/series and their convergence; Taylor polynomials; conics and parametric equations; polar coordinates; vectors in the plane and space.
Prerequisites: MAT2120
Course fee: $53

MAT2124  
Calculus III  
4 crs.
Vector valued functions, parameterized curves and surfaces, differentiation of functions of several variables, optimization, integration of functions of two and three variables, line integrals, flux integrals, and calculus of vector fields.
Prerequisites: MAT2122
Course fee: $53

MAT2130  
Linear Algebra  
4 crs.
Study of vectors, systems of linear equations and matrices, vector spaces, linear transformations, and eigenvalue problems, with both proofs of concepts and applications.
Prerequisites: MAT2122
Course fee: $53

MAT2135  
Differential Equations  
4 crs.
Solving first-order differential equations that are separable, linear, or exact; solving first-order differential equations using substitutions; applications of first-order linear and nonlinear differential equations; slope fields and solution curves; numerical methods; solving higher-order differential equations with the method of reduction of order, constant coefficients, undetermined coefficients, and variation of parameters; applications of higher-order differential equations; power series solutions; Laplace transformations.
Prerequisites: MAT2124
Course fee: $53

MAT2140  
Finite Mathematics  
4 crs.
Study of the foundations of formal mathematics, including propositional logic, the nature of proof, sets and functions, structure of the number system, and an introduction to algebraic structures, algorithms, the growth function, and counting principles.
Prerequisites: MAT2120
Course fee: $53

MED – Medical Assisting

MED1105  
Medical Terminology  
2 crs.
Spelling and usage of medical terms and measurement systems. Basic prefixes, suffixes and root words will be emphasized.
Prerequisites: None
Course fee: $45

MED1110  
Medical Assisting I  
5 crs.
Introduction to health and illness, the health care delivery system, interviewing, history taking and recording skills, vital signs and medical asepsis, and patient needs. Preparing patients for physical exams and assisting the doctor.
Diagnostic and procedural codes, insurance and government health programs. Lab- practicing and demonstrating principles of medical asepsis and hand washing, taking and recording of vital signs, recognizing and meeting patient needs, and using proper body mechanics. Also, the disease process is introduced, along with care of aged and cancer patients and diseases and treatments of skin and reproductive systems.
Prerequisites: None
Co-Requisites: BIO1110, MAT1110 and MED1105
Course fee: $100
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Co-Requisites</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED1120</td>
<td>Medical Assisting II</td>
<td>5 crs.</td>
<td>Introduction to pharmacology including administration of oral drugs and injections: legal aspects of drugs; conditions, treatments, and medications of various body systems. This course focuses on diseases of the eye, ear, and endocrine system and their treatments. Students are provided with an introduction to the history of psychiatric medicine and disorders, growth and development, and procedures of maternal and child health. Theory of administrative procedures including telephone techniques, scheduling, maintaining medical records, and written communications, prepare the student for Medical Office Practice.</td>
<td>MED1105; MED1110; MAT 1110; health requirements must also be met.</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>MED1151</td>
<td>Medical Office Procedures</td>
<td>3 crs.</td>
<td>Medical Office Procedures provides an introduction of administrative duties in the health care setting. Students will cover reception procedures, scheduling appointments, filing systems, patient medical record management, written correspondence, patient confidentiality and review of traditional and managed care practice settings. This course will additionally include an introduction to financial administration and responsibilities of office management. At the end of the term the student will compose a resume, role play for interviews, and learn employment strategies.</td>
<td>MED1105; MED1110; MED1120; health requirements must also be met.</td>
<td></td>
<td>$108</td>
</tr>
<tr>
<td>MED1142</td>
<td>Basic Phlebotomy</td>
<td>3 crs.</td>
<td>Basic principles of phlebotomy history, safety, and terminology, review of the circulatory system, lab equipment and techniques, obtaining a blood sample, customer service and ethical considerations are included. Simulated campus lab, hospital venipuncture/skin puncture lab experience and 16 hours of practicum in a local hospital setting are included in the course.</td>
<td>MED1105; MED1110</td>
<td>BIO1110 and/or BIO1112</td>
<td>$100</td>
</tr>
<tr>
<td>MED1151</td>
<td>Basic Pathophysiology</td>
<td>3 crs.</td>
<td>This course is designed for non-nursing majors as a basic introduction to the physiologic basis of disease processes. Also included are common medications and their relationship to treatment of disease.</td>
<td>MED1105; MED1110</td>
<td>BIO1110 and/or BIO1112</td>
<td>$45</td>
</tr>
<tr>
<td>MED2205</td>
<td>Special Medical Terminology</td>
<td>2 crs.</td>
<td>Continuation of MED1105 which includes an in-depth study of advanced medical terminology specific to individual body systems including terms related to surgery, procedures, and lab tests.</td>
<td>MED1105</td>
<td></td>
<td>$45</td>
</tr>
<tr>
<td>MED2200</td>
<td>Medical Assisting III</td>
<td>5 crs.</td>
<td>This course focuses on cardiac and respiratory system diseases and their treatments, patient preparation and interpretation of electrocardiography. Venipuncture and medical laboratory testing, quality assurance, and quality control in the laboratory.</td>
<td>BIO1110, BIO1112, and MED1120</td>
<td></td>
<td>$133</td>
</tr>
<tr>
<td>MED2250</td>
<td>Medical Office Practices</td>
<td>3 crs.</td>
<td>Medical Office Practice simulates front office duties within a professional corporation. The student will gain experience of a broad cross section of popular practice management software. Duties include patient registration, posting payments, insurance billing, patient billing, and scheduling appointments. Other units of study include written communications and medical records management. This course covers all aspects of a computerized office including EHR/EMR.</td>
<td>MED1105, MED2256 or has taken all coding courses</td>
<td></td>
<td>$83</td>
</tr>
<tr>
<td>MED2240</td>
<td>Medical Assisting IV</td>
<td>7 crs.</td>
<td>This course focuses on all procedures related to minor office surgery, including sanitizing and sterilizing instruments. Clinical procedures include rehabilitative devices, application of heat and cold therapy, x-ray preparation, and patient instruction. A basic introduction of IV therapy is also covered. Pathophysiology and treatment of the gastrointestinal, urinary, neurological, and musculoskeletal systems. Provides for an overview of Emergency Preparedness in a Medical Office. Also recognizes nutritional nutrients, supplements, and special dietary changes.</td>
<td>MED2230</td>
<td></td>
<td>$133</td>
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</tbody>
</table>
MED2245 2 crs.
Medical Law and Ethics
Basic knowledge of law, medical ethics and bioethics as they relate to a health care agency. Topics include standards of care, negligence and malpractice, litigation proceedings in criminal and civil court, collection proceedings, informed consent, and being a witness in litigation.
Prerequisites: None
Course fee: $45

MED2247 1 cr.
First Aid and CPR
An overview of first aid in case of an emergency. This course is structured according to current first aid practices and the American Heart Association CPR.
Prerequisites: None
Course fee: $104

MED2253 4 crs.
Advanced Phlebotomy
Basic and advanced principles of phlebotomy history, safety, and terminology, review of the circulatory system, lab equipment and techniques, obtaining a blood sample, customer service and ethical considerations are included. Simulated campus lab, 50 verified hospital venipuncture and 10 verified skin puncture lab experience with 40 hours of practicum in a local hospital setting are included in the course. Fees for class includes fee to sit for RPT certification exam through AMT.
Prerequisites: BIO1110, MED1105, MED1142, MED2247 or current CPR card
Co-Requisites: BIO1112
Course fee: $220

MED2256 3 crs.
Introduction to ICD-10CM Coding
This course is a basic introduction to the ICD-10CM coding system. Students will become familiar with the coding manual, conventions of the ICD-10 CM and coding guidelines as they pertain to both the inpatient and outpatient setting. Students will learn the importance of the coding system as a data collection tool, as well as its significance for reimbursement for health care services.
Prerequisites: None
Co-Requisites: BIO1110, MED1105, and MED2265
Course fee: $75

MED2258 3 crs.
Introduction to ICD-10CM Coding
This course is a basic introduction to the ICD-10CM coding system. Students will practice looking up codes and demonstrate basic knowledge of both coding systems.
Prerequisites: MED1110
Co-Requisites: MED1120
Course fee: $75

MED2259 3 crs.
Intermediate ICD-10CM & CPT-4 Coding
The last in a series of three coding courses. Accelerated practice in code assignment utilizing simulated patient records and case studies will require the student to apply knowledge of both ICD-10CM and CPT-4 Coding systems. Advanced applications include DRGs, APCs, development of ICD-10 PCS and other reimbursement issues. The student will be completing an online practicum/externship.
Prerequisites: MED2258 and MED2265
Course fee: $83

MED2260 2 crs.
Introduction to Medical Billing
Introduction to health insurance claim processing with the emphasis on completion of CMA1500 claim form for the major health insurance plans. Information about federal health care legislation, CPT, ICD-10 and CMS reimbursement issues is included.
Prerequisites: MED2258, MED2265
Co-Requisites: MED2268
Course fee: $68

MED2265 3 crs.
Introduction to CPT-4 Coding
For the non-coding major and is a basic introduction to CPT-4 Coding. The student will learn the basics of coding conventions, how to use the ICD-10 and CPT coding manuals, basic reimbursement issues, and basic coding guidelines. Students will practice looking up codes and demonstrate basic knowledge of the CPT-4 coding system.
Prerequisites: None
Co-Requisites: BIO1110, MED1105, and MED2258
Course fee: $75

MED2268 3 crs.
Intermediate ICD-10CM & CPT-4 Coding
The last in a series of three coding courses. Accelerated practice in code assignment utilizing simulated patient records and case studies will require the student to apply knowledge of both ICD-10CM and CPT-4 Coding systems. Advanced applications include DRGs, APCs, development of ICD-10 PCS and other reimbursement issues. The student will be completing an online practicum/externship.
Prerequisites: MED2258 and MED2265
Course fee: $83

MED2271 2 crs.
Medical Practicum
Supervised work experience required for students in health technologies (160 hours unpaid). Students are assigned to area physicians’ offices, hospitals, and other health agencies as trainees or assistants in their selected health specialty field where practical experience and direct observation of job performance and requirements are afforded. Fees for class includes fee to sit for RPT certification exam through AMT.
Prerequisites: Must be second year student, have a Quality Point Average of 2.5 or more, have completed previous work with high academic and professional quality, be approved by MED faculty for externship, and must have completed application form. All physical exam and immunization requirements must be met.
Course fee: $45
MED2281    3 crs.
Medical Seminar
Course taken in conjunction with externship.
Includes discussions of students’ extern experiences, principles of employment practices, and improvement of employee traits. Also includes reviewing for certification exam.
Prerequisites: All Medical Assisting courses I, II, III, & IV
Course fee: $160

MHT – Mental Health Technology

MHT1110    3 crs.
Introduction to Social Services
This course is a survey of the history and future directions of social services with an emphasis on mental health. It is an overview of how people learn, act, and change within social systems.
Prerequisites: None
Course fee: $53

MHT1120    3 crs.
Counseling Theory & Techniques
Provides the student with an understanding of the major theories related to counseling strategies and techniques. Covers a variety of helping strategies considered to be effective in helping people reduce stress and conflict and resolve problems more effectively.
Prerequisites: PSY1140
Course fee: $53

MHT1130    3 crs.
Interviewing Techniques & Casework
Presents an introduction to casework and an overview of techniques employed in interviewing. Covers principles and processes of the social treatment model of social services. Issues such as confidentiality, case records, nonverbal and verbal communication, role-playing, and helping skills to reduce stressors will be addressed. Practical exercises in various techniques and methods used in various areas of mental health.
Prerequisites: None
Course fee: $160

MHT2230    3 crs.
Principles of Addiction
Reviews the addictive personality from the historical, physiological, social, cultural, genetic, and legal perspectives. Drug terminology and classifications will be discussed. The course emphasizes the diagnosis and assessment of chemical dependency, counseling issues and techniques related to addictive behavior, and the issues and problems of recovery, growth, and relapse.
Prerequisites: None
Course fee: $53

MHT2250    3 crs.
Group Dynamics
Creates a climate that encourages learning, understanding, insight, and skills in the area of self and one’s interactions with groups. Current therapeutic approaches in group services are explored. Approaches included one Psychoanalytic, Adlerian, Existential, Person-Centered, Gestalt, Rational Emotive Behavior Therapy, and Reality Therapy. The course provides for experiential awareness of group processes and promoting personal development.
Prerequisites: Permission
Course fee: $53

MHT2260    2 crs.
Mental Health Practicum
Field work experience at various mental health agencies: case management, building therapeutic relationships, supervised treatment planning/implementation, work with individual clients, group facilitation, reporting, and recording.
Prerequisites: Permission
Course fee: $45

MHT2270    2 crs.
Mental Health Seminar
This course accompanies and is taken in conjunction with MHT2260 (Practicum). It is small group discussion of students’ actual activities during their field experiences with a focus on relating these experiences to the conceptual, theoretical and technical principles of the students’ mental health training. Focus of discussion will be on students’ ability to relate their actual field experiences to their motivation toward entering the helping professions, with a consideration of how the experience is contributing to the students’ growth and development in the process of becoming a mental health professional. Discussions will center on goals and objectives as established for MHT2260 (Practicum), students will be asked to present experiences, problems and difficulties with a view toward receiving feedback from the group relative to prospective alternatives or solutions for any problems that may exist. Students will keep a journal of their practicum experiences and will write a final evaluation/position paper on the total experience. Journals and evaluation/position papers to be submitted at the end of the semester.
Prerequisites: Permission
Course fee: $45

MIN – Mining

MIN1100    3 crs.
Introduction to Mining
Provides a general orientation to mining. It covers coal mining terminology, mining methods, and machines, and chain of command. Miner rights and responsibilities are also addressed. Various local, state, and federal mining agencies are described.
Prerequisites: None
Course fee: $30
MIN1200  1 cr.
College Orientation for Mining
Designed to help mining students achieve greater success in college. Four areas covered: introduction to word processing, writing with a purpose, college success, and basic math.
Prerequisites:  None
Course fee:  None

MIN2200  3 crs.
Mining Law and Safety
Introduces the Federal Coal Mine Health and Safety Act of 1977, Title 30, Code of Federal Regulations. Students will study underground mine safety issues. Self-Rescuers, personal safety equipment, mine emergency plans, hazards, basic concepts of electricity, accident awareness and prevention, mine gases, fire causes and prevention, ventilation and mapping, roof and rib control, haulage, and first aid are covered.
Prerequisites:  MIN1100
Course fee:  $30

MUS - Music

MUS2110  3 crs.
Traditions in World Music
Study of selected musical traditions from around the world. Students will explore how music is both shaped by and gives shape to the cultural setting in which it is performed. Students will engage in weekly listening assignments, readings, hands-on activities, and instruction/demonstrations to expand their understanding of world music.
Prerequisites:  Placement
Course fee:  $53

NET - Networking

NET1141  3 crs.
PC Upgrade A+
An in-depth exposure to fundamental and advanced computer hardware and software is presented. Students learn the functionality of hardware and software components, as well as best practices in maintenance and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, install operating systems and software and troubleshoot hardware and software problems. In addition, an introduction to Networking is included. This course helps student prepare for CompTIA A+ PC Technician certification.
Prerequisites:  CPT1100
Course fee:  $330

NET1142  3 crs.
Networking Systems
An in-depth exposure to fundamental and advanced networking skills and operating systems is presented. Students learn the fundamental building blocks that form a modern computer network and then advanced concepts to include TCP/IP, Ethernet, wireless transmission and security. This course helps student prepare for CompTIA Network+ certification.
Prerequisites:  CPT1100
Course fee:  $105

NET1143  3 crs.
Fundamentals of UNIX
This course introduces students to the UNIX operating system, including its historical development, major versions, and important features. It covers the topics necessary for users to function independently and handle routine tasks, giving students a foundation for exploring more advanced UNIX topics. You will learn fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use. This course will be a stepping-stone to help prepare students for challenging careers, such as a UNIX/Linux support professional.
Prerequisites:  None
Course fee:  $180

NET1141  3 crs.
Introduction to Networks
This is the first of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes basic network design and industry standards. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures. Must complete dual Belmont and Cisco registration.
Prerequisites:  None
Course fee:  $220

NET1152  3 crs.
Routers and Routing
This is the second of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes routers and router configuration, routed and routing protocols. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.
Prerequisites:  NET1151
Course fee:  $220

NET1153  3 crs.
Scaling Networks
This is the third of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes Data Link Layer (Layer 2) switch configuration and Wireless Network Configuration. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.
Prerequisites:  NET1152
Course fee:  $220
NET1154 3 crs.  
Connecting Networks  
This is the fourth of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes Layer 2 WAN Configuration, Frame Relay, PPP and Network Security, Access Controls Lists and DHCP. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.  
Prerequisites: NET1153  
Course fee: $220

NET1161 3 crs.  
Microsoft® Windows® Professional  
This course teaches through lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs, the skills and knowledge necessary to install, configure, and manage Microsoft Windows 7 and 8. This course was developed for students entering the information technology (IT) profession, and it teaches the fundamentals of configuring, supporting, and administering Windows 7 and 8 systems. It is also designed to help individuals preparing to take Exam 70-680: Windows 7 Configuration and Exam 70-687 Windows 8 Configuration.  
Prerequisites: NET1151  
Course fee: $180

NET2251 3 crs.  
Advanced Routing Configuration  
This course includes the OSPF, EIGRP, IS-IS, and BGP routing protocols. Laboratory exercises provide hands-on experience with the concepts and devices covered in the lectures. Must complete dual Belmont and Cisco registration.  
Prerequisites: NET1154  
Course fee: $200

NET2253 3 crs.  
Configuring LAN Switches  
This course introduces the deployment of state-of-the-art campus LANs. Focus is on the selection and implementation of appropriate Cisco IOS Services to build reliable scalable multiplayer-switched LANs. Students will develop skills with VLANs, VTP, STP, inter-VLAN routing, redundancy, LAN security, and transparent LAN services.  
Prerequisites: NET1154  
Course fee: $200

NET2277 3 crs.  
MS Server 2016 Installation & Configuration  
This course covers the installation, storage, and computer features available in Windows Server 2016. Learn to install Windows Server in host and computer environments; implement storage solutions, Hyper-V, Windows containers, and high availability; and maintain and monitor server environments. This course will also prepare the student to sit for the Microsoft 70-740 exam, 1 of 3 exams to be passed to receive the MCSA: Windows Server 2016 certification.  
Prerequisites: NET1161  
Course fee: $180

NET2279 3 crs.  
MS Server 2016 Identity  
This course covers the identities using Windows Server 2016. Learn to install, configure, and manage Active Directory Domain Services; create and manage Group Policy; and implement Active Directory Certificate Services, Identity Federation, and access solutions. This course will also prepare the student to sit for the Microsoft 70-742 exam, 1 of 3 exams to be passed to receive the MCSA: Windows Server 2016 certification.  
Prerequisites: NET1161  
Course fee: $180

NGT – Natural Gas Technology

NGT1100 3 crs.  
Introduction to Oil and Gas  
Provides a survey of the oil and gas industry, its history, development, influence on society and world politics, and its current state. The course will cover concepts of petroleum discovery, geology, production, transportation, refining, marketing, and economics.  
Prerequisites: None  
Course fee: None

NSC – Natural Science

NSC1110 4 crs.  
Physical Science I  
Introduces the student to the basic concepts of physics and chemistry, including motion, gravity, force, Newton’s laws, work, energy, momentum, collisions, simple harmonic motion, waves, sound, matter phases, heat and thermodynamics, atoms, chemical bonds and reactions. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.  
Prerequisites: MAT1115 or higher  
Course fee: $120
NSC1112  4 crs.  
Physical Science II  
Introduces the student to the basic concepts of Astronomy and Earth Science, including the universe, solar system, earth, rocks and minerals, plate tectonics, earth’s surface, geologic time, atmosphere, weather and climate, water, and pollution. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom. 
Prerequisites: MAT1115 or higher  
Course fee: $120

NSC1120  4 crs.  
The Science of Energy  
Introduction to the basic concepts of energy science. Energy sources under discussion include fossil fuels, nuclear, wind, solar, and biomass. Energy distribution, efficiency, and conservation are also studied. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.  
Prerequisites: Completion of a college-level math course  
Course fee: $120

NSC2110  4 crs.  
Global Environment/Energy  
Introduction to the basic concepts of energy and environmental systems operative on a global scale. Students explore the politics, economics, and social issues of energy production, distribution, and use.  
Prerequisites: Completion of a college-level math course  
Course fee: $120

**NUT - Nutrition**

NUT1110  2 crs.  
Normal Nutrition  
A study of nutrients, their sources and function, digestion, absorption and metabolism as they relate to health. The course includes nutrition for various age groups, both as individuals as well as part of the community. Practical meal planning and patient education is also covered, incorporating the relationship of diet to not only health but to various disease processes.  
Prerequisites: None  
Course fee: $53

**OAM – Office Administration**

OAM1127  3 crs.  
Applied Word Processing  
An entry level course in word processing applications using personal computers with emphasis on command and capabilities of software in the production of documents.  
Prerequisites: CPT1101 or permission  
Course Fee: $53

OAM1135  3 crs.  
Records Management  
The major objective of this simulation is to prepare students to work with a variety of office records by giving them hands-on practice with various methods of filing. Upon completion, students will be able to manage records through their entire life cycle by using rules compatible with ARMA International, the leading authority in records management. The following topics will be covered: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic filing procedures; explaining the benefits of color coding files; applying the processes of records retention, transfer, and disposition; define databases, and create tables.  
Prerequisites: None  
Course Fee: $38

OAM1136  3 crs.  
Machine Transcription  
Transcription of dictated material using transcription machine units, word processing software, and computers to produce mailable documents with emphasis on language arts and proofreading skills.  
Prerequisites: OAM1127  
Course Fee: $53

OAM1150  3 crs.  
Document Design and Formatting  
Students will learn a word processing program (Microsoft Word) in which they will incorporate features use in personal and business settings with emphasis on skills such as: creating, editing, and formatting documents; creating tables, columns, and graphics; mail merge process; creating reports, including endnotes and footnotes; and using writing tools.  
Prerequisites: None  
Course Fee: $38

OAM2160  3 crs.  
Document Design and Presentation  
This course provides students with opportunities to develop skills using word processing and desktop publishing software. By utilizing software packages, students will create and design business and personal documents; prepare promotional documents and newsletters; and create a variety of PowerPoint presentations.  
Prerequisites: Placement  
Course Fee: $38

OAM2251  3 crs.  
Executive Office Practice  
Simulated office projects with emphasis on integrating office skills learn to perform daily office duties. Students will apply decision making skills in completing the various assigned projects.  
Prerequisites: None  
Course Fee: $53
**PHL - Philosophy**

**PHL2110** 3 crs.  
Logic/Critical Thinking  
Development of the students' abilities to think analytically, critically, logically, and rationally. The course will introduce students to formal logic, the informal fallacies, epistemology (the study of knowledge), and rhetoric. Students will understand the principles of argumentation and cultivate dispositions toward critical thinking and reasoned decision making in all areas of human life.  
Prerequisites: ENG1110  
Course fee: $53

**PHL2120** 3 crs.  
Philosophy  
Examination of major problems, such as the nature of reality, knowledge, truth, morality, and the relation of philosophy to science and religion (or belief systems).  
Prerequisites: ENG1110  
Course fee: $53

**PHL2130** 3 crs.  
Ethics  
Discussion of classic and modern philosophical views of human values, ideals, and morality.  
Prerequisites: ENG1110  
Course fee: $53

**PHY - Physics**

**PHY1110** 5 crs.  
Physics I  
Introduction to the basic concepts of physics including motion, gravity, force, Newton's laws, work, energy, momentum, collisions, simple harmonic motion, waves, sound, matter phases, heat and thermodynamics. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.  
Prerequisites: MAT1150, or MAT1130 and MAT1140, or MAT1140 and Permission  
Course fee: $150

**PHY1112** 5 crs.  
Physics II  
Introduction to the basic concepts of physics including quantum, atomic and nuclear physics, electricity and magnetism, electromagnetic waves and optics. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.  
Prerequisites: PHY1110  
Course fee: $150

**PNP - Practical Nursing**

**PNP1110** 8 crs.  
Nursing I - Foundations of Practical Nursing  
Theory and practice of primary nursing foundations based on scientific principles and concepts progressing to the theory and practice of intermediate nursing care. Pharmacology is integrated. Lab practice is coordinated with foundational nursing theory. Introduction to basic microbiology and its relationship to disease are included. Introduction to the hospital environment with emphasis upon the concepts, observation, safety, accountability, and communication skills in the health care settings is also included.  
Prerequisites: BIO2110, MAT1110, and Admission to program  
Course fee: $150

**PNP1120** 2 crs.  
Nursing II – Pharmacology for Practical Nurses  
Pharmacology deals with the identification of safety measures, terminology, acceptable abbreviations, and utilization of the nursing process to provide a holistic approach to medication administration. Calculation of drug dosages and patient teaching are also integrated. Emphasis is placed on the concepts of safety and critical thinking in relation to pharmacology.  
Prerequisites: PNP1110  
Co-Requisite: PNP1130  
Course fee: $53
PNP1130 8 crs.
Nursing III – Family Nursing Across the Lifespan
Deals with holistic nursing care of people as they progress through birth, childhood, adolescence, and adulthood. The focus will be on alterations in health occurring throughout the lifespan including: obstetrical patients, newborns, toddlers, school-age children, adolescents, adults, and geriatric patients. Emphasis will be placed on the care of children and families experiencing alterations in health.
Prerequisites: PNP1110
Co-Requisite: PNP1120
Course fee: $90

PNP2140 8 crs.
Nursing IV – Advanced Concepts in Practical Nursing
Deals with the holistic care of patients with moderate health alteration related to advanced concepts in nursing. Concepts to be emphasized are: oxygenation, tissue perfusion, fluid/electrolyte, regulation function, elimination, nutrition, mood/affect, health promotion, safety, reduction risk, collaboration, leadership, and management.
Prerequisites: PNP1130
Co-Requisite: PNP2150
Course fee: $200

PNP2150 1 cr.
Nursing V – Seminar for Practical Nurses
Deals with the concepts of legal and ethical aspects of nursing, career opportunities, communication, leadership, functions of the Ohio Board of Nursing, and facilitation of the transition from student to graduate nurse. Applications, job interviews, and current trends and issues in nursing are emphasized. Personal and professional adaption to the working world is addressed.
Prerequisites: PNP1130
Co-Requisite: PNP2140
Course fee: $275

POL – Political Science

POL2110 3 crs.
American National Government
An introduction and exposure to the foundations and principles of American Democracy, with a focus on the institutions of American Democracy (Congress, the Presidency, the Judiciary, and the bureaucracy); the processes of American Democracy (public opinion, political parties, voting and elections, interest groups, and the media); civil liberties, civil rights, and political equality; and, domestic, economic, and foreign policies.
Prerequisites: None
Course fee: $53

POL2120 3 crs.
State and Local Government
An introduction and exposure to the nature and dynamics of state and local politics and government, with some emphasis on Ohio. The course presents American Federalism as it relates to State/Federal relationships within the context of the American Constitution; the nature of State Constitutions, parties, and elections in the States; State Legislatures; State Governors; and, State Judicial Systems. The course analyzes the nature of local governments and municipalities, state and local policy and staffing, and the financing of state and local governments.
Prerequisites: None
Course fee: $53

PSY – Psychology

PSY1120 3 crs.
General Psychology
A study of human behavior, including: processes concerning growth and development, aptitudes, perceptions, learning, and self-awareness.
Prerequisites: Placement
Course fee: $45

PSY1130 3 crs.
Human Development
Basic concepts, principles and theories of human growth and development throughout the lifespan beginning with conception through death will be covered. Overlapping factors, physical, cognitive, and social will be examined that influence the development of personalities, and the processes used in adaptation.
Prerequisites: PSY1120
Course fee: $45

PSY1140 3 crs.
Theories of Personality
An overview of the major theories regarding the development of personality. Emphasis is placed on perspectives of normal personality development; treatment and intervention strategies are also discussed.
Prerequisites: PSY1120
Course fee: $45

PSY2110 3 crs.
Abnormal Psychology
A study of mental disorders, changing conceptions of normality, common forms of mental disorders and their psychological interpretation and the principles of mental health as it applies to the individual, home, school, and society.
Prerequisites: PSY1120
Course fee: $53
**PSY2130** 3 crs.
**Psychology of Adolescence**
In-depth exposure to and investigation of the dynamics of adolescent development. The physical, cognitive, intellectual, psychological, social, and emotional aspects of adolescent development will also be covered. This course includes a considerable focus on the personal and social problems indigenous to adolescence and psychotherapy and counseling with adolescents.
Prerequisites: Sophomore Status or Permission
Course fee: $53

**REL – Real Estate**

**REL2207** 1.5 crs.
**Real Estate Appraisal**
Introduction to the methodology and techniques of residential real estate appraisal. It will cover the three approaches to value (cost, market and value) in depth to allow for a basic understanding of property evaluation. This course is required for licensure in the State of Ohio.
Prerequisites: None
Course fee: $20

**REL2211** 3 crs.
**Real Estate Law**
Covers all areas of law commonly concerned with the typical real estate practitioner/consumer. Among the topics that will be covered are agency law, common law as it applies to real estate ownership, license laws in the State of Ohio, contract law, fixtures, and other topics that are part of real estate law. This course is required for licensure in the State of Ohio.
Prerequisites: None
Course fee: $20

**SOC – Sociology**

**SOC1110** 3 crs.
**Sociology**
Basics of current sociological concepts and theories, as well as application of this knowledge to understanding current social problems will be covered.
Prerequisites: Placement
Course fee: $45

**SOC1120** 3 crs.
**Social Problems**
An overview of the forces of social stress that can lead to the development of behaviors not socially acceptable. Students will examine the concepts of functional and dysfunctional responses and the impact on both individuals and groups.
Prerequisites: SOC1110
Course fee: $45

**SOC2130** 3 crs.
**Criminology**
The basic principles of criminal investigation. Coverage includes study of current investigative procedures used in the handling of crime scenes, interviewing and interrogating suspects and witnesses, gathering and preserving evidence, conducting surveillance, report writing, establishing modus operandi, and utilizing technical resources. In addition, this course explores theories, philosophies, and concepts related to prevention and suppression of crime and the apprehension of criminals.
Prerequisites: PSY1120 or SOC1110
Course fee: $45

**RLG – Religion**

**RLG2110** 3 crs.
**World Religions**
Introduction to the major world religions. Primary areas of study include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. Students will examine the historical, phenomenological, and comparative aspects of each religion. The course incorporates a combination of discussions, lectures, films, potential field trips and special guests, to promote student understanding of religions fundamental to our global human culture.
Prerequisites: ENG1110
Course fee: $53
Course Catalog & Student Handbook

SOC2140  3 crs.
Juvenile Delinquency
Review of the evolution of past and present juvenile justice theories, policies, and practices in context of changing legal, scientific, and community conceptions of justice and social order. Review of legal cases, research studies, and policy initiatives will provide the groundwork for the student to understand the nature and extent of delinquency, suspected causes of delinquent behavior, and environmental influences of youthful misbehavior. Further, the course identifies the agencies of justice and the procedures used to treat juvenile offenders, and critical issues influencing the system.
Prerequisites: None
Course fee: $45

SOC2150  3 crs.
Marriage and the Family
Basic family structure and the predictable dynamics that emerge and affect individual behaviors. The course explores personal and interactive aspects of the family as it is affected by social problems and society, and communication and structural theories for understanding family dysfunction and its impact on individuals.
Prerequisites: PSY1140
Course fee: $53

SOC2160  3 crs.
Cultural/Diversity Studies
Introductory survey course discussing the diversity of human experience based on national origin, race, ethnicity, language, socioeconomic status, religion, age, gender, sexual orientation, and disability. Students will encounter significantly different ways of experiencing and interpreting the world, developing their own vision, identity, and voice in the process.
Prerequisites: ENG1110
Course fee: $53

WAF – Welding

WAF1110  2 crs.
Oxyacetylene Fuel Practices
A study of ferrous metals with emphasis on lab work primarily in oxyacetylene cutting and forehead fillet welding in flat, vertical, horizontal, and overhead positions. Further study of joints and symbols on mild steel in all positions in accordance with American Welding Society Qualification Tests will be conducted. Lab training in brazing of ferrous metal will also be covered.
Prerequisites: None
Course fee: $175

WAF1116  3 crs.
Shielded Metal Arc Welding I
A study and application of machine selection and classification of electrodes. Basic welding techniques using electrode 7018 fillet weld for plate build up and for joints in the following positions: flat (1F), horizontal (2F), vertical (3F) and overhead (4F).
Prerequisites: None
Course fee: $175

WAF1118  2 crs.
Welding Symbols
A study of the standard welding symbol and its application in welding blueprint interpretation.
Prerequisites: None
Course fee: None

WAF1120  3 crs.
Metallic Inert Gas Welding – MIG I
This course will study the application and use of continuous consumable wire electrode application with GMAW and FCAW equipment. Primary emphasis on aluminum vee groove plate with backing and mild steel open root plate and pipe.
Prerequisites: WAF1110 and WAF1116
Course fee: $190

WAF1123  3 crs.
Tungsten Inert Gas Welding – TIG I
The study of standard GTAW equipment; welding of metals such as aluminum, stainless steel, and mild steel; considerations given to variables such as shielding gas types, size and types of tungsten electrodes and filler material will be covered.
Prerequisites: WAF1110
Course fee: $175

WAF1128  3 crs.
Weld Testing & Metallurgy
This course will provide utilization of various destructive and nondestructive weld testing techniques in accordance with American Welding Society (AWS), American Society Mechanical Engineer (ASME), and American Petroleum Institute (API). Instruction and information on basic principles of metallurgy will be covered as well as a study of ferrous and nonferrous, physical and chemical properties of metals.
Prerequisites: WAF1110 and WAF1116
Course fee: $135

WAF2130  3 crs.
Metallic Inert Gas Welding – MIG II
Advanced study of the application and use of continuous consumable wire electrode application with GMAW equipment. Primary emphasis on aluminum vee groove plate with backing and mild steel open root plate and pipe.
Prerequisites: WAF1120
Course fee: $190

WAF2133  3 crs.
Tungsten Inert Gas Welding – TIG II
Advanced study of the application and use GTAW equipment. Primary emphasis on open root using multiple passes and cup walking technique for pipe welding procedures. Students will be tested on 2G, 5G, and 6G positions.
Prerequisites: WAF1123
Course fee: $175
WAF2136  4 crs.
Shielded Metal Arc Welding II
An advanced study of shielded metal arc welding as it relates to joining two pieces of steel together using a backing strip with E7018 and open root with E6010 root and E7018 fill and cover passes for 100 percent weld in positions 1G, 2G, 3G and 4G.
Prerequisites:  WAF1110 and WAF1128
Course fee:  $175

WAF2140  2 crs.
Welding Fabrication
This class will focus on layout along with fabrication techniques as related to structural welding. Emphasis will be on construction of projects to tolerances using small groups and blueprints as applicable to industry settings. A variety of welding processes and all welding positions will be used.
Prerequisites:  WAF2130 or WAF2133 or WAF2136
Course fee:  $135

WAF2146  3 crs.
Shielded Metal Arc Welding III
An advanced study of shielded metal arc welding with primary emphasis on open root pipe welding using multiple passes and weaving techniques. Open root pipe welding in all positions using E6010 for root pass and E7018 for fill and cover passes according to American Welding Society Qualification Tests.
Prerequisites:  WAF2130 or WAF2133 or WAF2136
Course fee:  $180

WAF2148  2 crs.
Capstone
The student will choose one of the following three paths at the time of registration:
1. Capstone project, 2. Welding internship,
3. Specialized welding process. Topics of chosen path are discussed regularly with instructor throughout the semester. This course may, include an internship at a local welding facility or entail the design and fabrication of a welding project on site or selecting an official weld certification test and pass an unofficial welding certification test that best suits the student’s career.
Prerequisites:  WAF2130 or WAF2133 or WAF2136
Course fee:  $50

WAF2288  1 cr.
WAF Internship
This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the Faculty Lead, the student will gain work experience directly related to the student’s major. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.
Prerequisites:  Permission
Co-requisite:  WAF2289
Course fee:  $30

WAF2289  1 cr.
WAF Seminar
This seminar class is taken with the WAF Internship course. This will assist students in identifying and evaluating experiences from the internship course and then relate skills to career expectations. Each student who is enrolled in the internship course shall also enroll in an on-campus seminar.
Prerequisites:  Permission
Co-requisite:  WAF2288
Course fee:  $30
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B.S., Ohio University Eastern

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Faculty Lead: Practical and Registered Nursing
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B.S.N., Wheeling Jesuit
M.S.N., Chamberlain College of Nursing

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M.A., Duquesne University
Ph.D., Duquesne University

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B.A., Temple University
M.A., The Ohio State University

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M.A., Indiana University – Pennsylvania

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M.A., Ohio University

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B.A., Wheeling Jesuit University

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B.S.B.A., Wheeling Jesuit University

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A.A.S., West Virginia Northern Community College
B.S., Ohio Valley University
M.B.A., University of Findlay

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M.S., West Virginia University

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Maintenance Supervisor

**Said Leghlid**  
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M.A., Bloomsburg University

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Database Server Administrator  
A.A.B., Belmont Technical College  
B.S.B.A., Wheeling College

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Tech Prep Coordinator/Recruiter

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Manager of Campus Shop Operations  
A.A., Ohio University

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Administrative Affairs and Policy Coordinator  
A.A.S., Belmont Technical College

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Director, Creative Arts  
B.F.A., Columbus College of Art & Design

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EMS/Fire Safety Coordinator  
Faculty Lead: EMS/Fire Science  
A.A.S., Belmont Technical College  
B.A.S., Ohio University  
M.A., Muskingum University

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Maintenance Staff

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Maintenance Staff

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Payroll Accountant  
B.S., Franklin University

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Network Technician  
A.A.S., Belmont College

**James Maupin**  
Custodian

**Jordan Miller**  
IT Specialist  
A.A.S., Belmont College

**Michael Poss**  
Desktop Support Technician  
A.A.S., Lamar University  
A.A.S., Belmont Technical College

**Sandra Sheppard**  
Accounting Specialist  
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**Faculty**

**Rosita Briggs**  
Associate Professor of Nursing  
B.S.N., West Liberty University  
M.S.N., Marshall University

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M.S.N., Walden University

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Ph.D., Capella University

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M.S., Youngstown State University

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M.E., Colorado State University

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M.S.N., Walden University

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M. Arch., Kansas State University

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Ph.D., University of Illinois at Urbana-Champaign

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M.A., Pace University

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M.S., University of Dayton

Part-time Staff

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Custodian - Monroe County

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EMS/Fire Safety Program Assistant

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Merchandising Assistant

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Temporary - Learning Commons

Diana Graham
Campus Shop Clerk

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Custodian - Monroe County

Jamie Kerns
Workforce Development Administrative Assistant

Chantel Mellema
Recruiter

Danielle Moore
Financial Aid WIOA/TAAP Specialist

Edward Mowrer
Operations Manager – Energy Institute

Nancy Piatt
Campus Shop Clerk (seasonal)

Michael Roberts
Custodian - Monroe County

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Thomas Atkinson
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Dean Emeritus

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Professor Emeritus (deceased)

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Professor Emeritus (deceased)

Sue White  
Director of Nursing Emeritus

Marilyn Wildman  
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Bellaire, Ohio

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Barnesville High School  
Barnesville, Ohio

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Belmont College Adjunct Faculty  
Freeport, Ohio

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Old House Journal Magazine  
Silver Spring, Maryland

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Stratford Hall Plantation  
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Moss Rudley  
Acting Historic Preservation  
Training Center Superintendent  
National Park Service  
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Betty Woods Nutting  
Wheeling Preservationist  
Wheeling, West Virginia

Michael A. Tomlan  
Director  
Graduate Program in Historic Preservation  
Cornell University  
Ithaca, New York

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Belmont College Student

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Monroe County Sheriff's Office  
Woodsfield, Ohio

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Spartan Investigations  
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Cadiz, Ohio
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Ohio County
Wheeling, West Virginia

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Cadiz, Ohio

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St. Clairsville, Ohio

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WVNJR
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Early Childhood Education
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ECE Consultant & Certified Class Observer
Wheeling, West Virginia

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Ms. Brittany’s Preschool
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Che Che Price
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Help Me Grow, Contract Manager
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EMSTAR EORH
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OVMC/EORH
Wheeling, West Virginia

Richard Houck, D.O.
Emergency Physician
OVMC/EORH
Wheeling, West Virginia

Lisa D. Hrutkay, D.O.
FACEP
Emergency Physician
OVMC/EORH
Wheeling, West Virginia

Desiree Lyonette, Esq.
Belmont College
Criminal Justice Faculty Lead
St. Clairsville, Ohio

Kelly Matusik, BS, NRP
AHA Training Center Coordinator
Wheeling Hospital
Wheeling, West Virginia

Geri L. Slivinski, NRP
EMS Chief
Dillonvale EMS
Dillonvale, Ohio
Kristen Vilkoski, RN  
OMVC EMSTAR  
Wheeling, West Virginia

Jeff Wodarcyk, BSC, BSEd  
EMT, FF Instructor  
Western Area Career and Technology Center  
Cannonsburg, Pennsylvania

One current student and one alumni to be appointed each year.

**Engineering**
Fred Bennett, PE  
Belmont County Engineer  
St. Clairsville, Ohio

John Chuchiak, Electrical Engineer  
Bayer Corporation  
New Martinsville, West Virginia

Peter C. Clark, PE  
Hammontree & Associates, LTD  
St. Clairsville, Ohio

Charles Dawson, Professor  
Belmont College  
St. Clairsville, Ohio

Charles Dixon  
OOGEEP  
Granville, Ohio

Ron Graham, PE  
Associate Professor and Faculty Lead  
Engineering  
Belmont College  
St. Clairsville, Ohio

Ben Hitt, Ph.D.  
Assistant Professor  
Belmont College  
St. Clairsville, Ohio

Edward Mowrer, PE  
Operations Manager, Energy Institute  
Belmont College  
St. Clairsville, Ohio

Christy Palmer, HR Manager  
Commercial Vehicle Group  
Shadyside, Ohio

A.J. Smith, Project Manager  
Hull & Associates  
St. Clairsville, Ohio

Terry M. Thomas, PE  
Facilities Engineer and Team Lead  
Bayer Business and Technology Services, LLC  
Pittsburgh, Pennsylvania

Jeff Turner  
Technician Specialist  
AEP Ohio  
St. Clairsville, Ohio

Jeff Vaughn  
Vaughn, Coast & Vaughn  
St. Clairsville, Ohio

**Firefighter**
Justin Borkoski, FF  
Fire Captain  
Morristown Fire Department  
Morristown, Ohio

Kenneth Brooks FF II, EMT-P  
Neffs Fire Department  
Neffs, Ohio

Dana Brown  
Chief  
Yorkville Fire Department  
Yorkville, Ohio

Cyndy Butera, BSN, NRP  
EMS/Fire Program Assistant  
OVMC  
Wheeling, West Virginia

Darby Copeland, Ed.D., RN, NRP  
Fire/EMS Instructor  
Yorkville Fire Department  
Yorkville, Ohio

Tim J. Hall, EMT-P, FFII  
Fire Chief  
Cumberland Trail Fire District  
St. Clairsville, Ohio

Donald Hutchison  
Fire Chief  
Brilliant Fire Department  
Brilliant, Ohio

Mike Knowlton, FF  
Fire Chief  
Neffs Fire Department  
Neffs, Ohio

Mike Reese  
Assistant Fire Chief  
Martins Ferry Fire Department  
Martins Ferry, Ohio

Kirk Smolenak  
Fire Chief  
Barton Volunteer Fire Department  
Barton, Ohio

Jeff Wodarcyk  
EMT, FF Instructor  
Western Area Career and Technology Center  
Barton, Ohio

**Industrial Trades - Heating, Ventilation, and Air Conditioning**
Wendy Anderson, Director  
Chamber of Commerce  
St. Clairsville, Ohio

Mark Bolinger, Chief Purchasing Officer  
JSW Steel  
Mingo Junction, Ohio

**Industrial Trades - Welding**
Brian Dierkes  
Ironworkers Union Local #549  
Wheeling, West Virginia

Bryan Dawes, Manager  
James C. Dawes Company, Inc.  
Martins Ferry, Ohio

Mitch Graham  
Murray Energy Corporation  
Wheeling, West Virginia

Jeff Nelson  
BUG-O Systems Weld Tooling Corporation  
Canonsburg, Pennsylvania

Denny Sonk  
Matheson Valley Gas  
Martins Ferry, Ohio

**Information Technology - Computer**
Carl D. Burkland III  
Chief Security Officer  
WesBanco Bank, Inc.  
Wheeling, West Virginia

Neal Cleaver  
Peoples National Bank  
Mt. Pleasant, Ohio

Steve Hancock, Business Agent  
Sheet Metal Workers Union Local 33  
Wheeling, West Virginia

Sid and Kelli Loudin, Owners  
Rumer-Loudin, Inc.  
Barnesville, Ohio

Lee McGloughlin, Owner  
Gunn and Pegelow  
Wheeling, West Virginia

Alan Turk, Sales  
Famous Supply  
Wheeling, West Virginia
Paula Planey  
Community Ed. Coordinator  
Tri-County Help Center, Inc.  
St. Clairsville, Ohio

Dixie Myers Pritt, MA, LPC, AADC-S  
Hillcrest at OVMC  
Wheeling, West Virginia

Rev. Virginia Loew/Shelhammer, MA, LPC  
Private Practice Owner  
Footsteps Christian Counseling  
Wheeling, West Virginia

Shannan Watson, Director  
Crossroads Counseling Services  
St. Clairsville, Ohio

Holly Weatherson, Early Intervention  
Contract Manager  
Belmont County Board of Mental Retardation & Developmental Disabilities  
St. Clairsville, Ohio

Belmont College Student  
Mental Health Technology

Registered Nursing and Practical Nursing

Rose Tisko, RN  
Director of Nursing  
Forest Hills Retirement Community  
St. Clairsville, Ohio

Amy Procence, RN  
Director of Nursing  
Shadyside Care Center  
Shadyside, Ohio

Margaret Denny, MSN, RN  
Chief Nursing Officer  
WVU Medicine - Reynolds Memorial Hospital  
Glen Dale, West Virginia

Tonya Bright, RN  
Director of Nursing  
Astoria Place of Barnesville  
Barnesville, Ohio

Matt Dotson, BSN, RN  
Director of Nursing  
Cambridge Behavioral Hospital  
Cambridge, Ohio

Chief Nursing Officer  
Ohio Valley Medical Center  
Wheeling, West Virginia

Phyllis Mudrak, RN  
Director of Nursing  
ResCare  
St. Clairsville, Ohio

Theresa Bradshaw, RN  
Director of Nursing  
Cumberland Point Care Center  
St. Clairsville, Ohio

Kathleen Jefferis, BSN, RN-BC  
Education Instructor  
Southeastern Ohio Regional Medical Center  
Cambridge, Ohio

Chris Kerwood, RN, MSN, NE-BC  
Chief Nursing Officer  
East Ohio Regional Hospital  
Martins Ferry, Ohio

Darla Kuri, MSN, RN  
Director of Nursing  
Belmont Community Hospital  
Bellaire, Ohio

Jani Wheeler, RN  
Director of Nursing  
Harbors of Woodsfield  
Woodsfield, Ohio

VP Clinical Services/CNO  
Southeastern Ohio Regional Medical Center  
Cambridge, Ohio

Lisa Fordyce, MHA, MSN, RN, CNOR  
Corporate Director Educational Services  
Alecto Healthcare Hospitals:  
Ohio Valley Medical Center  
Wheeling, West Virginia  
East Ohio Regional Hospital  
Martins Ferry, Ohio

Judy Nesbitt, RNC, BSN, BCG  
Assistant Director of Nursing  
Peterson Rehabilitation Hospital of Geriatric Center  
Wheeling, West Virginia

Paula Estel, RN  
Director of Nursing  
Genesis: New Martinsville Health Care Center  
New Martinsville, West Virginia

Kim Schwing-Hill, BSN, RN  
Staff Development and Education  
Alecto Healthcare Hospitals:  
Ohio Valley Medical Center  
Wheeling, West Virginia  
East Ohio Regional Hospital  
Martins Ferry, Ohio

Nicole Loar, RN  
Director of Nursing  
Meadows of Cadiz  
Cadiz, Ohio

Karrie Kinest, RN  
Rolling Hills Rehabilitation and Nursing Center  
Bridgeport, Ohio

Leigh Scherich, MPA, BSN, RN  
Clinical Director  
Wheeling Hospital  
Wheeling, West Virginia

Erin Scott, BSN, RN-BC  
Education Instructor  
Southeast Ohio Regional Medical Center  
Cambridge, Ohio

Kathy Stahl, MBA, MSN, RN  
CNO  
Wheeling Hospital  
Wheeling, West Virginia

Renee Tarovisky, MSN, RN, NP-C  
Clinical Education  
Wheeling Hospital  
Wheeling, West Virginia

Cindy Touvelle, BSN, RN  
Chief Nursing Officer  
Barnesville Hospital  
Barnesville, Ohio
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<td>Industrial Electronics Degree Program</td>
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<td>Law Enforcement/Emergency Agencies Main Campus</td>
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<td>Harrison County Center</td>
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<td>Learning Philosophy</td>
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WHO TO SEE & WHERE TO GO IF YOU NEED HELP

Academic Advising ..................................... Academic Advising Staff
Add or Drop a Class ................................... Academic Advising Staff
Application for Graduation .......................... Records Office
Buying Books/Supplies ............................... Campus Shop
Change of Address .................................... Records Office
Change of Program of Study ...................... Records Office
College Work Study .................................... Financial Aid Office
Community Education/Special Offerings ....Office of Workforce Development/Community Education
Deferred Tuition Payment Plan .................Business Office
Economic Development............................. Office of Workforce Development/Community Education
Financial Aid/Financial Aid Transcripts ......Financial Aid Office
GED Testing ......................................... Success Center
Grade Appeal........................................ Instructor/Academic Advisor
Grade Transcripts ................................... Records Office
Grievance Procedure.....................Instructor/Academic Advisor
Guaranteed Student Loans ........................ Financial Aid Office
Handicapped Parking Stickers ................. Academic/Access Advisor
Health Emergencies .............................. 911 from College phone
Information about Other Colleges.........Transfer Advisor
iPad Assistance ................................ IT Department
Loan Deferments/Enrollment Verification ....Records Office
Lost and Found..................................Welcome Desk
Job Placement.................................. Career Services Coordinator
Parking Questions ................................. Business Office
Parking Sticker – Student ..................... Business Office
Pay Fees ........................................... Business Office
Photocopies............................................Library
Physical/Mental/Learning Disability ...........Academic/Access Advisor
Physical Plant/Building Maintenance......Maintenance Supervisor
Pick Up Grant Checks .......................Business Office
Placement Testing ............................... Testing Center Specialist/ Charles W. Kocher Success Center
Reasonable Accommodations .......... Academic/Access Advisor
Receiving an Incomplete ......................Records Office
Research Information ...........................Library
Report Accidents ................................ Welcome Desk
Report Stolen Property ....................Vice President of Academic Affairs & Student Engagement
Request for Public Records ..................Assistant to the President
Staff ADA .......................................... Vice President of Human Resources
Student ADA................................. Academic/Access Advisor
Student Grievances ....................... Dean of Instruction
Transcript Evaluation ....................... Records Office
Transcript of Grades ......................... Records Office
Tutorial Assistance ............................. Instructor/ Charles W. Kocher Success Center
Vehicle Lights On...............................Welcome Desk
Vending Machine Concerns ..............AVI Vending Staff, Campus Shop or Welcome Desk
Veterans Benefits ..............................Records Office
WIA Checks/Program Information ........Financial Aid Office
Map is not to scale.
DRIVING DIRECTIONS
TO OFF-CAMPUS LOCATIONS

For directions from other locations, contact the Main Campus at 740.695.9500.

To the Harrison County Center in Cadiz:
• From the Main Campus in St. Clairsville, turn right onto OH Route 331
• At approximately 8.5 miles, turn right at the intersection of OH Routes 331 and 149
• Continue toward New Athens (approximately 5 miles)
• Continue on OH Route 9 North toward Cadiz (approximately 6 miles)
• Before entering Cadiz, turn left at the Sally Buffalo Park entrance and make a right at the “Y” intersection
• The Belmont College Harrison County Center is on the right

To the Swiss Hills Career Center in Woodsfield:
• From the Main Campus in St. Clairsville, turn left toward OH Route 40
• At the traffic light, turn right onto OH Route 40. Merge onto I-70 West
• Continue approximately 12.5 miles to the OH Route 800 exit (#202)
• Turn left onto OH Route 800 South toward Barnesville, Ohio
• Continue approximately 24.5 miles to Woodsfield
• Turn onto OH Route 78 East
• Continue approximately 5.8 miles to the Swiss Hills Career Center (located on the right)

To the Monroe County Center in Woodsfield:
• From the Main Campus in St. Clairsville, turn left toward OH Route 40
• At the traffic light, turn right onto OH Route 40. Merge onto I-70 West
• Continue approximately 12.5 miles to the OH Route 800 exit (#202)
• Turn left onto OH Route 800 South toward Barnesville, Ohio
• Continue approximately 24.5 miles to Woodsfield
• Turn left on Main Street
• Continue onto Moore Ridge Rd
• Turn Left into Industrial Park and follow Black Walnut Parkway around, building is on left hand side of road(across from Safe Auto Building)

This catalog contains official information for the 2019-2020 academic year. The College reserves the right to repeal, change or amend rules, regulations, tuition and fees, and may withdraw, add to, or modify contents listed herein.

Belmont College provides equal admission, educational, and employment opportunities without regard to race, age, color, national origin, sex, religion, disability or other protected classification. The following persons and offices are responsible for compliance for the areas indicated:

Title IX Coordinator
Vice President of Human Resources & Sustainability
740.699.3839

Title VI Coordinator
Vice President of Human Resources & Sustainability
740.699.3839

Section 504 Coordinator
ADA Compliance Coordinator
Academic/Access Advisor, ADA Specialist
740.699.3812

Acceptance of registration by Belmont College and admission to any educational program of the College does not constitute a contract or warrant that the College will continue indefinitely to offer the program in which a student is enrolled. The College expressly reserves the right to change, phase out, or discontinue any program.

The listing of courses contained in any College catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to: (1) add or delete courses from its offerings; (2) change times or locations of courses or programs; (3) change academic calendars without notice; (4) cancel any course for insufficient registrations; or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other policy or regulation affecting students, including, but not limited to evaluation standards.

Each catalog corresponds to the academic year. Students should refer to the catalog throughout their academic careers. Students who first enroll at Belmont College for summer and remain continuously enrolled must fulfill the requirements stated in the catalog covering the academic year beginning in August of that year. Students may elect or the College may substitute the requirements in any subsequent catalog published while they are enrolled at the College. A student must, however, meet the requirements from only one catalog rather than choosing a portion from one catalog and the remainder from another. Students not maintaining normal progress must meet new catalog requirements.
## TRIAL SCHEDULE

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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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