BELMONT
COLLEGE

COURSE CATALOG
STUDENT HANDBOOK

2020 - 2021 Academic Year

ACADEMIC CALENDAR

2020

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

Last day to add or drop a class without record without faculty approval* ..... May 22

COLLEGE CLOSED – Memorial Day ..... May 25

Last day to add a class or drop without record with faculty approval* (financial arrangements must be in place) ..... May 29

Summer midterm ..... June 20

COLLEGE CLOSED – Independence Day ..... July 3

Last day to withdraw with a 'W'* ..... July 10

Summer Nurse Pinning Ceremony ..... July 22

Summer term ends ..... July 24

Summer term grades due ..... July 27

Fall Semester • August 24 – December 11, 2020

Returning students, Veterans and Service Members fall semester registration begins, including online ..... April 6
(must have > 30 credit hours completed at Belmont)

Returning student fall semester registration for all students ..... April 13

Fall new student registration begins ..... April 20

Faculty Work Days ..... Aug. 12-14

Fall semester tuition and fees due ..... Aug. 17

Fall Forum ..... Aug. 17–21

Fall semester begins ..... Aug. 24

Last day to add or drop a class without record without faculty approval* ..... Aug. 28

Last day to add a class or drop without record with faculty approval* (financial arrangements must be in place) ..... Sept. 4

COLLEGE CLOSED – Labor Day ..... Sept. 7

Late start classes begin ..... Oct. 5

Last day to drop late start classes without record ..... Oct. 8

Fall semester midterm ..... Oct. 16

COLLEGE CLOSED – Veteran's Day ..... Nov. 11

Last day to withdraw with a 'W'* ..... Nov. 25

COLLEGE CLOSED – Thanksgiving ..... Nov. 26 & 27

Fall semester ends ..... Dec. 11

Fall semester grades due ..... Dec. 14

COLLEGE CLOSED – Christmas Holidays ..... Dec. 23 - 31

COLLEGE CLOSED – New Year's Jan.1-3

* Dates will be adjusted accordingly for flex classes.

**Please contact admissions at 740-699-3810 for orientation dates and times.

ACADEMIC CALENDAR

2020

Spring Semester • January 11 – May 7, 2021

Spring registration begins ..... Oct. 5
COLLEGE CLOSED – New Year's ..... *Jan. 1-3*
Spring semester tuition and fees due ..... Jan. 4
Faculty Work Days ..... Jan. 7 & 8
Spring semester begins ..... Jan. 11
COLLEGE CLOSED – Martin Luther King Day ..... *Jan. 18*
Last day to add or drop a class without record without faculty approval* ..... Jan. 15
Last day to add a class or drop without record with faculty approval* (financial arrangements must be in place) ..... *Jan. 22*
COLLEGE CLOSED – President's Day ..... *Feb. 15*
Late start classes begin ..... Feb. 22
Last day to drop late start classes without record ..... Feb. 26
Spring semester midterm ..... March 10
Spring break (No Classes/College Closed) ..... March 8–13
Spring holiday (College Closed) ..... April 2
Last day to withdraw with a 'W'* ..... April 23
Spring Graduation/ Nurse Pinning Ceremony ..... May 6 & 7
Spring semester ends ..... May 7
Spring semester grades due ..... May 10

Summer Term • May 17 – July 23, 2021

Summer registration begins ..... Feb. 8
Summer term tuition and fees due ..... May 10
Summer term begins ..... May 17
Last day to add or drop a class without record without faculty approval* ..... May 21
Last day to add a class or drop without record with faculty approval* (financial arrangements must be in place) ..... *May 28*
COLLEGE CLOSED – Memorial Day ..... *May 31*
Summer midterm ..... June 18
COLLEGE CLOSED – Independence Day ..... *July 5*
Last day to withdraw with a 'W'* ..... July 9
Summer Nurse Pinning Ceremony ..... July 21
Summer term ends ..... July 23
Summer term grades due ..... July 26

* Dates will be adjusted accordingly for flex classes.

**Please contact admissions at 740-699-3810 for orientation dates and times.

TABLE OF CONTENTS

Belmont Information **5**
- Mission, Vision & Values 6
- History & Accreditations 6
- Learning Philosophy 7
- Learning & Student Success Model 7
- Core Learning Outcomes 7
- Belmont - Your Community's College 9
- Off-Campus Operations 10
- Workforce Development & Community Education 11

Admissions Information **13**

Registration & Fees **19**

Financial Aid **23**
- Scholarships at a Glance 24
- Applying for Financial Aid 25
- Types of Financial Aid 26
- Scholarships 33

Student Life **36**

Academic Policies & Procedures **46**

Program Information **59**
- Program Table of Contents 60

Course Descriptions Information **141**
- General Education Courses 142

General Information **188**
- College Directory 189
- Index 197
- Who to See, Where to Go 199
- Academic Technical Center Map 200
- Academic Technical Center Room Map 201
- Health Sciences Center Room Map 202
- Directions to Off-Campus Locations 203
- Trial Schedule 204

BELMONT INFORMATION

2020 - 2021 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 & ACCREDITATIONS

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.ncahigherlearningcommission.org 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, and at industrial and business sites. Classes are offered in day, evening, night and weekend sequences as well as online.

LEARNING PHILOSOPHY

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.

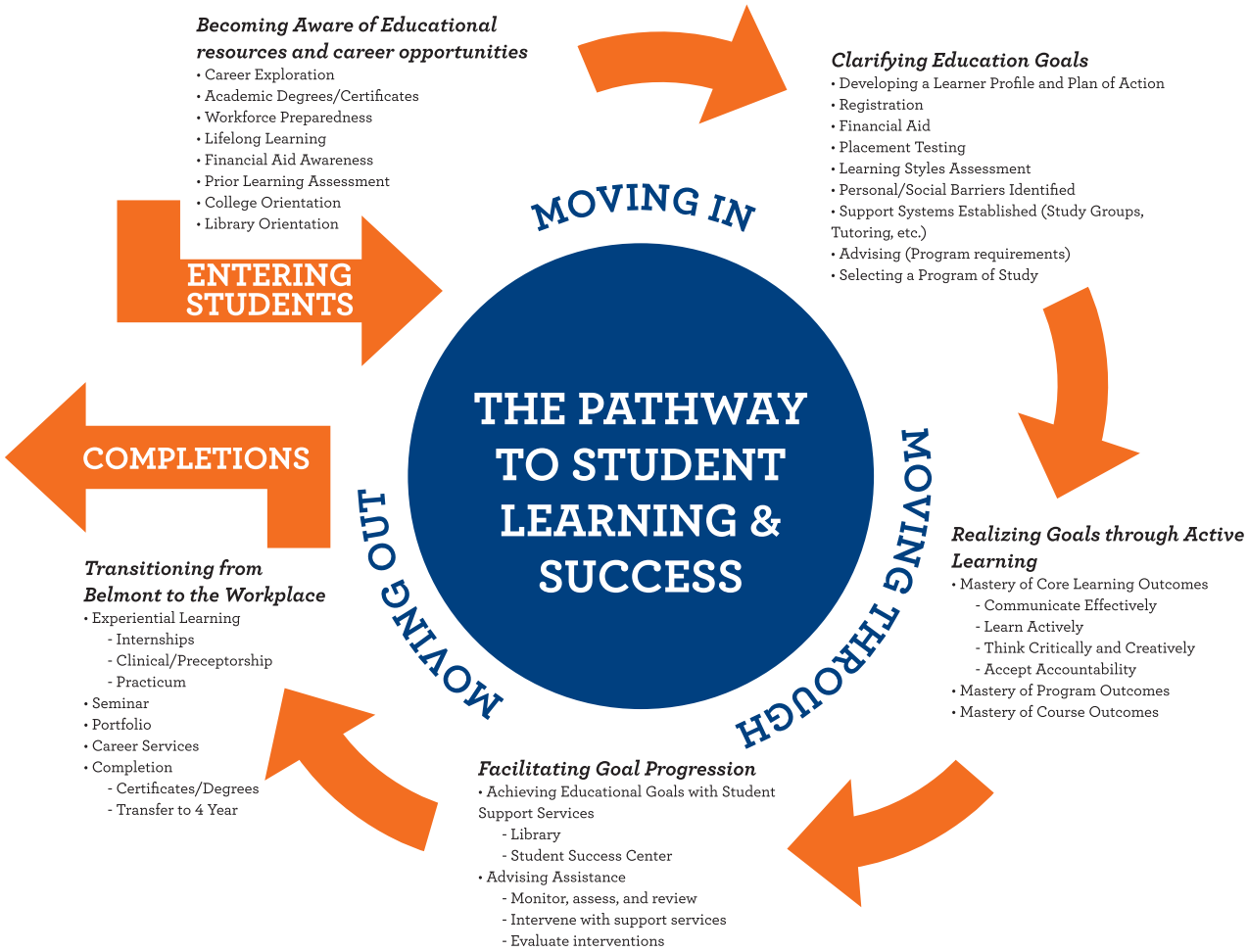
Learning is an active, participatory process. It transcends time and space as individuals learn differently and have preferred learning styles. Faculty, staff, and students share responsibility for learning and adapting to diverse teaching and learning styles. Learning involves a mutual relationship 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.

LEARNING & STUDENT SUCCESS MODEL



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

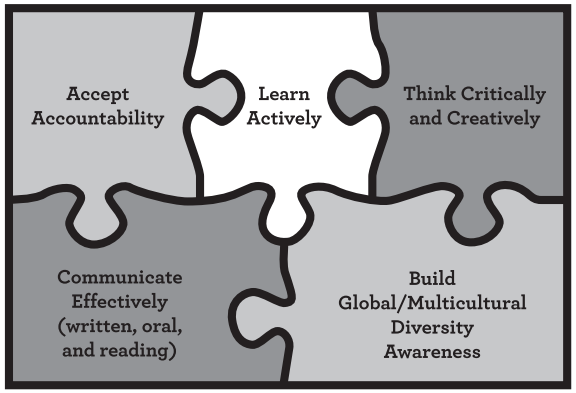
a. Engages in individual and team learning through listening, observing, reading, and doing
b. Develops professional expertise and competencies
c. Examines and develops interpersonal/personal skills, such as basic independent living skills, professional attitude, social skills, and self discipline
d. 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.



BELMONT - YOUR COMMUNITY'S COLLEGE

The Academic Technical Center, 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), Dowler Hall, Student Affairs, Library, Business Office, computer laboratories, administrative services, student lounge area, a full-service Campus Shop, and the Belmont Cafe. 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 Academic Technical Center. 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 Academic Technical Center.

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 Academic Technical Center
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 Academic Technical Center 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 Academic Technical Center 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 Academic Technical Center 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 EDUCATION

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.

Safesitter

Designed to prepare students in grades 6-8 to be safe when they're home alone, watching younger siblings, or babysitting.

The instructor-led class is filled with fun games and role-playing exercises. Students even get to use manikins to practice rescue skills like choking rescue and CPR!

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.

Belmont College has partnered wth Akron University to offer a Bachelors degree in Surveying Technology. A student starts their classes at Belmont College earning an Associates degree in Civil Engineering Technology and then continues taking classes at the Belmont College campus from Akron University leading to a Bachelors of Science degree in Survey Technology. With this degree a graduate is able to become a state license professional surveyor.

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

2020 - 2021 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 testing is 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 recruiting at 740.695.9500.

Application Procedure

1. Submit the Belmont College Application for Admission
To apply online, visit www.belmontcollege.edu or call our Academic Technical Center 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, degree completion 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 College 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.

NOTE: Students using financial aid to purchase books must present their Admit-to-Class slip and a photo ID when purchasing books from the Belmont Campus Shop.

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, Radiology, 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 writing 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 use 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 with verification of 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*.

Confirmation Tests

An academic advisor or may recommend the student 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 of 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 no fall within confirmation range.
   b. Students are retesting for three or more times.

Student Classification

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

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.

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 Belmont College location.

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.

All other fees such as application fees, lab and course fees, equipment, books, or various other fees may be assessed by either institution and must be paid by the student.

The following will govern this process:

1. The institution where the student is full-time (home institution) will consider the student for all Title IV aid.

2. The student will be considered part-time at the other institution.

3. Courses will be accepted towards meeting graduation requirements at the home institution as those courses fulfill programmatic requirements. These will need to be approved by the home institution.

4. All Title IV aid will be the responsibility of the home institution. Any courses taken under this agreement away from the home institution will not be used to determine eligibility for Title IV Aid.

5. Calculating awards, disbursing aid, monitoring satisfactory progress records, maintenance, and distribution of Title IV refunds will be the responsibility of the home institution.

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.

As defined in Section 103 (B) of the Veterans Benefits and Transition Act of 2018, Belmont College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary of Veterans Affairs under chapter 31 or 33 of title 38, United States Code.

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 & Student Affairs. 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 not withstanding, the Vice President of Academic & Student Affairs, 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

2020 - 2021 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

successfully completed the student will be responsible for all charges incurred.

Deferred Tuition Payment Plan
Students may sign a Deferred Tuition Payment Plan (DTPP) to pay tuition and fees (not including books) in three equal installments. The total payment is due on or before the published due dates established in the Academic Calendar.

The first installment, equal to one-third of the total amount of deferred tuition, is due on or before the published due date. The second and third installments, each equal to one-third of the total amount of deferred tuition and specific due dates are noted on a Deferred Tuition Payment Plan Agreement through the Business Office that the student must sign before the first day of classes. If the final deferred payment is not made by the scheduled date registration for the following term will be canceled and a hold placed on student records.

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:

CALENDAR DAYS	REFUND PERCENTAGE
Prior to the first day of term	100%
1 – 7 days from the 1st day of term	100%
8 – 14 days from the 1st day of term	50%
15 days and beyond	No Refund

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, ect.) 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.

iPad Repair/Loss
Students will be charged a fee for a lost or broken iPad. The cost will depend on the extent of the repair needed or the price of a new iPad.

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)

FINANCIAL AID

2020 - 2021 Academic Year

SCHOLARSHIPS AT A GLANCE

NAME	ELIGIBILITY	FAFSA REQUIRED	AMOUNT*	SEPARATE APPLICATION REQUIRED
Clay Family Nursing Memorial Scholarship	ADN and LPN majors. Preference given to students from Belmont, Harrison, Guernsey, and Tuscarawas Counties.	Yes	Pays up to $2,250 per semester after other forms of aid	General Application
CONSOL Energy, Inc. Scholarship	Second year students in industrial or mechanical majors	Yes	$1,000 / 2 students	General Application
Elizabeth J. Rubloff Scholarship	ADN & LPN students	No	Award based on interest	See Nursing Faculty
Employee Scholarship	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.	Yes	$500 / 2 students	General Application
Francis J. & Edith Jackson Family Scholarship	Student must be a resident of Ohio County, West Virginia or Marshall County, West Virginia.	Yes	Varies	General Application
Gust Maistros Scholarship	ADN/LPN students	No	ADN - One $500 LPN - One $500	See Nursing Faculty
Hilda Burrows Door-of-Opportunity Scholarship	Ohio residents recently unemployed or their dependents.	Yes	Tuition, fees and books less any other aid	Yes
Kimberly Taylor Memorial Scholarship	ADN students	No	Award based on interest	See Nursing Faculty
Mining Electro-Mechanical Maintenance Scholarship	Students enrolled in 6+ credit program of Civil Engineering or Welding	Yes	$500 / 2 students	General Application
Nita C. Lewis Pathway to Nursing Scholarship	ADN/LPN students	Yes	Award based on interest	General Application
Senior Citizens Tuition Waiver	60 years of age or older and Ohio resident	Yes	Covers tuition only, no fees, books or other expenses	See advisor
St. Clairsville American Legion Citizenship Scholarship	Resident of Belmont County, pursuing an associate degree or a certificate. Child of grandchild of a veteran of the United States Armed Forces	Yes	$1000/ 1 student	General Application and Essay
St. Clairsville Rotary Scholarship	Residents of the St. Clairsville Richland School District	Yes	$500 / 1 student	Yes
Trustees Scholarship	Residents of Belmont, Harrison or Monroe Counties and recent high school graduates	Yes	Covers tuition only, after other forms of aid, no fees, books or other expenses	Yes
Russell J. and Eleanor M. Woolman Scholarship	Varies	Varies	Varies	General Application

**As of 19/20 award year. Subject to change for 20/21*

APPLYING FOR FINANCIAL AID

In compliance with Public Law 93-380 (Family Educational Rights and Privacy Act - FERPA - of 1974) as amended, all information received in connection with application for financial aid is held in the strictest confidence. No information is released regarding financial aid except by written request of the student. For more information or current policies and procedures, please visit our website. All subject to change.

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 or e-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 www.belmontcollege.edu and completing the online application.

2. 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. Go to https://fsaid.ed.gov.

3. 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 upcoming 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.**

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 e-mail your SAR results. 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 account 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 recieve. 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 Counceling Tool).These can be done online at https://studentaid.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:

1. financial need
2. class schedule
3. 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 the Financial Awareness counseling each term they borrow along with Federal Direct Student Loan Request Form.

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 are enrolled 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 grade level. Freshmen (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 in 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://studentaid.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.

Master Promissory Note for Direct Loans
A Master Promissory Note (MPN) is a legally binding contract you sign, agreeing to repay the Direct Student Loan you have borrowed.

The MPN describes your rights and responsibilities as a student loan borrower. It is extremely important to read everything included on your MPN. By signing it, you not only agree to repay the money you borrow, but you also agree to all terms and conditions included.

To complete the MPN you will need to go to https://studentaid.gov. The MPN can be signed electronically with your Department of Education FSA ID.

The Financial Aid Office will automatically receive notification after you have completed the required Master Promissory Note 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://studentaid.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 at https://studentloan.gov.

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://studentaid.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 at https://fafsa.ed.gov.

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.
- 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.

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 Department of Higher Education. Applications are available from the Ohio Department of Higher Education, 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.

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 Innnovation and OpportunityAct(WIOA)/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.

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):

(FALL & SPRING)	
Tuition	$2,880*
General Fees	$650*
Technology Fees	$650*
Student Life Fees	$20*
Course Fees	$1,272*
Books & Supplies	$1200*
Career Service Fee	$156*
Auxiliary Fee	$104
TOTAL	**$6,932**

**Tuition and fees above are estimates used for an example and may not be current or actual charges. Estimates are figures for full-time (13 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 a percentage of cumulative credit hours attempted

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+-, P. 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 a letter or 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 or email 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 of the SAP elements by the end of the next semester or you will be placed on SAP Suspension and will be eligible 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 elements for the second semester will be placed on SAP Suspension and are ineligible for any further financial aid. Students can complete the SAP appeal form. Students must indicate the reason for not meeting the SAP elements 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 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

help make the final decision to attend. It is the student's responsibility to carefully evaluate the product (education and training) and fully understand what they will be purchasing.

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 loan servers 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 accepts, 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.
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: General Application

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. Funds awarded must be used toward direct educational expenses. Applicants must:

- Exhibit professional attitude and behavior
- Submit an essay of at least 500 words (or more) on the topic of "The Importance of Bedside Nursing"

GPA: 3.0
Amount: Two- $500 (1 for LPN, 1 for TAN)
Major: Practical Nursing, Transitional Nursing
Application: See a Nursing Faculty Member to apply

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

Note: Students who are taking credit courses at Belmont as part of a degree or certificate program may be eligible for this tuition waiver which will cover the cost of tuition only. The FAFSA is required annually for these students. Students who receive grants will have their grant funds applied to tuition expenses first. If the grant funding meets or exceeds the cost of tuition, the tuition waiver will not be utilized. Any remaining grant funds can be used to cover fees and book expenses.

If the grant award is less than the student's tuition expense, the tuition waiver will cover the balance of tuition but will not exceed the cost of tuition. After grants and tuition waiver are applied to the student's account, any remaining balance for fees and books will be the responsibility of the student.

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

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.

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

STUDENT LIFE

2020 - 2021 Academic Year

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 Academic Affairs. The following recognized organizations are currently offered at Belmont:

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 Professor 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 Professor 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 Professor 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.

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.

Lambda Nu
The Belmont college chapter of this national honors society for the Radiologic and Imaging Sciences, named Ohio Omega, is open to students (by invitation) who have achieved a 3.5 cumulative GPA (or higher) after completing four semesters in the Radiology Program.

Lambda Nu is the national honor society for the radiologic and imaging sciences.

The purpose of Lambda Nu is to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences and recognize exemplary scholarship.

Lambda Nu's name represents the physics of the inverse relationship between wavelength and frequency, an essential parameter across the diversity of modalities comprising the professions.

Lambda Nu's characters represent the inverse relationship and delicate balance required between the art and the science inherent in the radiologic and imaging sciences professions of radiography, radiation therapy, medical dosimetry, nuclear medicine, diagnostic medical sonography, cardiovascular-interventional technology, mammography, computed tomography, magnetic resonance imaging, quality management, and bone densitometry.

Lambda Nu's colors are maroon for the radiologic sciences, forest green for the health professions, and gold, the ancient color of honor.

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. For more information please contact one of our PTK adisors.

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 Academic Affairs.

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 (Academic Technical Center 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 Individualized 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 online 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 Academic Technical Center.

All Campus Shop purchases are made by cash, credit or debit card, check, or financial aid. No financial aid charges are permitted unless authorized by a supporting agency and/or grant award that has been approved in advance by the Financial Aid Office. An approved Admit to Class slip and a photo ID are required for all financial aid charges. A paper copy of your schedule is required for all other textbook purchases.

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).

Food Service

The College Cafe offers hot food services to the College and is located at the Academic Technical Center. In addition, 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 Academic Technical Center, 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*

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.

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 Academic Technical Center 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 Belmont College 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 Academic Technical Center 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 740.699.3870.

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, ect. 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 at the Academic Technical Center 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 Academic Technical Center 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, the statute requiring the creation of these regulations clearly states that such regulations shall not restrict freedom of speech nor the right of persons on the campus to assemble peacefully. (These regulations are not intended in any way to discourage or restrict freedom of speech, including criticism, expression of grievances, or petition for redress of wrongs, real or fancied, so long as rights of freedom of speech and assembly are exercised in a lawful and peaceful manner.); 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;

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.

Violations of Student Code of Conduct

The Dean of Academic Affairs is responsible for initially responding to a violation of the Code of Conduct. The Dean has the responsibility and authority to enforce the Code of Conduct. Response to a violation of the Code of Conduct may include reduction in privileges up to and including dismissal from school.

Students have the right to appeal action taken by the College which they feel is not reasonable.

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 Academic Affairs. The Dean of Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs 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 Academic Affairs 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
Academics	Vice President Academic & Student Affairs
Career Services	Academic Advisor

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
ATC – 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:

Academic Technical Center
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.

ACADEMIC
POLICIES & PROCEDURES
2020 - 2021 Academic Year

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:

+/- GRADE SCALE	
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	59-Below

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 & Student Affairs 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.

Makeup 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:

LETTER GRADE	POINT VALUE
A	4.0
A-	3.7
B+	3.5
B	3.0
B-	2.7
C+	2.5
C	2.0
C-	1.7
D+	1.5
D	1.0
F	0.0

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 & Student Affairs 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:

a. 1.00 after the first 11 hours attempted
b. 1.25 after the first 21 hours attempted
c. 1.50 after the first 32 hours attempted
d. 1.75 after the first 43 hours attempted
e. 1.90 after the first 54 hours attempted
f. 2.00 after the first 60 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 Academic Affairs.

2. Within one week of submitting the appeal form, the student will be contacted by the Dean of Academic Affairs to schedule and keep an appointment. It should be noted that the Dean of Academie Affairs has the latitude to pursue resolution in a manner consistent with past practice and in keeping with established ethical standards.

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

3. The Dean of Academic Affairs 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 Academic Affairs 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 & Student Affairs 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 & Student Affairs or designee shall schedule and keep an appointment within seven calendar days with the following individuals:

   a. The Dean of Academic Affairs
   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 & Student Affairs 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 & Student Affairs 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 & Student Affairs. 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 & Student Affairs:
   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 & Student Affairs 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 & Student Affairs or designee 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 & Student Affairs 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 & Student Affairs or designee.

2. The Vice President of Academic & Student Affairs 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 & Student Affairs 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.

Letter grades are given for successful passing of a credit-by-examination instrument, and the student earns both credits and quality points. Credit will only be awarded for a letter grade of "C" or better. If a student is awarded credit, it will be shown on the transcript in a section called "Credit by Exam" and an "EC" designation will be included. The grade earned will be recorded on the transcript. The grade will be reflected in the GPA.

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 & Student Affairs. 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 & Student Affairs 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 freshman or sophomore year. 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 & Student Affairs.

4. Approval for an award or rejection of academic forgiveness is granted or declined by the Vice President of Academic & Student Affairs.

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 & Student Affairs 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 & Student Affairs 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 & Student Affairs. 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

Degrees and certificates are automatically 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 'Intent to Graduate' form #73 which are available from the Records Office. A form for each degree or certificate needs to be submitted one semester prior to intended completion.

2. The Records Office forwards the 'Intent to Graduate' forms to Faculty Leads for confirmation and/or identification of deficiencies and/or course substitutions.

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

4. At the conclusion of the term, 'Intent to Graduate' forms are returned to Faculty Leads to assure that deficiencies have been met.

5. The Faculty Lead forwards the 'Intent to Graduate' forms to the Vice President of Academic & Student Affairs to be considered for approval.

6. The Vice President of Academic & Student Affairs forwards 'Intent to Graduate' forms and Graduation Report to the Records Office for further processing.

Students who do not complete heir program requirements by the conclusion of the term stated on the Intent to Graduate form must re-submit a new Intent to Graduate form prior to intended program completion.

Belmont College holds one graduation ceremony a year at the end of each spring semester. Students who complete degree/certificate requirements in the summer and fall terms are eligible to participate in the spring commencement ceremony in the following calendar year.

More information about the graduation ceremony, including ordering your cap and gown, can be found at: www.belmontcollege.edu/graduation.

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

2020 - 2021 Academic Year

PROGRAM TABLE OF CONTENTS

Accounting (ACC) 70
Allied Health Administration (AHA) 118
Associate of Arts Degree (AAG) 62
Associate of Science Degree (ASG) 64
Bookkeeper I Certificate (BKO) 72
Bookkeeper II Certificate (BKT) 73
Building Preservation/Restoration (BPR) 66
Business Administration & Leadership (BAL) 75
Civil Engineering (CET) 98
Computer Applications Certificate (CAC) 77
Computerized Legal Office Specialist (CLO) 137
Criminal Justice (CJT) 136
Cyber Security & Computer Forensics (CSF) 78
Cyber Security Certificate (CCF) 79
Early Childhood Education (EDU) 86
Electronic Media (ITT) 80
Emergency Medical Services – Paramedic (EMT) 91
Emergency Medical Services – Paramedic Certificate (PRM) 92
Energy and Natural Resources (ENR) 99
Engineering Applications Certificate (EAC) 100
Firefighter (FFS) 96
General Bookkeeping Certificate (BKP) 71
Graphic Design Certificate (GDC) 82
Heating, Ventilation, and Air Conditioning Technology (INH) 111
Heating, Ventilation, and Air Conditioning Technology Certificate (HVC) 110
Industrial Electronics Technology (IET) 101
Instrumentation and Control (INC) 102
Legal Office Specialist Certificate (LGL) 138
Library Paraprofessional (LIS) 83
Maintenance Technician I Certificate (MTO) 103
Maintenance Technician II Certificate (MTT) 104
Medical Assisting (MED) 119
Medical Coding Certificate (MCB) 121
Mental Health (MHT) 123
Natural Resources Certificate (NRC) 105
Networking (ITX) 84
Payroll Clerk Certificate (PRC) 74
PC/Networking Technician Certificate (NTC) 85
Phlebotomy Technician Certificate (PTC) 122
Pipeline Welder Helper I Certificate (WHO) 112
Pipeline Welder Helper II Certificate (WHT) 113
Practical Nursing Certificate (PNP) 128
Process Technician (PRT) 107
Process Control Certificate (PCC) 106
Radiologic Technology (RAD) 139
Registered Nursing (ADN) 129
Software Development Fundamentals Certificate (SDF) 81
Transitional Nursing Program (TAN) 130
Welding Fabricator Certificate (WLF) 114
Welding Technology (INW) 116
Welding Technology Certificate (WLD) 115

ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE

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Faculty Lead & Professor

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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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		16-17	
	ENG1110	Composition I	3	
	FYE1110	Student Learning & Success	1	
		Math Elective (MAT1128 recommended)	3	
		Natural Science Elective	3-4	
		Social & Behavioral Science Electives (PSY1120 and SOC1110 recommended)	6	
	SPRING SEMESTER		16-17	
	COM1115	Speech	3	
	ENG1120 ENG1125	Composition II **OR** Critical Writing	3	
		Arts & Humanities Electives (ENG2105 and PHL2120 recommended)	6	
		Natural Science Elective	4-5	
			Credit Hours	
Year 2	FALL SEMESTER		15	
		Arts & Humanities Electives (HUM2110 recommended)	6	
		Social & Behavioral Science Elective (ANT2110 recommended)	3	
		Free Electives*	6	
	SPRING SEMESTER		15	
		Arts & Humanities Elective	3	
		Social & Behavioral Science Elective	3	
		Free Electives*	9	
		Total Credit Hours	**62-64**	

**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. 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.*

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.

AAG COURSE ELECTIVE INFORMATION

ENGLISH & COMMUNICATIONS (9)		
ENG1110	Composition I *	3
ENG1120 ENG1125	Composition II * OR Critical 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	International Studies	
Psychology		
PSY1120	General Psychology	3
PSY1130	Human Development	3
PSY1140	Theories of Personality	3
PSY2110	Abnormal Psychology	3
PSY2120	Social Psychology	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		
PHL2110	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
** Required*		
ADDITIONAL ELECTIVE CREDITS (15)		

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		14-15	
	ENG1110	Composition I	3	
	FYE1110	Student Learning & Success	1	
		Math Elective (MAT1130 recommended)	4	
		Natural Science Elective	3-4	
		Social & Behavioral Science Elective (PSY1120 or SOC1110 recommended)	3	
	SPRING SEMESTER		16-17	
	COM1115	Speech	3	
	ENG1120 ENG1125	Composition II **OR** Critical Writing	3	
		Arts & Humanities Elective (ENG2105 or PHL2120 recommended)	3	
		Math Elective (MAT1140 recommended)	3	
		Natural Science Elective	4-5	
			Credit Hours	
Year 2	FALL SEMESTER		16-17	
		Arts & Humanities Elective (HUM2110 recommended)	3	
		Natural Science Elective	4-5	
		Social & Behavioral Science Elective (ANT2110 recommended)	3	
		Free Electives*	6	
	SPRING SEMESTER		14-15	
		Arts & Humanities Elective	3	
		Natural Science Elective	4-5	
		Social & Behavioral Science Elective	3	
		Free Electives*	4	
		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. 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.*

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.

ASG COURSE ELECTIVE INFORMATION

ENGLISH & COMMUNICATIONS (9)		
ENG1110	Composition I *	3
ENG1120 ENG1125	Composition II * OR Critical Writing *	3
BUS1103	Business Communications	3
COM1110	Interpersonal Communications	3
COM1115	Speech *	3
SOCIAL & BEHAVIORAL SCIENCES (9)		
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	International Studies	
Psychology		
PSY1120	General Psychology	3
PSY1130	Human Development	3
PSY1140	Theories of Personality	3
PSY2110	Abnormal Psychology	3
PSY2120	Social Psychology	3
NATURAL & PHYSICAL SCIENCES (15)		
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 (7)		
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 (9)		
ART2110	Global Traditions in Art History	3
HIS1130	History of American Arch I	3
HIS1132	History of American Arch II	3
HIS2130	Intellectual World History	3
HUM2110	Humanities	3
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
MUS2110	Traditions in World Music	3
PHL2110	Logic/Critical Thinking	3
PHL2120	Philosophy	3
PHL2130	Ethics	3
RLG2110	World Religions	3
FIRST YEAR EXPERIENCE (1)		
FYE1110	Student Learning and Success	1
ADDITIONAL ELECTIVE CREDITS (10)		

** Required*

BUILDING PRESERVATION/ RESTORATION

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BUILDING PRESERVATION/RESTORATION (BPR)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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 Traded Network and the National Park Service. In addition, Mertz recieved 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 the 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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	BPR1101	Introduction to Historic Preservation	3	
	BPR1113	Architectural Drafting and Design	3	
	BPR1133	Materials and Methods of Construction	3	
	ENG1110	Composition I	3	
	HIS1130	History of American Architecture I	3	
	SPRING SEMESTER		14	
	BPR1123	Historic Research and Documentation	2	
	HIS1132	History of American Architecture II	3	
		Restricted Elective #1	3	
		Material Science Elective #1	3	
		Math Elective (MAT1115 or higher)	3	
	SUMMER TERM		4	
	BPR1170	Field Lab: Community Service	1	
		Material Science Elective #2	3	
			Credit Hours	
Year 2	FALL SEMESTER		14	
	BPR1136	Building Pathology	4	
	COM1115	Speech	3	
		Field Lab: Morristown #1	1	
		Material Science Elective #3	3	
		Restricted Elective #2	3	
	SPRING SEMESTER		16	
	BPR1150	Construction Management and Estimating	3	
	CHM1130	Chemistry for Conservators	3	
		Field Lab: Morristown #2	1	
		Material Science Elective #4	3	
		Restricted Elective #3	3	
		Social Science Elective	3	
	SUMMER TERM		2	
	BPR2275	BPR Capstone	2	
		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.

RESTRICTED ELECTIVES (CHOOSE 3)		
BPR1140	Mechanical Systems	3
BPR1142	Windows and Doors	3
BPR1146	Roofing and Flooring	3
BPR1198	Special Problems I	3
BPR1199	Directed Studies I	3
MATERIAL SCIENCE ELECTIVES (CHOOSE 4)		
BPR2241	Decorative Finishes	3
BPR2242	Wood	3
BPR2243	Masonry and Ceramics	3
BPR2244	Plaster and Composition	3
BPR2245	Metals	3
BPR2247	Stained Glass	3

BUSINESS

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

Dr. Vivian Barney
Faculty Lead & Instructor

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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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		17	
	ACC1120	Financial Accounting	4	
	CPT1100	Introduction to Computers/OS	4	
	ENG1110	Composition I	3	
	ECN1120	Microeconomics	3	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		16-17	
	ACC1126	Managerial Accounting	4	
	BUS2241	Business Law	3	
	COM1115	Speech	3	
	CPT1132	Computerized Spreadsheet Applications	3	
		Math Elective (MAT1115 or higher)	3-4	
			Credit Hours	
Year 2	FALL SEMESTER		15-16	
	ACC2204	Intermediate Accounting I	4	
	ACC2238	Fundamentals of Tax Accounting	4	
	ACC2243	Cost Accounting	4	
		Natural & Physical Science Elective	3-4	
	SPRING SEMESTER		15	
	ACC2205	Intermediate Accounting II	4	
	ACC2225	Computerized Accounting	3	
	BUS2288	Business Internship **and**	1	
	BUS2289	Business Seminar **OR**	1	
	ACC2283	Accounting Capstone	2	
	ECN1110	Macroeconomics	3	
		Math Elective	3	
		Total Credit Hours	**63-65**	

GENERAL BOOKKEEPING (BKP)

CERTIFICATE PROGRAM

Individuals 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.

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

Year 1

		Credit Hours	Completed
FALL SEMESTER		18	
ACC1120	Financial Accounting	4	
ACC2238	Fundamentals of Tax Accounting	4	
CPT1100	Introduction to Computers/OS	4	
ENG1110	Composition I	3	
ECN1110	Macroeconomics	3	
SPRING SEMESTER		16-17	
ACC1126	Managerial Accounting	4	
ACC2225	Computerized Accounting/Quickbooks	3	
COM1115	Speech	3	
CPT1132	Computerized Spreadsheet Applications	3	
	Math Elective (1115 or higher)	3-4	
	Total Credit Hours	**34-35**	

BOOKKEEPER I (BKO)

CERTIFICATE PROGRAM

The Bookkeeper I Certificate Program 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 of the program 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, vouchers, and reconcile bank accounts.

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.

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Year 1		Credit Hours	Completed
FALL SEMESTER		8	
ACC1120	Financial Accounting	4	
CPT1100	Introduction to Computers/OS	4	
SPRING SEMESTER		13	
ACC1126	Managerial Accounting	4	
ACC2225	Computerized Accounting w/QuickBooks	3	
BUS2241	Business Law	3	
CPT1132	Computerized Spreadsheets	3	
	Total Credit Hours	**21**	

BOOKKEEPER II (BKT)

CERTIFICATE PROGRAM

The Bookkeeper II Certificate Program is a short-term certificate and is a continuation of Bookkeeper I. The program 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. This program will prepare students who are currently employed and need to enhance their skills, as well as those who are seeking employment in the bookkeeping area.

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.

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

7. Prepare tax reports and returns.

Year 1		Credit Hours	Completed
FALL SEMESTER		8	
ACC2204	Intermediate Accounting I	4	
ACC2238	Fundamentals of Tax Accounting	4	
SPRING SEMESTER		10-11	
ACC2205	Intermediate Accounting II	4	
ENG1110	Composition I	3	
	Math Elective	3-4	
	Total Credit Hours	**18-19**	

*Enrollment requirement: Must have completed the Bookkeeper I short-term certificate.

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

PAYROLL CLERK (PRC)

CERTIFICATE PROGRAM

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. Maintain 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.

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Year 1		Credit Hours	Completed
FALL SEMESTER		8	
ACC1120	Financial Accounting	4	
CPT1100	Introduction to Computers/OS	4	
SPRING SEMESTER		9	
ACC2225	Computerized Accounting/QuickBooks	3	
CPT1132	Computerized Spreadsheet Applications	3	
ENG1110	Composition I	3	
	Total Credit Hours	**17**	

BUSINESS ADMINISTRATION & LEADERSHIP CONCENTRATION (BAL) BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED BUSINESS DEGREE

The Business Administration and Leadership degree 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 center 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		
ACC2225	Computerized Accounting with Quickbooks (Spring)	3
ACC2238	Fundamentals of Tax Accounting (Fall)	4
BUS2100	Introduction to Entrepreneurship (Spring)	3
BUS2210	Organizational Behavior (Fall)	3
BUS2216	Leadership (Spring)	3
BUS2251	HR Management (Fall)	3

			Credit Hours	Completed
Year 1	FALL SEMESTER		17	
	ACC1120	Financial Accounting	4	
	BUS1111	Introduction to Business	3	
	CPT1100	Introduction to Computers/OS	4	
	ENG1110	Composition I	3	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		16-17	
	ACC1126	Managerial Accounting	4	
	BUS1116	Business Ethics	3	
	BUS1125	Supervision and Management	3	
	ECN1120	Microeconomics	3	
		Math Elective (MAT1115 or higher)	3-4	
			Credit Hours	
Year 2	FALL SEMESTER		15	
	BUS1121	Introduction to Marketing	3	
	BUS2241	Business Law	3	
	COM1115	Speech	3	
	ECN1110	Macroeconomics	3	
		Business/Accounting Elective	3	
	SPRING SEMESTER		14-16	
	BUS2288	Business Internship **and**	1	
	BUS2289	Business Seminar **OR**	1	
	BUS2280	Business Decision Making	2	
	CPT1132	Computerized Spreadsheet	3	
		Business/Accounting Elective	3-4	
		Math Elective (MAT1115 or higher)	3-4	
		Natural or Physical Science Elective	3	
		Total Credit Hours	**62-65**	

COMPUTER & INFORMATION TECHNOLOGY

Computer Applications, Cyber Security & Forensics, Cyber Security, Electronic Media, Software Development Fundamentals, Graphic Design, Library Paraprofessional, Networking, PC/Network Technician

Dr. Vivian Barney
Faculty Lead & Instructor

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COMPUTER APPLICATIONS (CAC)

CERTIFICATE PROGRAM

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.

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Year 1

		Credit Hours	Completed
FALL SEMESTER		17	
ACC1120	Financial Accounting	4	
BUS1111	Introduction to Business	3	
CPT1100	Introduction to Computers/OS	4	
ENG1110	Composition I	3	
OAM1150	Document Design & Formatting	3	
SPRING SEMESTER		16	
CPT1132	Computerized Spreadsheet	3	
CPT1136	Database Management	3	
MAT1120	Statistics	4	
	IT Electives*	6	
	Total Credit Hours	**33**	

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

CYBER SECURITY & COMPUTER FORENSICS (CSF)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		13	
	CPT1100	Introduction to Computers/OS	4	
	NET1161	Windows Professional	3	
	CSF1112	Cyber Law & Ethics	3	
	NET1171	CCNA: Intro to Networks	3	
	SPRING SEMESTER		12	
	CSF1152	Web Security	3	
	NET1142	Networking Systems	3	
	NET1172	CCNA: Switching, Routing, Wireless I	3	
	NET1141	PC Upgrade A+	3	
			Credit Hours	
Year 2	FALL SEMESTER		12	
	CSF2201	Computer Forensics & Investigation	3	
	CSF2210	Ethical Hacking & Network Defense	3	
	ENG1110	Composition I	3	
	NET1143	Fundamentals of UNIX	3	
	SPRING SEMESTER		11	
	PHL2130	Ethics	3	
	CSF1101	Introduction to Networking Security	3	
	CSF2252	Collecting Evidence	3	
	CPT2283	IT Program Design/Build **OR**	2	
	CPT2288	IT Internship **and**	1	
	CPT2289	IT Seminar	1	
			Credit Hours	
Year 3	FALL SEMESTER		7	
	MAT1120	Statistics	4	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		9	
	COM1115	Speech	3	
		Natural & Physical Science Elective	3	
		Social & Behavioral Science Elective	3	
		Total Credit Hours	**64**	

CYBER SECURITY (CCF)

CERTIFICATE PROGRAM

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

Year 1		Credit Hours	Completed
FALL SEMESTER		13	
CPT1100	Introduction to Computers/OS	4	
NET1161	Windows Professional	3	
NET1141	PC Upgrade A+	3	
NET1171	CCNA: Intro to Networks	3	
SPRING SEMESTER		12	
CSF1152	Web Security	3	
NET1142	Networking Systems	3	
NET1172	CCNA: Switching, Routing, Wireless I	3	
CSF1112	Cyber Law and Ethics	3	
SUMMER TERM		7	
ENG1110	Composition I	3	
MAT1120	Statistics	4	
	Total Credit Hours	**32**	

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 went 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.

3. Become proficient on the web using/creating websites with HTML, and web editors.

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		13	
	CPT1100	Introduction to Computers/OS	4	
	CPT1119	Multimedia & Design/Development	3	
	CPT1125	Introduction to New Media	3	
	ENG1110	Composition I	3	
	SPRING SEMESTER		16	
	CPT2247	C++ Programming	3	
	CPT1163	HTML/Web Page Design	3	
	LIS2237	Web Technologies	3	
		Math Elective (MAT1115 or higher)	4	
		Social & Behavioral Science Elective	3	
			Credit Hours	
Year 2	FALL SEMESTER		18	
	CPT2240	Video Editing	3	
	CPT1117	Visual Basic Programming	4	
	CPT2264	Photo Editing and Illustrations	4	
	MAT1120	Statistics	4	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		17	
	BUS1111	Intro to Business	3	
	COM1115	Speech	3	
	CPT2250	Mobile Web Applications	3	
	CPT2283	IT Project Design/Build **OR**	2	
	CPT2288	IT Internship **and**	1	
	CPT2289	IT Seminar	1	
	CPT1132	Spreadsheet (Recommended elective) **OR**	3	
	CPT1136	Database (Recommended elective)	3	
		Natural & Physical Science Elective	3	
		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.

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Year 1

		Credit Hours	Completed
FALL SEMESTER		11	
CPT1100	Introduction to Computers/OS	4	
CPT1119	Multimedia Design & Development	3	
CPT1117	Visual Basic Programming	4	
SPRING SEMESTER		9	
CPT2247	C++ Programming	3	
CPT1136	Database Management	3	
CPT2250	Mobile Web Applications	3	
	Total Credit Hours	**20**	

GRAPHIC DESIGN (GDC)

CERTIFICATE PROGRAM

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

Year 1		Credit Hours	Completed
FALL SEMESTER		11	
CPT1110	Introduction to Computers/OS	4	
CPT1119	Multimedia Design & Development	3	
CPT2264	Photo Editing and Illustrations	4	
SPRING SEMESTER		9	
CPT1163	HTML/Web Page Design	3	
LIS2237	Web Technologies	3	
ENG1110	Composition I	3	
	Total Credit Hours	**20**	

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		
LIS1110	Youth Services in Libraries	3
LIS1111	Access Services in Libraries	3
LIS1112	Adult Reader's Advisory Services	3
LIS2110	Cataloging and Classification	3
LIS2111	Collection Management	3

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	CPT1100	Introduction to Computers/OS	4	
	ENG1110	Composition I	3	
	FYE1120	Success in Online Learning	2	
	LIS1101	Foundations of Library Services	3	
		Social & Behavioral Science Elective	3	
	SPRING SEMESTER		15	
	LIS1104	Communication and Teamwork	3	
	LIS1105	Reference and Information Services	3	
		Library Elective*	3	
		Social & Behavioral Science Elective	3	
		Information Technology Elective	3	
	SUMMER TERM		6	
		General Education Elective	3	
		Library Elective*	3	
			Credit Hours	
Year 2	FALL SEMESTER		15-16	
	COM1115	Speech **OR**	3	
	COM1120	Public Speaking	3	
	LIS2103	Technology in Libraries	3	
		Any Math 1120 or higher	3-4	
		Information Technology Elective	3	
		Library Elective*	3	
	SPRING SEMESTER		12-13	
	LIS2280	Information Services Seminar	1	
	LIS2282	Information Services Capstone and Project	2	
		General Education Elective	3	
		Library Elective*	3	
		Natural & Physical Science Elective	3-4	
		Total Credit Hours	**63-65**	

**National certification requires a minimum of two of the Directed Library Electives be completed.*

NETWORKING (ITX)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

Using Microsoft's official curriculum for NET1161, NET1166, NET2277, NET2278, and NET2279, 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 went 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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		16	
	CPT1100	Introduction to Computers/OS	4	
	ENG1110	Composition I	3	
	NET1141	PC Upgrade A+	3	
	NET1171	CCNA: Intro to Networks	3	
	NET1161	Windows Professional	3	
	SPRING SEMESTER		16	
	NET1143	Fundamentals of UNIX	3	
	NET1172	CCNA: Switching, Routing, Wireless I	3	
	NET2277	MS Server 16 Installation & Configuration	3	
		Math Elective (MAT1115 or higher)	4	
		Arts & Humanities Elective	3	
			Credit Hours	
Year 2	FALL SEMESTER		16	
	COM1115	Speech	3	
	MAT1120	Statistics	4	
	NET1173	CCNA: Switching, Routing, Wireless II	3	
	NET2278	MS Server 16 Networking	3	
		Social & Behavioral Science Elective	3	
	SPRING SEMESTER		14	
	CPT2283	IT Project Design/Build **OR**	2	
	CPT2288	IT Internship **and**	1	
	CPT2289	IT Seminar	1	
	NET1142	Networking Systems	3	
	NET1174	CCNA: Enterprise Networking, Security & Automation	3	
	NET2279	MS Server 16 Identity	3	
		Natural & Physical Science Elective	3	
		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.

Program Outcomes

1. Upgrade and repair computers and be prepared to sit for certification exams.

3. Understand networks.

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		Credit Hours	Completed
FALL SEMESTER		10	
CPT1110	Introduction to Computers/OS	4	
NET1141	PC Upgrade A+	3	
NET1171	CCNA: Intro to Networks	3	
SPRING SEMESTER		9	
NET1142	Networking Systems	3	
NET1172	CCNA: Switching, Routing, Wireless I	3	
NET1161	Windows Professional	3	
	Total Credit Hours	**19**	

EARLY CHILDHOOD EDUCATION

Dr. Heather Davis
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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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		18	
	EDU1111	Introduction to Early Childhood Education	3	
	EDU1120	Introduction to Child Development	3	
	ENG1110	Composition I	3	
	PSY1120	General Psychology	3	
	SOC1110	Sociology	3	
		Math Elective	3	
	SPRING SEMESTER		15	
	EDU2270	Children's Literature **OR**	3	
	EDU2275	Foundations of Early Literacy	3	
	EDU1135	Creative Experiences for the Young Child **OR**	3	
	EDU1145	Introduction to Montessori	3	
	COM1115	Speech	3	
	ENG1120	Composition II	3	
		Natural & Physical Science	3	
			Credit Hours	
Year 2	FALL SEMESTER		18	
	EDU1131	Child Health, Safety & Nutrition	3	
	EDU2235	Introduction to Individuals with Exceptionalities	3	
	EDU2240	Families, Communities, and Schools	3	
	EDU2245	Observation and Assessment	3	
	EDU2260	Educational Technology	3	
	PHL2120	Philosophy **OR**	3	
	PHL2130	Ethics	3	
	SPRING SEMESTER		12.5	
	EDU2250	Positive Guidance/Behavior Management	2	
	EDU2280	Educational Psychology	3	
	EDU2290	Early Childhood Practicum	2.5	
	EDU2295	Early Childhood Seminar	2	
	PSY2110	Abnormal Psychology	3	
		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. An 'Intent to Graduate' form #73 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 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.

EMERGENCY MEDICAL SERVICES – PARAMEDIC, FIREFIGHTER

Ailsa Vogelsang
EMS Fire/Safety Coordinator
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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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		13-15	
	BIO2110	Anatomy & Physiology I	4	
	EMT1110	Emergency Medical Technician (recommended) **OR**	6-8	
	EMT1150	Advanced Emergency Medical Technician **OR**		
	COM1110	Interpersonal Communications **AND**		
	PSY1130	Human Development		
	ENG1110	Composition I	3	
	SPRING SEMESTER		17	
	BIO2112	Anatomy & Physiology II	4	
	EMT2010	Human Systems	3	
	MAT1120	Statistics **OR**		
	MAT1130	College Algebra	4	
	PHL2130	Ethics	3	
	PSY1120	General Psychology	3	
	SUMMER TERM		5	
	EMT2015	EMS Pharmacology and Dosage Calculations	1	
	EMT2020	EMS Medication Administration	1	
	EMT2110	Introduction to ALS	3	
			Credit Hours	
Year 2	FALL SEMESTER		12	
	EMT2111	Cardiovascular Emergencies	4	
	EMT2115	Cardiology Seminar and Internship	2	
	EMT2120	Medical Emergencies	4	
	EMT2125	Medical Seminar and Internship	2	
	SPRING SEMESTER		13	
	EMT2130	Traumatic Emergencies	4	
	EMT2135	Trauma Seminar and Internship	2	
	EMT2140	Special Populations	3	
	EMT2145	Special Populations Seminar and Internship	2	
	EMT2150	EMS Operations	2	
	SUMMER TERM		5	
	EMT2160	Integration of ALS	3	
	EMT2250	ALS Team Lead Seminar and Internship	2	
		Total Credit Hours	**65-67**	

EMERGENCY MEDICAL SERVICES (PRM) PARAMEDIC

CERTIFICATE PROGRAM

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.

			Credit Hours	Completed
Year 1	SPRING SEMESTER		3	
	EMT2010	Human Systems	3	
	SUMMER TERM		5	
	EMT2015	EMS Pharmacology and Dosage Calculations	1	
	EMT2020	EMS Medication Administration	1	
	EMT2110	Introduction to ALS	3	
			Credit Hours	
Year 2	FALL SEMESTER		12	
	EMT2111	Cardiovascular Emergencies	4	
	EMT2115	Cardiology Seminar and Internship	2	
	EMT2120	Medical Emergencies	4	
	EMT2125	Medical Seminar and Internship	2	
	SPRING SEMESTER		13	
	EMT2130	Traumatic Emergencies	4	
	EMT2135	Trauma Seminar and Internship	2	
	EMT2140	Special Populations	3	
	EMT2145	Special Populations Seminar and Internship	2	
	EMT2150	EMS Operations	2	
	SUMMER TERM		5	
	EMT2160	Integration of ALS	3	
	EMT2250	ALS Team Lead Seminar and Internship	2	
		Total Credit Hours	**38**	

NOTE: All students interested in the paramedic program should meet with the Faculty Lead prior to registering.

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 board, 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:

GRADE SCALE	
A	95-100%
A-	91-94%
B+	89-90%
B	85-88%
B-	83-84%
C+	81-82%
C	77-80%
C-	75-76%
D+	75-76%
D	70-72%
F	69% or less

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 curriculum. Students will work with 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:

- Fingernails 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.

- 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
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.

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 completed, 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. An Intent to Graduate form 73 must be completed one semester prior to the semester in which the student expects to graduate. The Faculty Lead and the Vice President of Academic & Student 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 has 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/firefighter/.

FIREFIGHTER (FFS)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		17	
	BIO2110	Anatomy & Physiology I	4	
	ENG1110	Composition I	3	
	EMT1110	Emergency Medical Technician	7	
	FST1116	Workplace Safety **OR**	1	
	FST1160	Emergency Medical for Firefighters	1	
	FST1171	HazMat Awareness & Confined Space Entry	1	
	FST2180	Hazardous Material Operations	1	
	SPRING SEMESTER		16-17	
	FST1110	Ohio Firefighter I Transition Course **OR**	6	
	FST1120	Ohio Firefighter I	7	
	FST1170	Introduction to Technical Rescue	2	
	FST2181	Vehicle Rescue I	2	
	FST2183	Rope Rescue I	2	
	MAT1120	Statistics **OR**	4	
	MAT1130	College Algebra	4	
			Credit Hours	
Year 2	FALL SEMESTER		16	
	FST1130	Ohio Firefighter II Transition Course	6	
	FST2101	Fire Prevention	3	
	FST2102	Fire Protection Systems	2	
	FST2103	Fire Behavior & Combustion	2	
	PHL2130	Ethics	3	
	SPRING SEMESTER		15	
	FST2104	Principles of Emergency Services	3	
	FST2105	Building Construction	3	
	FST2106	Principles of Fire Safety & Survival	2	
	FST2182	Confined Space Rescue	1	
	FST2220	Public Safety Capstone	3	
	PSY1120	General Psychology	3	
		Total Credit Hours	**64-65**	

ENGINEERING

Civil Engineering, Energy & Natural Resources, Engineering Applications, Industrial Electronics Technology, Instrumentation and Control, Maintenance Technician I & II, Natural Resources, Process Technician, Process Control

Dr. Vivian Barney
Faculty Lead & Instructor

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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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	FYE1110	Student Learning and Success **OR**	1	
	FST1116	Workplace Safety	1	
	ECE1120	CAD	4	
	ECE1170	Computing for Engineers	3	
	ENG1110	Composition I	3	
	MAT1130	College Algebra	4	
	SPRING SEMESTER		19	
	CHM1110	Chemistry Principles I	4	
	ECN1110	Macroeconomics	3	
	ECE1160	Hydraulics & Hydrology	4	
	MAT1140	Trigonometry	3	
	PHY1110	Physics I	5	
			Credit Hours	
Year 2	FALL SEMESTER		16	
	COM1110	Interpersonal Communications	3	
	ECE2121	Surveying	4	
	ECE2216	Statics	3	
	ECE2251	Construction Estimating	3	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		15	
	ECE2221	Strength of Materials	3	
	ECE2241	Soil Mechanics	4	
	ECE2261	Environmental Science	3	
	ECE2230	Engineering Materials/Concrete Design	3	
	ECE2288 ECE2289	Civil Engineering Internship **and** Civil Engineering Seminar **OR**	1 1	
	ECE2282	Civil Engineering Capstone	2	
		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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		19	
	ECE1120	CAD	4	
	ECE1170	Computing for Engineers	4	
	ENG1110	Composition I	3	
	FYE1110	Student Learning & Success	1	
	GIS1100	Introduction to GIS	3	
	MAT1130	College Algebra	4	
	SPRING SEMESTER		15	
	CHM1110	Chemistry Principles I	4	
	MAT1140	Trigonometry	3	
	PHY1110	Physics I	5	
	MIN1100	Introduction to Mining **OR**	3	
	NGT1100	Introduction to Oil and Gas	3	
			Credit Hours	
Year 2	FALL SEMESTER		17	
	COM1110	Interpersonal Communications	3	
	ECE2121	Surveying	4	
	ECE2216	Statics	3	
	FST1116	Workplace Safety	1	
	HAC1113	Basic Electricity, Power Systems & Motors	3	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		15	
	ECE2221	Strength of Materials	3	
	NSC1120	The Science of Energy	4	
	ECE2288 ECE2289	Civil Engineering Internship **and** Civil Engineering Seminar **OR**	1 1	
	ECE2282	Civil Engineering Capstone	2	
	ECN1110	Macroeconomics	3	
	GEO1120	Geology of Coal, Oil and Gas	3	
		Total Credit Hours	66	

ENGINEERING APPLICATIONS (EAC)

CERTIFICATE PROGRAM

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		Credit Hours	Completed
FALL SEMESTER		10	
COM1110	Interpersonal Communications	3	
ECE1170	Computing for Engineers	3	
ENG1110	Composition I	3	
FYE1110	Student Learning and Success	1	
SPRING SEMESTER		8	
ECE1120	CAD	4	
FST1116	Workplace Safety	1	
	Arts & Humanities Elective	3	
	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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	EIE1301	Electrical Circuits	4	
	EIE1201	Digital Electronics	4	
	ENG1110	Composition I	3	
	MAT1130	College Algebra	4	
	SPRING SEMESTER		14	
	CPT2247	C++ Programming	3	
	BUS1125	Supervision and Management	3	
	MAT1140	Trigonometry	3	
	PHY1110	Physics I	5	
			Credit Hours	
Year 2	FALL SEMESTER		18-19	
	COM1110	Interpersonal Communications	3	
	ECN1110	Macroeconomics	3	
	EIE2105	Analog Electronics	4	
	PHY1112	Physics II	5	
		Electronics Elective	3-4	
	SPRING SEMESTER		15-16	
	EIE2120	NEC	2	
	FST1116	Workplace Safety	1	
	EIE2301	DC & AC Machinery	4	
	EIE2190	Electronics Capstone **OR**	2	
	EIE2288 EIE2289	Engineering Technology Internship **and** Engineering Technology Seminar	1 1	
		Arts & Humanities Elective	3	
		Electronics Elective	3-4	
		Total Credit Hours	**62-64**	

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.

Electives:

CPT1132 Computerized Spreadsheets
ECE1120 CAD
ECE1170 Computing for Engineers
EIE2210 Programmable Logic Controllers
EIE2305 Power Distribution
EIE2310 Hydraulics & Pneumatics
EIE2315 Instrumentation
MIN1100 Intro to Mining
MIN2200 Mining Law & Safety
NET1171 CCNA: Intro to Networks
NET1172 CCNA: Switching, Routing, Wireless 1
NET1173 CCNA: Switching, Routing, Wireless 2
NET1174 CCNA: Enerprise Networking, Security and Automation
NGT1100 Intro to Oil & Gas Drilling

INSTRUMENTATION & CONTROL (INC)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	EIE1301	Electrical Circuits	4	
	EIE1201	Digital Electronics	4	
	ENG1110	Composition I	3	
	MAT1130	College Algebra	4	
	SPRING SEMESTER		17	
	CPT2247	C++ Pr ogramming	3	
	MAT1140	Trigonometry	3	
	PHY1110	Physics I	5	
	COM1110	Interpersonal Communications	3	
		TAKE ONE OF THE FOLLOWING:	3	
	MIN1100	Introduction to Mining **OR**		
	NGT1100	Introduction to Oil and Gas **OR**		
			Credit Hours	
Year 2	FALL SEMESTER		17	
	ECN1110	Macroeconomics	4	
	EIE2105	Analog Electronics	4	
	EIE2315	Instrumentation	4	
	PHY1112	Physics II	5	
	SPRING SEMESTER		15	
	EIE2210	Programmable Logic Controllers	4	
	EIE2120	NEC - National Electric Code	2	
	EIE2415	Process Control Integration	4	
	EIE2288 EIE2289	Engineering Internship **and** Engineering Seminar **OR**	1 1	
	EIE2190	Engineering Capstone	2	
		Arts & Humanities Elective	3	
		Total Credit Hours	**64**	

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

Year 1		Credit Hours	Completed
FALL SEMESTER		11	
FST1116	Workplace Safety	1	
HAC1100	Welding Fundamentals	3	
MAT1130	College Algebra	3	
EIE2310	Hydraulics & Pneumatics	4	
SPRING SEMESTER		9	
EIE2120	NEC	2	
EIE2210	Programmable Logic Controllers	4	
MIN1100	Introduction to Mining **OR**	3	
NGT1100	Introduction to Oil and Gas	3	
	Total Credit Hours	**20**	

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

Year 1		Credit Hours	Completed
FALL SEMESTER		11	
ENG1110	Composition I	3	
EIE1301	Electrical Circuits	4	
EIE1201	Digital Electronics	4	
SPRING SEMESTER		9	
BUS1125	Supervision & Management	3	
CPT2245	C++ Programming	3	
MAT1140	Trigonometry	3	
	Total Credit Hours	**22**	

*Enrollment requirement: Must have completed the Maintenance Technician I short-term certificate.

NATURAL RESOURCES (NRC)

CERTIFICATE PROGRAM

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

Year 1

		Credit Hours	Completed
FALL SEMESTER		17	
ECE1120	CAD	4	
ECE1170	Computing for Engineers	3	
ENG1110	Composition I	3	
MAT1130	College Algebra	4	
GIS1100	Introduction to GIS **OR**	3	
GEO1120	Geology of Coal, Oil and Gas Deposits	3	
SPRING SEMESTER		16	
ECE1160	Hydraulics & Hydrology **OR**	4	
ECE2241	Soil Mechanics	4	
MAT1140	Trigonometry	3	
PHY1110	Physics I	5	
MIN1100	Introduction to Mining **OR**	3	
NGT1100	Introduction to Oil and Gas	3	
FST1116	Workplace Safety	1	
	Total Credit Hours	**33**	

PROCESS CONTROL CERTIFICATE (PCC)

CERTIFICATE PROGRAM

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

Year 1		Credit Hours	Completed
FALL SEMESTER		16	
EIE1301	Electrical Circuits	4	
EIE1201	Digital Electronics	4	
EIE2315	Instrumentation	4	
MAT1130	College Algebra	4	
SPRING SEMESTER		16	
CPT2247	C++ Programming	3	
EIE2210	Program Logic Controllers	3	
ENG1110	Composition I	3	
MAT1140	Trigonometry	4	
	Arts & Humanities Elective	3	
	Total Credit Hours	**32**	

PROCESS TECHNICIAN (PRT)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		13	
	INDT 1010	***Introduction to Chemical Operator - WSCC Online Course***	***3***	
	FST1116	Workplace Safety	1	
	MAT1130	College Algebra I	3	
	ENG1110	Composition I	3	
	ECE1170	Computing for Engineers	3	
	SPRING SEMESTER		18	
	INDT1340	***Team Concepts & Practices - WSCC Online Course***	***3***	
	COM1115	Speech	3	
	PHY1110	Physics I	5	
	ENG1120	Composition II	3	
	CHM1110	Chemistry I	4	
			Credit Hours	
Year 2	FALL SEMESTER		19	
	INDT2210	***Process Control - WSCC Online Course***	***4***	
	BUS1125	Supervision & Management	3	
	INDT2300	***Process Troubleshooting - WSCC Online Course***	***3***	
	HAC1113	Electricity	3	
		Arts & Humanities Electives	6	
	SPRING SEMESTER		14	
	INDT2180	***Manufacturing Processes - WSCC Online Course***	***2***	
	MECH2060	***Statistical Quality Control - WSCC Online Course***	***2***	
	ECE2230	Engineering Materials & Concrete Design	3	
	EIE2210	Programmable Logic Controllers	4	
	INDT2800	***Capstone Seminar - WSCC Online Course***	***3***	
		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.

Belmont College	*Kent State Tuscarawas*
AAS Degree in Civil Engineering	BS in Engineering Technology, Manufacturing/ Mechanical/Systems Concentration 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.
AAS Degree in Civil Engineering	BS in Engineering Technology, 2+2 Integrated Engineering Technology Concentration 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.
AAS Degree in Industrial Electronics Technology	BS in Engineering Technology, Green and Alternative Energy The Bachelor of Science Degree in Engineering Technology on Green & 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.
AAS Degree in Industrial Electronics Technology	BS in Engineering Technology, Electrical/ Electronics 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.

INDUSTRIAL TRADES

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

Dirk DeCoy
Director of Industrial Trades and Contract Training
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740.699.3867

HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY (HVC)

CERTIFICATE PROGRAM

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; 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, residential, commercial, and industrial 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

		Credit Hours	Completed
FALL SEMESTER		19	
CPT1100	Introduction to Computers	4	
ENG1110	Composition I	3	
HAC2130	AC Systems Maintenance	3	
HAC1110	Heating & Cooling Fundamentals	3	
HAC1113	Basic Electricity, Power Systems & Motors	3	
MAT1125	Technical Math	3	
SPRING SEMESTER		16	
COM1110	Interpersonal Communications	3	
HAC1120	Therory of Refrigeration and Refrigerant Handling	3	
HAC2136	Forced Air Systems & Sheet Metal	2	
HAC1100	Welding Fundamentals	2	
HAC1128	Piping and Installation Fundamentals	3	
	Social & Behavioral Science Elective	3	
	Total Credit Hours	**35**	

HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY (INH)

ASSOCIATE OF APPLIED SCIENCE DEGREE

Students in the HVAC Program study heating, ventilation and air conditioning theory and practical applications. This would include residential and commercial applications as well as building automated controls. Students will learn to install, maintain and repair these systems.

The successful graduate may find employment as a:

- Installer
- Maintenance Technician
- Service Technician
- Controls Technician

The degree program prepares the students for:

- the refrigerant-handling License (EPA), which is administered on campus.
- a 160 hour Internship with a local HVAC contractor (final semester).
- employment with Industry Ready Certifications.
- continuing education towards a Bachelor's Degree with Ferris State University (98% online)
- Capstone course available with a partner HVAC contractor while in program.

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		17	
	CPT1100	Introduction to Computers	4	
	ENG1110	Composition I	3	
	FYE1110	First Year Experience	1	
	HAC1110	Heating and Cooling Fundamentals	3	
	HAC1113	Basic Electricity, Power Systems & Motors	3	
	MAT1125	Technical Math	3	
	SPRING SEMESTER		14	
	COM1110	Interpersonal Communications	3	
	HAC1120	Theory of Refrigeration and Refrigerant Handling	3	
	HAC1100	Welding Fundamentals	2	
	HAC1128	Piping and Installation Fundamentals	3	
		Social & Behavioral Science Elective	3	
Year 2			Credit Hours	
	FALL SEMESTER		17	
	BUS2241	Business Law	3	
	ECE1120	CAD I	4	
	HAC2130	A/C System Maintenance	3	
	HAC2133	A/C and Heating Troubleshooting	2	
	EIE2120	NEC	2	
		Arts & Humanities Elective	3	
	SPRING SEMESTER		15-16	
	FST1116	Workplace Safety	1	
	HAC2141	Refrigeration Service and Repair	1	
	HAC2142	Work Sequence, Assignments & Clients	1	
	HAC2136	Forced Air Systems & Sheet Metal	2	
	HAC2144	Hydronics and Steam	2	
	HAC2146	Design Project HVAC	3	
	HAC2148	Capstone - HVAC **OR**	3	
	HAC2288 HAC2289	HAC - Internship **and** HAC - Seminar	1 1	
		Natural & Physical Science Elective	3	
		Total Credit Hours	**63-64**	

PIPELINE WELDER HELPER I (WHO)

CERTIFICATE PROGRAM

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.
12. Braze weld mild steel.
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

Year 1		Credit Hours	Completed
FALL SEMESTER		10	
MAT1125	Technical Math	3	
WAF1110	Oxyfuel Practices	2	
WAF1116	Shielded Metal Arc Welding I	3	
WAF1118	Welding Symbols	2	
SPRING SEMESTER		9	
FST1116	Workplace Safety	1	
WAF1120	Metallic Inert Gas Welding I	3	
WAF2136	Shielded Metal Arc Welding II	3	
WAF2148	Capstone	2	
	Total Credit Hours	**19**	

PIPELINE WELDER HELPER II (WHT)

CERTIFICATE PROGRAM

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

Year 1		Credit Hours	Completed
FALL SEMESTER		8	
FST1116	Workplace Safety	1	
WAF1118	Welding Symbols	2	
WAF2136	Shielded Metal Arc Welding II	3	
WAF2148	Capstone	2	
SPRING SEMESTER		11	
MAT1125	Technical Math	3	
WAF1128	Weld Testing and Metallurgy	3	
WAF2140	Welding Fabrication	2	
WAF2146	Shielded Metal Arc Welding III	3	
	Total Credit Hours	**19**	

*Enrollment requirement: Must have completed the Pipeline Welder Helper I short-term certificate

WELDING FABRICATOR (WLF)

CERTIFICATE PROGRAM

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.

9. Safely operate hydraulic band saw.

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

Year 1		Credit Hours	Completed
FALL SEMESTER		7	
WAF1110	Oxyfuel Practices	2	
WAF1116	Shielded Metal Arc Welding I	3	
WAF1118	Welding Symbols	2	
SPRING SEMESTER		12	
WAF1120	Metallic Inert Gas Welding I	3	
WAF1128	Weld Testing and Metallurgy	3	
FST1116	Workplace Safety	1	
WAF1123	Tungsten Inert Gas Welding I	3	
WAF2140	Welding Fabrication	2	
	Total Credit Hours	**19**	

WELDING TECHNOLOGY (WLD)

CERTIFICATE PROGRAM

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

		Credit Hours	Completed
FALL SEMESTER		13	
ENG1110	Composition I	3	
MAT1125	Technical Math	3	
WAF1110	Oxyfuel Practices	2	
WAF1116	SMAW I	3	
WAF1118	Welding Symbols	2	
SPRING SEMESTER		20	
COM1110	Interpersonal Communications	3	
CPT1100	Introduction to Computers	4	
ECE1120	CAD I	4	
WAF1120	MIG I	3	
WAF1123	TIG I	3	
WAF1128	Weld Testing & Metallurgy	3	
	Total Credit Hours	**33**	

WELDING TECHNOLOGY (INW)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

2. Knowledgeable of welding processes, welding testing, metal fabrication processes, and the use of jigs & fixtures.

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		13	
	ENG1110	Composition I	3	
	MAT1125	Technical Math	3	
	WAF1110	Oxyfuel Practices	2	
	WAF1116	SMAW I	3	
	WAF1118	Welding Symbols	2	
	SPRING SEMESTER		20	
	COM1110	Interpersonal Communications	3	
	CPT1100	Introduction to Computers	4	
	ECE1120	CAD I	4	
	WAF1120	MIG I	3	
	WAF1123	TIG I	3	
	WAF1128	Weld Testing & Metallurgy	3	
			Credit Hours	
Year 2	FALL SEMESTER		16	
	WAF2130	MIG II	3	
	WAF2133	TIG II	3	
	WAF2136	SMAW II	4	
		Arts & Humanities Elective	3	
		Social & Behavioral Sciences Elective	3	
	SPRING SEMESTER		14	
	BUS2241	Business Law	3	
	FST1116	Workplace Safety	1	
	WAF2140	Welding Fabrication	2	
	WAF2146	SMAW III	3	
	WAF2148	Capstone	2	
		Natural & Physical Sciences Elective	3	
		Total Credit Hours	63	

MEDICAL

Allied Health Administration, Medical Assisting, Medical Coding, Phlebotomy Technician

Vikki Fogle
Medical Assisting Coordinator

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740.699.3846

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15-16	
	BIO1110	Human Biology I	3	
	MED1105	Medical Terminology	2	
	ENG1110	Composition I	3	
	MAT1130	College Algebra	4	
	MED2247	***First Aid/ CPR (if has no CPR card)***	***(1)***	
	PSY1120	General Psychology **OR**	3	
	SOC1110	Sociology	3	
	SPRING SEMESTER		19	
	BIO1112	Human Biology II	3	
	MED1160	Basic Pathophysiology	3	
	OAM1150	Document Design & Formatting	3	
	BUS1125	Supervision & Management	3	
	MAT1120	Statistics	4	
	ECN1110/1120	Micro- **OR** Macro- Economics	3	
			Credit Hours	
Year 2	FALL SEMESTER		12-13	
	MED1142	Basic Phlebotomy **OR**	3	
	ACC1105	General Accounting **OR**	4	
	ACC1120	Financial Accounting	4	
	HUM2110	Humanities	3	
	MED2258	Introduction to ICD-10CM Coding	3	
	MED2265	Introduction to CPT-4 Coding	3	
	SPRING SEMESTER		16-17	
	MED2253	Advanced Phlebotomy **OR**	4	
	BUS1111	Introduction to Business	2	
	MED2245	Medical Law & Ethics	3	
	MED1151	Medical Office Procedures	3	
	COM1110	Interpersonal Communications **OR**	3	
	COM1115	Speech	3	
	MED2260	Introduction to Medical Billing*	2	
	MED2268	Intermediate to ICD-10CM & CPT-4 Coding	3	
		Total Credit Hours	**62-65**	

*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.

The increased demand on physicians and hospitals for more detailed and better health care has increased the need for qualified medical assistants. 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.

Program Outcomes

1. Apply general knowledge of anatomy and physiology, medical terminology, psychology, and sociology in the care of patients.

2. Implement good human relations skills including effective communication, confidentiality, accuracy, and dependability.

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.

4. Apply quality control measures in following health and safety policies and procedures to prevent illness and injury.

5. Analyze, test, troubleshoot and repair-components of basic computers and diagnostic equipment for point of care testing.

6. Demonstrate basic knowledge of medical business practices including medical coding and billing procedures.

			Credit Hours	Completed
Year 1	FALL SEMESTER		17	
	BIO1110	Human Biology I	3	
	OAM1150	Document Design and Formatting	3	
	ACC1105	General Accounting	4	
	MED1105	Medical Terminology	2	
	MED1110	Medical Assisting I	5	
	SPRING SEMESTER		14	
	MAT1110	Allied Health Math	3	
	BIO1112	Human Biology II	3	
	MED2256	Introduction to Coding	3	
	MED1120	Medical Assisting II	5	
	SUMMER TERM		8	
	MED2230	Medical Assisting III	5	
	MED2235	Medical Office Practices	3	
			Credit Hours	
Year 2	FALL SEMESTER		15	
	COM1110/1115	Interpersonal Communications OR Speech	3	
	ENG1110	Composition I	3	
	MED2240	Medical Assisting IV	7	
	MED2245	Medical Law and Ethics	2	
	SPRING SEMESTER		11	
	MED2271	Medical Practicum	2	
	MED2281	Medical Seminar	3	
	PSY1120	General Psychology	3	
		Arts and Humanities Elective	3	
		Total Credit Hours	65	

MEDICAL ASSISTING

POLICIES AND PROCEDURES

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs: 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763; Phone: (727) 210-2350

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 for a total of 160 unpaid hours. 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."

MEDICAL CODING (MCB)

CERTIFICATE PROGRAM

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 (mainly focused on physician's offices).

Medical Coders must 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

Year 1

		Credit Hours	Completed
FALL SEMESTER		17	
BIO1110	Human Biology I	3	
ENG1110	Composition I	3	
MED1105	Medical Terminology	2	
MED1160	Basic Pathophysiology	3	
MED2258	Introduction to ICD-10CM Coding	3	
MED2265	Introduction to CPT-4 Coding	3	
SPRING SEMESTER		16	
BIO1112	Human Biology II	3	
MED1151	Medical Office Procedures	3	
MED2245	Medical Law & Ethics	2	
MED2260	Introduction to Medical Billing	2	
MED2268	Intermediate ICD-10CM & CPT-4 Coding	3	
PSY1120	General Psychology	3	
	Total Credit Hours	**33**	

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.

4. Perform patient care procedures using quality standards of the Code of Ethics of American Medical Technicians (AMT).

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

Year 1

		Credit Hours	Completed
FALL SEMESTER		8-9	
BIO1110	Human Biology I	3	
MED1105	Medical Terminology	2	
MED1142	Basic Phlebotomy	3	
MED2247	First Aid/CPT (if needed)	(1)	
SPRING SEMESTER		10	
BIO1112	Human Biology II	3	
COM1110	Interpersonal Communications	3	
MED2253	Advanced Phlebotomy	4	
	Total Credit Hours	**18-19**	

MENTAL HEALTH

Dr. Heather Davis
Faculty Lead & Associate Professor

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MENTAL HEALTH (MHT)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		18	
	ENG1110	Composition I	3	
	MHT1110	Introduction to Social Services	3	
	PHL2120	Philosophy **OR**	3	
	PHL2130	Ethics	3	
	PSY1120	General Psychology	3	
	SOC1110	Sociology	3	
		Math Elective	3	
	SPRING SEMESTER		15	
	COM1115	Speech	3	
	ENG1120	Composition II	3	
	MHT1130	Interviewing Techniques/Casework	3	
	PSY1140	Theories of Personality	3	
		Natural/Physical Science Elective	3	
			Credit Hours	
Year 2	FALL SEMESTER		15	
	MHT1120	Counseling Theory & Techniques	3	
	MHT2230	Principles of Addiction	3	
	MHT2250	Group Dynamics	3	
	PSY1130	Human Development	3	
	PSY2110	Abnormal Psychology	3	
	SPRING SEMESTER		13	
	MHT2260	Mental Health Practicum	2	
	MHT2270	Mental Health Seminar	2	
	PSY2130	Psychology of Adolescence	3	
	SOC1120	Social Problems	3	
	SOC2150	Marriage and the Family	3	
		Total Credit Hours	**61**	

MENTAL HEALTH TECHNOLOGY

POLICIES AND PROCEDURES

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 environment.

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

- Nails should be of reasonable length and well-manicured. No colored nail polish may be worn.
- 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.
- 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.
- Smoking is permitted only in designated areas.
- Gum chewing is not permitted while on duty at the practicum site.
- 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.
- Cell phones should not be used for personal use or texting while at practicum.
- No shirts are to be worn with political, religious, or unprofessional messages.
- The student may be asked to remove lip, tongue, or facial piercings.
- 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 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.

Graduation Requirements

Students are responsible for completing all course requirements of the mental health technology curriculum. An 'Intent to Graduate' form #73 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 clinical journal of practicum experiences during their practicum. These journals constitute the student's clinical records and will be checked in the accompanying practicum seminar pertinent to the student's grades.

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

Karolyn Fox, MSN, RN-BC, CCRN-K
Director of Nursing

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PRACTICAL NURSING (PNP)

CERTIFICATE PROGRAM

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 state 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

PRE-ADMISSION REQUIREMENTS			
BIO2110**	Anatomy & Physiology I	4	
MAT1110**	Allied Health Math	3	
AHT1100*	State Tested Nursing Assistant	4	

Year 1		Credit Hours	Completed
FALL SEMESTER		15	
BIO2112**	Anatomy & Physiology II	4	
PNP1110	Nursing I - Foundations of Practical Nursing	8	
PSY1120**	General Psychology	3	
SPRING SEMESTER		13	
PNP1120	Nursing II - Pharmacology for the Practical Nurse	2	
PNP1130	Nursing III - Family Nursing Across the Lifespan	8	
PSY1130**	Human Development	3	
SUMMER TERM		12	
ENG1110**	Composition I	3	
PNP2140	Nursing IV - Advanced Concepts in Practical Nursing	8	
PNP2150	Nursing V - Seminar for Practical Nurses	1	
	Total Credit Hours	**40**	

*Or PCT with National Registry

**Or its transfer equivalency

Grades

In order to successfully complete the program the student is required to achieve a letter grade of a 'C" or better in all PNP numbered courses and the following courses:
BIO2110
BIO2112
MAT1110

Biology and math courses follow the general grading scale of the College. A letter grade of 'C-' in these courses does not meet this requirement.

TRADITIONAL REGISTERED NURSING (ADN)

ASSOCIATE OF APPLIED SCIENCE DEGREE

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 nursing faculty.

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.

PRE-ADMISSION REQUIREMENTS			
BIO2110**	Anatomy & Physiology I	4	
MAT1110**	Allied Health Math	3	
PSY1120**	General Psychology	3	
AHT1100*	State Tested Nursing Assistant	4	

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	ADN1105	Nursing Healthcare Concepts I	4	
	ADN1115	Professional Nursing Concepts	2	
	ADN1135	Physical Assessment & Diagnostics	2	
	ADN1125	Principles of Nursing Practice I	3	
	BIO2112**	Anatomy & Physiology II	4	
	SPRING SEMESTER		15	
	ADN1205	Nursing Healthcare Concepts II (1/2 semester	4	
	ADN1215	Mental Health Concepts (1/2 semester)	4	
	ADN1225	Nursing Pharmacology	3	
	BIO2120**	Microbiology	4	
	SUMMER TERM		6	
	ENG1110**	Composition I	3	
	COM1110**	Interpersonal Communications	3	
Year 2	FALL SEMESTER		12	
	ADN2105	Nursing Healthcare Concepts III	3	
	ADN2115	Family Health Concepts	2	
	ADN2125	Principles of Nursing Practice III	4	
	PSY1130**	Human Development	3	
	SPRING SEMESTER		13	
	ADN2205	Integration of Nursing Healthcare Concepts	9	
	ADN2215	Advanced Professional Nursing Concepts	4	
		Total Credit Hours	61	

* Or PCT with National Registry ** Or its transfer equivalency

TRANSITIONAL (TAN) REGISTERED NURSING

ASSOCIATE OF APPLIED SCIENCE DEGREE

Belmont College offers Transitional Nursing in which a Licensed Practical Nurse or Paramedic has the opportunity to enter the Associate Degree Nursing program.

Following the Transitional Nursing Semester, the student can pursue an Associate Degree in Nursing and become eiligible to take NCLEX for Registered Nurse licensure and practice.

The transitional program allows the Licensed Practical Nurse (LPN) or Paramedic to advance his/her education without repeating nursing courses and to make the necessary transition to enter the Associate Degree in Nursing program. All classes are subject to adequate enrollment. Class size is limited..

PRE-ADMISSION REQUIREMENTS			
BIO2110*	Anatomy & Physiology I	4	
MAT1110*	Allied Health Math	3	
PSY1120*	General Psychology	3	

			Credit Hours	Completed
Year 1	FALL SEMESTER		9	
	ADN1145	Transition to Professional Nursing	3	
	ADN1135	Physical Assessment & Diagnostics	2	
	BIO2112*	Anatomy & Physiology II	4	
	SPRING SEMESTER		15	
	ADN1205	Nursing Healthcare Concepts II (1/2 semester	4	
	ADN1215	Mental Health Concepts (1/2 semester)	4	
	ADN1225	Nursing Pharmacology	3	
	BIO2120*	Microbiology	4	
	SUMMER TERM		6	
	ENG1110*	Composition I	3	
	COM1110*	Interpersonal Communications	3	
Year 2	FALL SEMESTER		12	
	ADN2105	Nursing Healthcare Concepts III	3	
	ADN2115	Family Health Concepts	2	
	ADN2125	Principles of Nursing Practice III	4	
	PSY1130*	Human Development	3	
	SPRING SEMESTER		13	
	ADN2205	Integration of Nursing Healthcare Concepts	9	
	ADN2215	Advanced Professional Nursing Concepts	4	
			Total Credit Hours 55	

* Or its transfer equivalency

REGISTERED NURSING

ASSOCIATE OF APPLIED SCIENCE DEGREE

Program Outcomes

1. Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings. (NLN, 2010)

2. Combine theoretical knowledge from nursing, scientific, environmental, humanistic disciplines within the safe practice of nursing. (NLN, 2010)

3. Make judgements in practice substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. (NLN, 2010)

4. Integrate therapeutic communication techniques and information technology to foster strong relationships within the healthcare environment to promote optimal patient outcomes. (NLN, 2010)

5. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family community context. (NLN, 2010)

6. Practice according to current ethical and legal standards of professional nursing with a focus on excellence, safety, and quality care which includes health promotion and patient education. (NLN, 2010)

7. Critically analyze the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of holistic care for patients, families, and communities. (NLN, 2010)

8. Value and accept accountability for the continuous evaluation of one's own personal and professional behavior, including integrity, ethics, excellence and the practice of life-long learning. (NLN, 2010)

Grades

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 that are in their required curriculum plan and the following courses.

ADN1105	ADN1215	ADN2215
ADN1115	ADN1225	BIO2112
ADN1125	ADN2105	BIO2120
ADN1135	ADN2115	BIO2210
ADN1145	ADN2125	MAT1110
ADN1205	ADN2205	

Biology courses follow the general grading scale of the College. A letter grade of 'C-' in these courses does not meet this requirement

ADN1105, ADN1115, ADN1125 and ADN1135 are required for the first semester traditional students.

ADN1135 and ADN1145 are required for the first semester transitional students.

NURSING

POLICIES AND PROCEDURES

The nursing program reserves the right to select the most ideal candidates. Potential students may be accepted on provisional status pending completion of requirements.

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 higher prior to beginning the nursing program.

4. Satisfactorily complete BIO 2110 (Anatomy & Physiology I), MAT 1110 (Allied Health Math) by obtaining a C or higher. ADN students must also complete 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.

5. As of fall 2020, BIO2110, BIO2112, BIO2120 and MAT1110 or their transfer equivalent or substitution will only be accepted if three years old or less at time of application to the nursing program,

6. Traditional ADN Students and PNP Students must complete STNA or PTC with National Registry. Transitional ADN Students must provide proof of current licensure as an LPN without restrictions or certification/registry as a paramedic. The licensure/certification/registry must be current and unrestricted upon application. While it is recommended to maintain the licensure/certification/registry, it is not a requirement to do so after application.

7. Upon application, the student's GPA must be at least 2.5 and then maintained at a minimum of a 2.0 average.

8. 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 to the nursing program.

9. All Traditional and Transitional ADN candidates will take the current nurse entrance exam that will aid in the determination of the individual's academic strengths and weaknesses and/or acceptance into the nursing program.

10. Students must be at least 18 years of age as of the first day of the fall semester.

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. 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.

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.

After acceptance into the program, the student must complete the following steps:
1. Attend all scheduled orientation sessions or its equivalent with the Director of Nursing, and/or nursing faculty.

2. Completion of all healthcare requirements including drug screen, physical exam, required immunizations, and healthcare testing.

3. Current CPR certification by the American Heart Association for Healthcare Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers.

4. Upon acceptance into the nursing program, the student will purchase CastleBranch from the campus bookstore.
   a. CastleBranch is a electronic tracking system for the student's healthcare needs, licensures/certifications and the results from the State of Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal (FBI) background checks. Students upload their own information into this system.

College Credit Plus Students

CCP students who are interested in the nursing program must work closely with the Belmont College CCP Liaison, the Nursing Academic Advisor and the Director of Nursing. The student must receive prior approval to enter the nursing program.

Advanced Standing

Transfer students will be evaluated individually by the Director of Nursing and the Nursing Faculty for placement. Students wishing to seek advanced placement into Belmont College's nursing program must have successfully completed at least another nursing program's nursing foundation course with a C or higher and:

1. Submit an application to the Belmont College Records Office.

2. Submit application to advance stand to the nursing program no later than the Monday of midterms the semester prior to entry to the program.

3. 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 higher prior to beginning the nursing program at Belmont College.

4. Satisfactorily complete BIO 2110 (Anatomy & Physiology I), MAT 1110 (Allied Health Math) by obtaining a C or higher. ADN students must also complete 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.

5. As of fall 2020, BIO2110, BIO2112, BIO2120 and MAT1110 or their transfer equivalent or substitution will only be accepted if three years old or less at time of application to 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. Successfully pass advance standing testing with 80% pass score (with no rounding of points and no option for remediation or any further testing) for retained knowledge in theory and nursing skills. Students must possess satisfactory knowledge of nursing fundamentals. Students will successfully complete at least three nursing skills as identified by the Director of Nursing and/or Nursing Faculty in the nursing skills lab. Students will be charged for advanced standing testing.

Following successful testing, the student must:
1. Submit State of Ohio Bureau of Criminal Identification and Investigation (BCI) and federal (FBI) background check that is less than one year old at time of application.

2. Must be able to meet all admission requirements to the nursing program.

3. Completion of all healthcare requirements, including drug screen, physical exam, required immnunizations and healthcare testing.

4. 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.

5. Advanced standing students will only be given credit for the first semester courses of the curriculum plan. They will enter the second semester of the curriculum.

Readmission

Students shall be eligible for consideration for readmission to their program after ONE withdrawal or academic failure. Leaving the progrm due to military deployment reasons does not constitute a withdrawal. Reinstatement of deployed nursing program students will be evaluated and planned on an individual basis by the program and institution according to program completion requirements, upon planned return, and current OBN's law and rule.

Students shall submit application to readmit to the nursing program no later than the Monday of midterms the semester prior to returning to the program.

Students must complete the entire ADN or PNP program within three years of the date of entry into the nursing program unless the requirement is waived by the Director of Nursing in the case of active or reserve military members. Petitions for readmission will be reviewed by the
Director of Nursing Programs and Nursing 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. Leaving the program due to military deployent reasons does not constitute a withdrawal.
b. Leaving the program due to pandemic illness of self and/or immediate family member does not constitute a withdrawal. Students must submit appropriate documentation that demonstrates proof of pandemic illness of self and/or immediate family member.
c. available space in the program
d. evaluation of the student's standing relative to any revisions 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.

Students seeking readmission are subject to the policies in place in the student handbook and catalog at the time of the readmission request.

Readmission Standards
• GPA 2.75
• Repeat State of Ohio (BCI) and Federal (FBI) Background Check and Drug Screen
• Reinstate testing 80% pass score (with no rounding of points and no option for remediation or any readmission testing) for retained knowledge in theory and skills based on the cumulative knowledge in the semester of successful completion prior to drop, fail or withdrawal
• Students will be charged for readmission testing. Students returning from military deployment are exempt from testing fee.
• Students will successfully complete at least three nursing skills as identified by the Director of Nursing and/or Nursing Faculty in the nursing skills lab.

No ADN or PNP courses may be repeated more than one time. Failure of any nursing courses in the first semester will necessitate completion of current application and requirements for admissions to the program.

Students who have been out of the nursing program for a period of time that would prevent completion of the program within three years, will be required to repeat courses. This standard may be waived by the Director of Nursing for deployed military members.

No potential for readmission if the student's drop, fail or withdrawal is earned for academic or professional issues in a clinical section of the course.

Healthcare Needs of the Nursing Student

Please read these requirements carefully to prevent the need for repeated testing and/or removal from the program until compliance has been met.
• Proof of Influenza (flu) immunization due by October 15th.
• Proof of Tdap (Tetanus, Diphtheria, Pertussis) that has been administered within the past 10 years.
• A two-step TB skin test that is administered 7 to 21 days apart based on the administered date. The two-step must have been completed after June 1st. If the student had a previous positive result, a clear chest x-ray report will be required. A student may also submit a QuantiFeron Gold blood test in place of a two-step TB or chest x-ray.
• Titers for the following which have been completed within the last 12 months prior to entry into the Nursing Program:
  - MMR (Measles, Mumps and Rubella) if titer is negative then a booster vaccine will be required.
  - Varicella (Chicken Pox) if titer is negative then a booster vaccine will be required.
  - Hepatitis B if titer is negative then a booster vaccine will be required.

It is no longer acceptable to just provide dates of vaccine administration unless the vaccine's series is currently being completed. The immunizations for MMR and Varicella are two different vaccines and are administered in two separate dosages. The Hepatitis B series is administered in three separate dosages. Titers follow the completion of these series. Students who have previously received these immunizations will need to obtain a titer first to see if a booster dosage is needed. Ultimately, all students will submit titers for MMR, Varicella and Hepatitis B.

All students will be required to submit to drug screening at time of entry or upon readmission to the nursing program or as requested by nursing faculty and/or the Director of Nursing. Positive drug screens will result in immediate removal from the nursing program. Student's failure to submit to a requested drug screen will result in immediate removal from the nursing program.

Any accident, illness, or pregnancy must be reported immediately to the faculty member so as to ensure that neither students nor patients are exposed to unnecessary health hazards.

Healhcare needs for the returning students will be the same except for titers (MMR, Varicella, Hepatitis B) do not need to be repeated if prior results were positive. if the prior titer was negative or equivocal and the student received a booster or repeated the series, the student must sign a release which states they understand they are a non-converter for immunity and accept the risk of occupatioal exposure. Additionally, the student will not need to repeat a two step TB as long as the annual TB tests have remained negative and completed on time. The student's prior CasleBranch account can be utilized.

Attendance

Attendance at orientation or its equivalent is mandatory. Students who do not attend may be removed from the program.

Students are expected to be present for all nursing classes — theory, lab, and clinical. There is no class or lab 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, the students must notify the faculty member. Students are expected to attend as soon as the situation is remedied.

Travel to class and clinicals is the student's responsibility. Car pools are no excuse for being absent, tardy or for leaving early. It is the student's responsibility to maintain attendance. Students should be especially careful in severe weather conditions.

Students unable to be in attendance for clinical practice must personally notify the responsible faculty member a minimum of one hour prior to the time of assignment. The faculty member must be notified each day clinical will not be attended. If the student does not contact the faculty member prior to the experience, the student will receive an unsatisfactory grade for the clinical day.

Grades

The grading system in nursing courses is as follows:

GRADE SCALE	
A	92-100%
B	85-91.99%
C	80-84.99%
D	74-79.99%
F	73.99% or less

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 Director of Nursing evaluates all nontraditional credits 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.

ATI Testing

ATI testing and evaluation of student learning will be utilized throughout the nursing curriculum.

Clinical Dress Code

Nursing students in complete uniform will present a neat, well-groomed appearance at all times. The complete clinical dress code can be found in the Nursing Program Policies and Procedure Handbook.

Students are representatives of the College at all times. They must conduct themselves professionally and 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.

Clinical Assignment

Assignments to a specific clinical site are faculty decisions and are not subject to change. Students rotate through a variety of clinical experiences. Specific clinical assignments will be made by the faculty member. 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 faculty member.

Emergency Care

Students' 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 faculty member. Student must be evaluated by a healthcare 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 individual students or through self pay of the student.

Insurance

All students are responsible for their own medical, accidental and health insurance. The College maintains no medical insurance to cover students.

Belmont College maintains a liability policy that covers students only while participating in program-sponsored activities. The fee for this policy is included in the program's cost.

Graduation Requirements

Students are responsible for completing all course requirements of the nursing curriculum. Students must complete an Intent to Graduate form 73 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.

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) and the Federal (FBI) for identification and criminal background verification.

PUBLIC SERVICE

Criminal Justice, Computerized Legal Office Specialist, Legal Office Specialist

Dr. Heather Davis
Faculty Lead & Associate Professor

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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 criminal justice 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 courses in: 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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		15	
	CJT1111	Introduction to Criminal Justice	3	
	CJT1121	Institutional Corrections	3	
	ENG1110	Composition I	3	
	PSY1120	General Psychology	3	
		Communications Elective	3	
	SPRING SEMESTER		15-16	
	CJT1125	Interview and Interrogation **OR**	3	
	CJT1135	Introduction to Law Enforcement	3	
	CJT1151	Introduction to Criminal Law	3	
	SOC1110	Sociology	3	
		General Education Elective (POL2110 recommended)	3	
		*Natural & Physical Science or Math or Humanities Elective	3-4	
			Credit Hours	
Year 2	FALL SEMESTER		15-16	
	CJT2241	Criminal Investigation	3	
	CJT2261	Ethics in Criminal Justice **OR** Upper level elective	3	
	CJT2254	Criminal Procedure	3	
	SOC2130	Criminology	3	
		*Natural & Physical Science or Math or Humanities Elective	3-4	
	SPRING SEMESTER		15-16	
	CJT2256	American Court Systems	3	
	CJT2291	Current Issues in Criminal Justice	3	
	CJT2271	Criminal Justice Practicum	2	
	CJT2281	Criminal Justice Seminar	1	
	SOC2140	Juvenile Delinquency	3	
		*Natural & Physical Science or Math or Humanities Elective	3-4	
		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 couses may be offered in the summer as needed for students to get on track due to remedial placements.*
- *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 as well as CJT2271 & CJT2281 which are required to graduate.*

COMPUTERIZED LEGAL OFFICE SPECIALIST (CLO)

ASSOCIATE OF APPLIED TECHNICAL STUDIES DEGREE

Upon completion of this degree, students will be familiar with 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. Navigate the court process when filing documents.

6. Interview and prepare/assist supervisors with client matters.

7. Gain an understanding of media and how it is used in the business world.

8. Become proficient on the web using/creating websites with HTML and editors.

TECHNICAL ELECTIVES		
CJT1125	Interview & Interrogation	3
CJT2256	American Court System	3
CPT1119	Multimedia & Design	3
CPT1125	Introduction to Media	3
CPT1163	HTML/Web Page Design	3
OAM1135	Records Management	3
CJT2272	Criminal Justice Practicum Elective	1-2
CJT2271	Criminal Justice Practicum	2
CJT2281	Criminal Justice Seminer	1

			Credit Hours	Completed
Year 1	FALL SEMESTER		16-17	
	CPT1100	Introduction to Computers/os	4	
	ENG1110	Composition I	3	
	LGL1130	Legal Terms & Transcription	3	
		Math Elective (MAT1115 or higher) (MAT1120 recommended)	3-4	
	OAM1150	Document Production & Formatting	3	
	SPRING SEMESTER		15	
	CJT1151	Introduction to Criminal Law	3	
	COM1115	Speech	3	
	LGL1136	Legal Machine Transcription	3	
	BUS2241	Business Law	3	
	OAM2160	Document Design & Presentation	3	
			Credit Hours	
Year 2	FALL SEMESTER		16	
	ACC1120	Financial Accounting	4	
	CJT1111	Introduction to Criminal Justice	3	
		Social & Behavioral Science Elective	3	
		Technical Electives	6	
	SPRING SEMESTER		15	
	CPT1132	Computerized Spreadsheets	3	
	CPT1136	Database Management	3	
		Natural Science Elective	3	
		Technical Electives	6	
		Total Credit Hours	**62-63**	

NOTE:

- *A Legal Office Specialist Certificate may be obtained with successful competition of first year courses.*
- *CJT2271 or CJT2272 must be taken with CJT2281.*

LEGAL OFFICE SPECIALIST (LGL)

CERTIFICATE PROGRAM

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.

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		Credit Hours	Completed
FALL SEMESTER		16-17	
CPT1100	Introduction to Computers	4	
ENG1110	Composition I	4	
LGL1130	Legal Terminology and Transcription	3	
	Math Elective (MAT1115 or higher)	3-4	
OAM1150	Document Production and Formatting	2	
SPRING SEMESTER		15	
CJT1151	Introduction to Criminal Law	3	
COM1115	Speech	3	
LGL1136	Legal Machine Transcription	3	
BUS2241	Business Law	3	
OAM2160	Document Design and Presentation	3	
	Total Credit Hours	**31-32**	

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.

RADIOLOGY

Radiologic Technology

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Director of Radiology Program

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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).

Due to a limited number of clinical seats, the radiology program is selective; therefore, students must submit a separate application and participate in an interview with program faculty. For more information, please see the program website at www.belmontcollege.edu.

The student will complete 66 credit hours over five semesters to include didatic and clinical instruction. Clinical rotations occur at WVU-Reynolds Memorial Hospital, Reynolds Rapid Care, Wheeling Hospital, Harrison Community Hospital, and Wetzel County Hospital and others.

Once a student meets all graduation requirements, he/she is awarded an Associate of Applied Science in Radiological Technology degree and is elibible to sit for the National Certification Exam given by the American Registry of Radiologic Technologists (ARRT).

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.

			Credit Hours	Completed
Year 1	FALL SEMESTER		16	
	BIO2110	Anatomy & Physiology I	4	
	MED1105	Medical Terminology	2	
	RAD1300	Intro to Radiation Science/Patient Care	3	
	RAD1400	Radiographic Concepts I	3	
	RAD1500	Radiographic Procedures I	3	
	RAD1600	Clinical Practice I	1	
	SPRING SEMESTER		14	
	BIO2112	Anatomy & Physiology II	4	
	MED2245	Medical Law and Ethics	2	
	RAD1450	Radiographic Concepts II	3	
	RAD1550	Radiographic Procedures II	3	
	RAD1620	Clinical Practice II	2	
	SUMMER TERM		11	
	MAT1110	Allied Health Math	3	
	PSY1120	General Psychology	3	
	RAD1700	Radiation Biology and Protection	2	
	RAD1640	Clinical Practice III	3	
Year 2	FALL SEMESTER		13	
	MED1142	Basic Phlebotomy	3	
	RAD2300	Radiographic Pathology	2	
	RAD2400	Radiographic Concepts III	3	
	RAD2500	Radiographic Procedures II	3	
	RAD2600	Clinical Practice IV	2	
	SPRING SEMESTER		12	
	COM1110	Interpersonal Communications	3	
	ENG1110	Composition I	3	
	RAD2100	Registry Review/Advanced Imaging Modalities	3	
	RAD2650	Clinical Practice V	3	
		Total Credit Hours		

COURSE DESCRIPTION

INFORMATION

2020 - 2021 Academic Year

GENERAL EDUCATION COURSES

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.**

REQUIREMENTS FOR COMPLETION OF FULL TRANSFER MODULE	GENERAL EDUCATION COURSE OPTIONS APPROVED IN THE TRANSFER MODULE AND/OR TRANSFER ASSURANCE GUIDES			OTHER GENERAL EDUCATION COURSE OPTIONS		
ENGLISH COMPOSITION & COMMUNICATIONS						
3 Credit Hours	ENG1110	Composition I	3			
	ENG1120	Composition II	3			
	ENG1125	Critical Writing	3			
	COM1110	Interpersonal Communications	3			
	COM1115	Speech	3			
	COM1120	Public Speaking	3			
MATH						
3 Credit Hours	MAT1120	Statistics	4	MAT1110	Allied Health Math	3
	MAT1128	Math for the Liberal Arts	3	MAT1115	College Business Math	3
	MAT1130	College Algebra	4	MAT1125	Technical Math I	3
	MAT1140	Trigonometry	3			
	MAT1150	College Algebra/Trig. Accelerated	5			
	MAT2110	Business Calculus I	3			
	MAT2112	Business Calculus II	3			
	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						
6 Credit Hours	ART2110	Global Art History	3			
	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			

ARTS & HUMANITIES cont.

6 Credit Hours	ENG2130	World Literature I	3
	ENG2132	World Literature II	3
	ENG2140	Fantasy Worlds	3
	ENG2150	The Novel	3
	ENG2160	Global 20th-Century Literature	3
	HIS1130	History of American Arch I	3
	HIS1132	History of American Arch II	3
	HIS2130	Intellectual World History	3
	HUM2110	Humanities	3
	MUS2110	Traditions in World Music	3
	PHL2110	Logic/Critical Thinking	3
	PHL2120	Philosophy	3
	PHL2130	Ethics	3
	RLG2110	World Religions	3

SOCIAL & BEHAVIORAL SCIENCES

6 Credit Hours	ANT2110	Cultural Anthropology	3
	BUS2241	Business Law	3
	ECN1110	Macroeconomics	3
	ECN1120	Microeconomics	3
	EDU2280	Educational Psychology	3
	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	International Studies	3
	POL2110	American National Government	3
	POL2120	State & Local Government	3
	PSY1120	General Psychology	3
	PSY1130	Human Development	3
	PSY1140	Theories of Personality	3
	PSY2110	Abnormal Psychology	3
	PSY2120	Social Psychology	3
	PSY2130	Psychology of Adolescence	3
	SOC1110	Sociology	3

SOCIAL & BEHAVIORAL SCIENCES cont.

6 Credit Hours	SOC1120	Social Problems	3
	SOC2130	Criminology	3
	SOC2140	Juvenile Delinquency	3
	SOC2150	Marriage & the Family*	3
	SOC2160	Cultural/Diversity Studies	3

NATURAL & PHYSICAL SCIENCES

6 Credit Hours	BIO1110	Human Biology I	3	BIO2150	Physiological Psychology	4
	BIO1112	Human Biology II	3	CHM1130	Chemistry for Conservators	3
	BIO1120	Life Science	3	NSC2110	Global Environment/Energy	4
	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			
	CHM1110	Chemistry Principles I	4			
	CHM1112	Chemistry Principles II	4			
	GEO1110	Geology	4			
	NSC1110	Physical Science I	4			
	NSC1112	Physical Science II	4			
	NSC1120	The Science of Energy	4			
	PHY1110	Physics I	5			
	PHY1112	Physics II	5			

General Education Electives 12-16 Credit Hours	**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.	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.

The letters in the letter/number combination refer to an academic discipline. The numbers refer to the course level. First-year course numbers begin with a one; second-year course numbers begin with a two. Developmental Education course numbers begin with a zero. Numbers ending in 98 or 99 indicate Special Problems and/or Directed Study courses. Permission is consent by the Faculty Lead or lead faculty member based on readiness of student to take the course. Placement is determined according to the Accuplacer/ACT/SAT test indicating the student has tested 'college ready' or has tested into specific developmental education course(s). Course descriptions are listed in alphabetical order according to the course number.

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 recieve 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

ADN – Registered Nursing

ADN1105 **4 crs.**
Nursing Healthcare Concepts 1
This course introduces the fundamental concepts necessary to provide safe, patient-centered nursing care to a diverse patient population. This course is designed to introduce foundational concepts within the three domains of the individual, health and illness, and professional and healthcare concepts. Concepts introduced in this course include stress/anxiety, clotting, comfort/rest, communication, culture/diversity, elimination, fluid & electrolytes, gas exchange, immunity, mobility, patient education/health promotion, perfusion, safety, sensory perception, thermoregulation and tissue integrity. The

student will be introduced to nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to facilitate physiologic and psychosocial integrity.
Prerequisites: Admission into the ADN program
Co-requisites: ADN1115, ADN1125, ADN1135
Pre-/Co-requisite: BIO2112
Course fee: $210

ADN1115 **2 crs.**
Professional Nursing Concepts
This course is designed to introduce the nursing student to core concepts related to the registered nursing profession. Emphasis is placed on the role of the professional nurse, scope of practice, prioritization and delegation of nursing care, communication, culture, clinical judgment/ nursing process, evidence-based practice and patient education/health promotion. The student will also explore legal and ethical aspects of nursing, professionalism, life-long learning and use of technology as they influence the practice of nursing.
Prerequisites: BIO2110, MAT1110, PSY1120
Co-requisites: ADN1105, ADN1125, ADN1135
Course fee: $210

ADN1125 **3 crs.**
Principles of Nursing Practice 1
This course introduces the nursing student to the application of concepts through clinical skills in laboratory, and/or the clinical setting. The course focuses on the principles of communication, assessment, safety, and specific nursing interventions including accurate calculation, measurement, and administration of medications. This course provides the student with knowledge and practical application of basic nursing skills while incorporating concepts learned in Nursing Healthcare Concepts 1 and Professional Nursing Concepts; and integrating clinical decision-making. Students learn and practice basic nursing skills in infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.
Prerequisites: BIO2110, MAT1110, PSY1120
Co-requisites: ADN1105, ADN1115, ADN1135
Course fee: $345

ADN1135 **2 crs.**
Physical Assessment and Diagnostic
This course focuses on learning foundational assessment skills. The course is designed to introduce a systematic, holistic nursing process approach to health history and physical examination for the purpose of differentiating normal from abnormal states of health and critical assessment of client needs. Analysis of diagnostic testing and results is also introduced. Application of concepts and skill acquisition is facilitated in the laboratory experience.
Prerequisites: BIO2110, MAT1110, PSY1120
Traditional Student Co-requisites: ADN1105, ADN1115, ADN1125
Transitional Student Co-requisites: ADN1145
Course fee: $260

ADN1145 **3 crs.**
Transition to Professional Nursing
This course is designed to enable the student to explore integrative concepts in nursing and to assist the student in the role transition from licensed practical nurse or paramedic to registered nurse. This course is designed to introduce foundational concepts within the three domains of the individual, health and illness, and professional and healthcare concepts. Application of the nursing process is stressed with a focus on health assessment and the use of concept maps for planning, implementing, and evaluating nursing care in the campus lab setting. All aspects of professional communication are explored and practiced.
Prerequisites: BIO2110, MAT1110, PSY1120
Co-requisites: ADN1135
Course fee: $765

ADN1205 **4 crs.**
Nursing Healthcare Concepts (1/2 semester)
This part of term course is designed to further develop the concepts necessary to provide safe, patient-centered nursing care to a diverse population using critical thinking and clinical-decision making skills. New concepts within the three domains of the individual, health and illness, and professional nursing and healthcare concepts include: acid-base and metabolism/ nutrition. Expansion on the following concepts: communication, comfort, fluid & electrolytes, gas exchange, immunity, perfusion, and safety is also included. The student will utilize the nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to patients experiencing alterations in health in the lab, simulation, and healthcare facility.
Prerequisites: ADN1105 OR ADN1145
Co-requisites: ADN1215, ADN1225
Course fee: $335

ADN1215 **4 crs.**
Mental Health Concepts (1/2 semester)
This part of term course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. The course will focus on the mental health concepts of anxiety/stress/ coping, coordination of care, grief/loss, mood & affect/psychosis, crisis and violence. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. The student will utilize nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to patients experiencing alterations in mental health in the lab, simulation and both inpatient and outpatient mental health facilities.
Prerequisites: ADN1105 OR ADN1145
Co-requisites: ADN1205, ADN1225
Course fee: $335

ADN1225 **3 crs.**
Nursing Pharmacology
This course provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of patients. The course explores indications, modes of action, effects, contraindications and interactions for selected drugs; and including pharmacotherapy in the planning/concept mapping of patient care. Specific nursing responsibilities related to drug administration are emphasized. This course also includes the study of the principles of medical word building to help the student develop an extensive medical vocabulary. Students receive a thorough grounding in basic medical terminology and drug names and classifications through a study of root words, prefixes and suffixes.
Prerequisites: ADN1105 OR ADN1145
Co-requisites: ADN1205, ADN1215
Course fee: $210

ADN2105 **3 crs.**
Nursing Healthcare Concepts 3
This course is designed to further develop the concepts within the three domains of the individual, health and illness, and professional nursing and healthcare concepts. Concepts introduced in this course include: cellular regulation and intracranial regulation. This course also includes expansion on the following concepts: communication, comfort, gas exchange, immunity, mobility, patient education (including the operative process), perfusion, and safety.
Prerequisites: ADN1205
Co-requisites: ADN2115, ADN2125
Course fee: $210

ADN2115 **2 crs.**
Family Health Concepts
The content of this course is designed to provide the student with the opportunity to learn basic principles in caring for the childbearing and child rearing family within the inpatient and outpatient/community setting. Family health concepts are intended to build on previously introduced health care concepts with an application to growth, development and illness in the pediatric population. Men and women's new health care concepts will focus on the obstetric, gynecological, and fertility patient specific to the antepartum, intrapartum, and postpartum population including sexuality and reproduction.
Prerequisites: ADN1205
Co-requisite: ADN2105, ADN2125
Course fee: $210

ADN2125 **4 crs.**
Principles of Nursing Practice 3
This course provides clinical, lab, and simulation experiences designed to enhance the students' ability to use the knowledge, skills and attitudes necessary to provide holistic patient-centered care to adults, obstetrical patients, newborn, child and adolescent. Students are provided the opportunity to utilize critical thinking, the nursing process, nursing skills, and management skills in various health care inpatient and community settings. Clinical, simulation and laboratory experiences are selected to provide opportunities for students to strengthen assessment skills and make appropriate nursing decisions using the nursing process in caring for the adult, childbearing and child rearing family. The student will apply the knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to patients experiencing alterations in health in the lab, simulation, and healthcare facility.
Prerequisites: ADN1205
Co-requisites: ADN2105, ADN2115
Course fee: $345

ADN2205 **9 crs.**
Integration of Nursing Healthcare Concepts
This course prepares the student for entry-level nursing practice as an associate degree graduate. The focus of this course is management of individuals across the lifespan with chronic, acute, and select complex conditions. The student is given the opportunity to synthesize nursing practice concepts into professional nursing practice and integrate diverse patient values into plans of care for patients with acute illness. The student interprets and analyzes system conditions and other factors that impact the quality and safety of nursing practice. An evidence-based approach is used in the planning, delivery and evaluation of nursing care for patients across the lifespan. The student practices in accordance with policies and procedures of the assigned health care setting and collaborates with the health care team regarding delivery of patient care. The student also integrates the use of appropriate nursing informatics/technologies in the delivery of nursing care for assigned patients. The clinical experiences provide opportunities to apply leadership and management of care through collaboration with members of the health care team. The student assumes professional nursing roles working under the supervision of faculty or RN preceptors. Clinical and simulation laboratory activities focus on developing the competencies needed to transition into entry-level nursing practice.
Prerequisites: ADN2105
Co-requisites: ADN2215
Course fee: $335

ADN2215 **4 crs.**
Advanced Professional Nursing Concepts
This course will explore professionalism, management and leadership concepts, issues, roles, and functions as applied to the role of the professional nurse in various health care settings. Development in the roles of problem solver, change agent and leader

are emphasized. The course focuses on formulating evidence-based leadership and management skills and competencies needed by professional nurses to work productively in inter-professional teams. Learners will analyze current best practices related to leadership roles, communication, teamwork and collaboration, quality improvement, and culturally-competent client-centered care. Legal and ethical issues related to leadership and professionalism will be emphasized. The evolution of professional nursing practice will be examined as well as the role of the professional nurse within the global health care delivery system. The course also includes a comprehensive review which will assist the student in preparing for the NCLEX-RN exam. Through comprehensive assessment testing, the student will have the opportunity to identify knowledge deficits and complete a plan of remediation based on individual learning needs.
Prerequisites: ADN2105
Co-requisites: ADN2205
Course fee: $210

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, 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: $140

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: $140

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: $140

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: $160

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: $160

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: $160

BIO2112 **4 crs.**
Anatomy & Physiology II
Second semester of a two-semester sequence covering the study of human anatomy and physiology. This course is designed to provide the student with an understanding of the organization and function of the following organ systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Students must also register for a laboratory section to apply and assimilate information learned in lecture.
Prerequisites: BIO2110
Course fee: $160

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: $160

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: $78

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: $70

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 biological mechanisms that are the key issues in neuroscience research today for our ever - expanding knowledge base.
Prerequisites: BIO1110 or PSY1120
Course fee: $65

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 **4 crs.**
Building Pathology
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 3 crs.
Mechanical Systems
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 3 crs.
Windows and Doors
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 3 crs.
Roofing & Flooring
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 3 crs.
Construction Management & Estimating
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 1 cr.
Field Lab - Morristown
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 1 cr.
Field Lab – Community
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 3 crs.
Special Problems I
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, archeology, and maritime preservation.
Prerequisites: None
Course fee: Variable

BPR1199 3 crs.
Directed Study I
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 3 crs.
Material Science: Decorative Finishes
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, respousse, 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

BUS1141 **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 l gal format; financing the start-up; marketing the new enterprise; and operating the small business.
Prerequisites: BUS1111, ECN1120, ACC1120 or permission
Course fee: $38

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

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 **2 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

BUS2288 **1 cr.**
Business 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: BUS2289
Course fee: $10

BUS2289 **1 cr.**
Business Seminar
This seminar class is taken with the Business Internship course. This will assist students in identifying and evaluating experiences from the internship course and then related skills to career expectations. Each student who is enrolled in the seminar shall also enroll in an on-campus seminar.

Prerequisites: Permission
Co-requisites: BUS2288
Course fee: $10

CHM – Chemistry

CHM1110 **4 crs.**
Chemistry Principles I
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.
Prerequisites: DEM0110
Course fee: $120

CHM1112 **4 crs.**
Chemistry Principles II
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.
Prerequisites: CHM1110
Course fee: $120

CHM1130 **3 crs.**
Chemistry for Conservators
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.
Prerequisites: None
Course fee: $75

COM – Communications

COM1110 **3 crs.**
Interpersonal Communications
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.
Prerequisites: Placement
Course fee: $53

COM1115 **3 crs.**
Speech
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.
Prerequisites: Placement
Course fee: $53

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

CPT1101 **2 crs.**
Computer Concepts & Applications
This course is for students with insufficient computer skills. The student will learn: basic computer skills, file management techniques, and system operations. In addition, the student will learn fundamental Web skills, basic keyboarding, word processing, and presentation software skills.
Prerequisites: None
Course fee: $15

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 emphasize 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. Students 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 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

CPT2289 **1 cr.**
IT Seminar
This seminar class in 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

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: $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

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 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

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

CJT1151 **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

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

CJT2281 **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

CJT2299 **3 crs.**
Special Topics
This course provides a forum to focus on selected current topics in the general field of criminal justice. Topics are presented either by visiting instructors or by Belmont College faculty.
Prerequisites: None
Course fee: $30

CSF – Cyber Security

CSF1101 **3 crs.**
Introduction to Network Security
Addresses real-world business challenges and hands-on exercises to ease students into network security fundamental objectives. This course includes topics such as: information security fundamentals, attackers and their attacks, security basics, security baselines, securing the network infrastructure, web security, protecting advanced communications, scrambling through cryptography, using and managing keys, operational security, policies and procedures, security management, and advanced security and beyond.
Prerequisites: CPT1100
Course fee: $68

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

EDU – Early Childhood Development

EDU1111 **3 crs.**
Introduction to Early Childhood Education
Historical development of early childhood education. Learning theories. Types of child care centers and programs. Assessment of young children. Setting up and maintaining physical environment in child care centers. Career possibilities in working with young children.
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
Health, safety, and nutritional needs of young children. Common illnesses and communicable diseases, emergencies, trauma, and first aid. Methods contributing to health, safety, and prevention of accidents. Child abuse recognition and prevention. Basic childhood nutrition, dietary analysis, and balance. Implementing nutritional programs with young children.
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

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

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

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
Early Childhood Practicum **2.5 crs.**
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: EDU1120 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

See program policies and procedures for additional course and program requirements

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.
Prerequisites: None
Course Fee: $175

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.
Prerequisites: Ohio EMT certification
Course Fee: $200

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.
Prerequisites: BIO 2110 or equivalent A&P course and Ohio EMT or AEMT certification
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.

Prerequisites: BIO 2110 or equivalent A&P 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.

Prerequisites: BIO 2110 or equivalent A&P course and Ohio EMT or AEMT certification
Co-requisites: EMT 2015 and EMT 2110
Course Fee: $50

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.

Prerequisites: BIO 2110 or equivalent A&P course and Ohio EMT or AEMT certification
Co-requisites: EMT 2015 and EMT 2020
Course Fee: $100

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.

Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2115
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.

Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2111
Course Fee: $0

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.

Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2125
Course Fee: $100

EMT 2125 **2 crs.**
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.

Prerequisites: EMT 2010, 2015, 2020 and EMT 2110
Co-requisites: EMT 2120
Course Fee: $0

EMT 2130 **4 crs.**
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.

Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2135
Course Fee: $100

EMT 2135 **2 crs.**
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.
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2130
Course Fee: $0

EMT 2140 **3 crs.**
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.
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2145, EMT 2150
Course Fee: $100

EMT 2145 **2 crs.**
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.
Prerequisites: EMT 2010, EMT 2015, EMT 2020 and EMT 2110
Co-requisites: EMT 2140, EMT 2150
Course Fee: $0

EMT 2150 **2 crs.**
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.
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.
Prerequisites: EMT 2130, EMT 2135, EMT 2140, EMT 2145 and EMT 2150
Co-requisites: EMT 2250
Course Fee: $100

EMT 2250 **2 crs.**
ALS Team Lead 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 throughout the program with the student's practicum experience. Students will attend practicum in the field setting with the purpose of developing team leadership skills. The importance of leadership and mentorship, public education and health promotion, illness and injury prevention, community service and organizations, EMS research, career pathways and other topics will be explored.
Prerequisites: EMT 2140, EMT 2145, and EMT 2150
Co-requisites: EMT 2160
Course Fee: $125

ENG – English

ENG0091 **4 crs.**
College Literacy
Introduces students to different strategies to improve critical thinking, reading, and writing skills. Students will engage with and write critically about a variety of texts for a variety of purposes. Students will work individually and as part of a collaborative process to produce writing that is unified, effective, and rhetorically appropriate.
Prerequisites: Placement
Course fee: $45.00

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 ENG0091 as evidenced by a letter grade of "C" or better.
Course fee: $53

ENG1111 **4 crs.**
Composition 1a
Fundamentals of rhetoric and writing academic essays: standard expository writing utilizing narrative, descriptive, evaluative, and persuasive strategies, taught in a computer-lab setting, emphasizing revising and rewriting.
Prerequisites: Placement
Course fee: $45.0

ENG1120 **3 crs.**
Composition II
Exploration of a detailed research process, including the writing of two short essays, culminating in production of a substantive documented research paper. Students use multiple sources, including electronic, through OhioLink and Internet-based research.
Prerequisites: ENG1110
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

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.
Prerequisites: ENG1110 or permission
Course fee: $53

ENG2105 **3 crs.**
Introduction to Literature
Introduction to reading and enjoying literature, and articulating responses successfully. The course introduces students to the fundamental methods and accomplishments of several literary genres and orients them to useful procedures of critical reading and writing. Students perform textual analysis, applying in discussion and writing their growing knowledge of how literature works to achieve its objectives. Selections are short literary works of contemporary interest drawn from American and world literatures.
Prerequisites: ENG1110 or permission
Course fee: $53

ENG2110 **3 crs.**
Survey of British Literature I
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.
Prerequisites: ENG1110
Course fee: $53

ENG2112 **3 crs.**
Survey of British Literature II
Survey of British literature from the early-Romantic period and the onset of industrialism to the present. The course explores such genres as 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.
Prerequisites: ENG1110
Course fee: $53

ENG2120 **3 crs.**
Survey of American Literature I
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.
Prerequisites: ENG1110
Course fee: $53

ENG2122 **3 crs.**
Survey of American Literature II
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.
Prerequisites: ENG1110
Course fee: $53

ENG2130 **3 crs.**
Classics of World Literature I
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 traditions of Antiquity, Middle Ages, and Renaissance.
Prerequisites: ENG1110
Course fee: $53

ENG2132 **3 crs.**
Classics of World Literature II
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 modern 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.
Prerequisites: ENG1110
Course fee: $53

ENG2140 **3 crs.**
Fantasy Worlds
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.
Prerequisites: ENG1110
Course fee: $53

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

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

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

EIE1301 **4 crs.**
Electrical 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 and AC 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

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: EIE1301
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 **2 crs.**
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 **4 crs.**
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 manufactures.
Prerequisites: Permission
Course fee: $160

EIE2288 **1 cr.**
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 **1 cr.**
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 **4 crs.**
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 **4 crs.**
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 **4 crs.**
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 **4 crs.**
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 **4 crs.**
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: Ohio Volunteer Firefighter certification
Course Fee: $100

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: $50

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: None
Course Fee: $115

FST1130 **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 Firefighter 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: Ohio Firefighter I certification
Course Fee: $100
Schedule: Flex

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 Firefighter 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: $180

FST1160 **1 cr.**
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 **2 crs.**
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 **1 cr.**
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: $10

FST2101 **3 crs.**
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: $20

FST2102 **2 crs.**
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 **2 crs.**
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 **3 crs.**
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 **3 crs.**
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 **2 crs.**
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 **1 cr.**
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 **2 crs.**
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 **1 cr.**
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 **2 crs.**
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 **3 crs.**
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

FYE – First Year Experience

FYE1110 **1 cr.**
Student Learning and Success
Designed to help students achieve greater success in college and in life. Students are exposed to proven strategies for creating greater academic, professional, and personal achievement. Students complete assigned writings to explore these strategies, and student will learn how to express themselves more effectively in writing. Additionally, students will learn essential college academic skills.
Prerequisites: None
Course fee: $53

FYE1120 **2 crs.**
Success in Online Learning
Orientation to the skills necessary to succeed in an online class and also in college. Content focuses on the following areas: basic computer skills for navigating and managing the online environment, understanding college systems and processes, setting goals, developing study skills, writing and communicating professionally, thinking critically, and researching comprehensively. Emphasis is placed on application of library resources and technology.
Prerequisites: None
Course fee: $53

GEO – Geology

GEO1110 **4 crs.**
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
Couse fee: $10

GEO1120 **3 crs.**
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 **3 crs.**
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, s haring, 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 permission
Course fee: $50

HAC2288 **1 cr.**
HAC Internship
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: HAC2289
Course fee: $30

HAC2289 **1 cr.**
HAC Seminar
This seminar class is taken with the HAC 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-requisites: HAC2288
Course fee: $30

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, religion, art, and philosophy, providing a preliminary view of the immense historical and cultural heritage of the region.
Prerequisites: Placement
Course fee: $53

HIS1124 **3 crs.**
Eastern Civilization III
Starting in the Fertile Crescent with the ancient Sumerian and Babylonian civilizations, exploration of the people, cultures, worship, art, literature, and government in this cradle of civilization. The course will then follow the rise of Islam and its spread eastward, while exploring the Indian subcontinent and the fascinating cultures, religions, art, politics, and people of South Asia.
Prerequisites: Placement
Course fee: $53

HIS1130 **3 crs.**
History of American Architecture I
Surveys American architecture and significant architects and builders up to the end of the Civil War, including Native American building types. Political, social, environmental, and economic influences upon the practice of building will be discussed along with the aesthetic stylistic trends they produced.
Prerequisites: Placement
Course fee: $30

HIS1132 **3 crs.**
History of American Architecture II
A survey of American architecture and significant architects and builders from the end of the Civil War to present. Political, social, environmental,

and economical influences upon the practice of building will be discussed along with the aesthetic stylistic trends they produced.
Prerequisites: Placement
Course fee: $30

HIS2110 **3 crs.**
American History I
A review of American history from the pre-Columbian era through 1865 and Reconstruction. The major political, economic, social, and cultural developments are discussed with consideration of their relevance to present-day life and institutions.
Prerequisites: Placement
Course fee: $53

HIS2112 **3 crs.**
American History II
A review of American History from the industrial revolution to the present. Politics, economics, and personalities are examined to understand their impact on present-day life and institutions.
Prerequisites: Placement
Course fee: $53

HIS2120 **3 crs.**
International Studies
Introductory survey course discussing global languages, philosophies, economies, cultures, societies, regions, nations, and governments from a historical perspective. The course emphasizes how these forces interact to influence contemporary reality. Students will encounter different perspectives on the world itself, globalization, and cultural identity.
Prerequisites: ENG1110
Course fee: $53

HIS2130 **3 crs.**
Intellectual World History
Critical analysis of major intellectual trends in world history. Students will examine how ideas shape history, and how history shapes ideas. In addition to philosophy, students will consider science, technology, medicine, architecture, and the fine arts as expressions of our shared human heritage. Western and non-western traditions are included, from pre-history to the twenty-first century.
Prerequisites: ENG1110
Course fee: $53

HUM – Humanities

HUM2110 **3 crs.**
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 **3 crs.**
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 **3 crs.**
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 **3 crs.**
Foundations of Library Services
Student will learn the history of the library's role 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 **3 crs.**
Communication & Teamwork
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

LIS1105 **3 crs.**
Reference and Information Services
This course introduces the fundamentals of information literacy and the basics of providing reference services for library users with a variety of information needs. Students will identify, access, evaluate, and utilize print and electronic resources, conduct reference interviews in several communication formats, create web resources and reference tools, demonstrate basic instructional methods, define the components of a core reference collection and methods for classifying and organizing it. The ethical use of information and legal issues including privacy, confidentiality, and copyright will be explored as they apply to practical situations in providing reference services. This course is approved by ALA-APA for LSSC national certification.
Prerequisite: FYE1120 or permission
Course fee: $10

LIS1110 **3 crs.**
Youth Services in Libraries
This course focuses on services to youth – ages birth through seventeen – in the library setting. Topics include: collection development, programming, readers advisory, reference, physical planning, teaching information literacy skills and related activities. This course is approved by ALA-APA for LSSC national certification.
Prerequisites: FYE1120 or permission
Course fee: $10

LIS1111 **3 crs.**
Access Services In Libraries
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 **3 crs.**
Adult Readers' Advisory Services
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

LIS2103 **3 crs.**
Technology in Libraries
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 **3 crs.**
Cataloging and Classification
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, 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 **3 crs.**
Collection Management
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 **3 crs.**
Supervision and Management
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

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: FYE1110, FYE1120 or CPT1100
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: LIS2282
Course fee: $35

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
Course fee: $10

MAT - Math

MAT0095 **4 cr2.**
Foundations of Mathematics
Adding and subtracting fractions and mixed numbers; multiplying and dividing fractions and mixed numbers; operations with decimals; percent; 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; using rules of exponents, fundamental polynomial operations and scientific notation.
Prerequisites: Placement
Course fee: $45

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 MAT0095 as evidenced by a letter grade of “C” or better.
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 MAT0095 as evidenced by a letter grade of “C” or better.
Course fee: $53

MAT1120 **4 crs.**
Statistics
Descriptive statistics: graphing, histograms, frequency distributions. Measures of central tendency: mean, median, mode. Measures of variation: standard deviation, variance, coefficient of variation. Probability of events: simple, compound, independent, mutually exclusive. Study of distributions: probability,

binomial, normal and sampling. Chebyshev's Theorem, Empirical Rule, Central Limit Theorem, estimation, hypothesis testing, correlation and regression.

Prerequisites: Placement or successful completion of MAT0095 as evidenced by a letter grade of "C" or better.

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 IMAT0095 as evidenced by a letter grade of "C" or better.

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 MAT0095 as evidenced by a letter grade of "C" or better.

Course fee: $53

MAT1130 **4 crs.**

College Algebra

Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, and piece-wise defined functions, their graphs, properties, symmetries, and applications, complex numbers, real roots of polynomial functions, conic sections, systems of linear equations in 2 variables, 3 variables, matrices, and linear and quadratic curves of best fit.

Prerequisites: Placement or successful completion of MAT0095 as evidenced by a letter grade of "C" or better.

Course fee: $53

MAT1131 **5 crs.**

College Algebra with Co-requisite

Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, and piece-wise defined functions, their graphs, properties, symmetries, and applications, complex numbers, real roots of polynomial functions, conic sections, systems of linear equations in 2 variables, 3 variables, matrices, and linear and quadratic curves of best fit.

Prerequisites: Placement

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 IMAT0095 as evidenced by a letter grade of "C" or better.

Course fee: $53

MAT2110 **3 crs.**

Business Calculus I

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 **3 crs.**

Business Calculus II

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 **4 crs.**
Calculus I
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 **4 crs.**
Calculus II
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 **4 crs.**
Calculus III
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 **4 crs.**
Linear Algebra
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 **4 crs.**
Differential Equations
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 **4 crs.**
Finite Mathematics
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 **2 crs.**
Medical Terminology
Spelling and usage of medical terms and measurement systems. Basic prefixes, suffixes and root words will be emphasized.
Prerequisites: None
Course fee: $45

MED1110 **5 crs.**
Medical Assisting I
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: ACC1105, BIO1110, MED1105, & OAM1150
Course fee: $100

MED1120 **5 crs.**
Medical Assisting II
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.
Prerequisites: MED1105, MED1110, health requirements must also be met.
Co-Requisites: MAT1110
Course fee: $100

MED1142 **3 crs.**
Basic Phlebotomy
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

Prerequisites: Prior work history, of one year in a health-care setting giving direct care; or permission, which may be granted with strong background in anatomy/ physiology and medical terminology

Co-Requisites: BIO1110 and MED1105 (if not already taken), health requirements must also be met.

Course fee: $100

MED1151 **3 crs.**

Medical Office Procedures

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.

Prerequisites: None

Course fee: $90

MED1160 **3 crs.**

Basic Pathophysiology

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.

Co-Requisites: BIO1110 and/or BIO1112

Course fee: $45

MED2205 **2 crs.**

Special Medical Terminology

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.

Prerequisites: MED1105

Course fee: $45

MED2230 **5 crs.**

Medical Assisting III

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.

Prerequisites: BIO1110, BIO1112, and MED1120

Course fee: $108

MED2235 **3 crs.**

Medical Office Practices

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.

Prerequisites: MED1105, and MED2256 or has taken all coding courses

Course fee: $83

MED2240 **7 crs.**

Medical Assisting IV

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.

Prerequisites: MED2230

Course fee: $133

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 Coding Systems
This course is designed for the non-coding major and is a basic introduction to ICD-10CM Coding, as well as CPT coding systems. 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 both coding systems.
Prerequisites: MED1110
Co-Requisites: MED1120
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 become familiar with the coding manual, conventions of the ICD-10CM 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

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.
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. 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: $53

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: $45

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: None
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 are: 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 suggested 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

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

NET1171 **3 crs.**
CCNA: Intro to Networks
Begin preparing for a networking career with this introduction to how networks operate. This course introduces architectures, models, protocols, and networking elements - functions needed to support the operations and priorities of Fortune 500 companies to small inovative retailers. You'll get the chance to build simple local area networks (LANs) yourself. You will have a working kowledge of IP addressing schemes, fundational network security, and be able to perform basic configurations for routers and switches.
Prerequisites: None
Course fee: $200

NET1172 **3 crs.**
CCNA: Switching, Routing, Wireless 1
Delve further into the world of networking with this second CCNA course. This course focuses on switching tecnologies and router operations that support small-to-medium business networks. You will perform basic network configuration and troubleshooting.
Prerequisites: NET1171
Course fee: $200

NET1173 **3 crs.**
CCNA: Switching, Routing, Wireless 2
This course focuses on switching technologies and router operations that support small-to-medium business networks. You will perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure basic WLAN.
Prerequisites: NET1172
Course fee: $200

NET1174 **3 crs.**
CCNA: Enerprise Networking, Security and Automation
Ths course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with introduction of software-defined networking, virtualization, and automation concepts that support digitalization of networks.
Prerequisites: NET1173
Course fee: $200

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 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

NET2278 **3 crs.**
MS Server 2016 Networking
The course covers the networking features available in Windows Server 2016. Learn to implement DNS, DHCP, and IPAM; and implement network connectivity and remote access solutions; implement core and distributed network solutions; and implement an advanced network infrastructure. This course will also prepare the student to sit for the Microsoft 70-741 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

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: $53

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: OAM1150
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 din 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: Permission
Course Fee: $38

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: $310

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

RAD - Radiology

RAD1300 **3 crs.**
Introduction to Radiation Science/Patient Care
This course is designed to introduce the foundation of radiography and the technologist's role in the delivery of healthcare. Also discussed are healthcare institutions' policies, practices, and principles. This course will examine the importace of patient care, including consideration for the patient's physical and psychological needs. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The roll of the radiographer in patient education is identified. Simulations and demonstrations will be performed to teach proper patient transfer techniques.
Course fee: $200

RAD1400 **3 crs.**
Radiographic Concepts I
This course will introduce x-ray production and image capture. Density, contrast, detail and distortion will be discussed in detail, including primary and secondary factors of each.

RAD1450 **3 crs.**
Radiographic Concepts II
This course is a continuation of Radiographic Concepts I. The x-ray circuitry, x-ray tube, and other diagnostic equiupment is provided in this course. Electromagnetic radiation and the interactions of x-ray photons with matter and the potetia limpact is discussed.

RAD1500 **3 crs.**
Radiographic Procedures I
Content is designed to provide the knowledge base necessary to perform imaing procedures of the extremities and trunk with consideration to the typical and atypical patients and/or condition. Consideration is given to the performance of optimal diagnostic images while applying radiation safety measures and the evaluaion of such images, Emphasis is on imaging procedures of the extremities shoulder girdle, thorax, abdomen and pelvic girdle procedures in the energized labs on campus takes place.
Course fee: $200

RAD1550 **3 crs.**
Radiographic Procedures II
Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the spine and fluoroscopic procedures. Consideration is given to the performance and evaluation of optimal diagnostic images and with applying radiation safety measures for the typical and atypical patient. Spine and trauma procedures will be in the energized labs on campus.
Course fee: $225

RAD1600 **1 cr.**
Clinical Practice I
Introduction to the actual performance of patient care and to the role of a radiologic technologist. All experiences occur at the clinical education setting.

RAD1620 **2 crs.**
Clinical Practice II
This course is a continuation of Clinical Practice I. Students will perform exams under direct/indirect supervision of technologists at the assigned clinical settings.

RAD1640 **3 crs.**
Clinical Practice III
A continuation of Clinical Practices I and II, the student is able to perform a growig number of procedures in the imaging department. Skills from the first year of schooling should be reinforced and confidence level should grow significantly. This course takes place at assigned clinical settings.

RAD1700 **2 crs.**
Radiation Biology and Protection
This course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and healthcare oganizations are incorporated. An overview of the principles of the interaction of radiation with living systems is provided. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.
Course fee: $225

RAD2100 **3 crs.**
Registry Review/Advanced Imaging Modalities
Advanced imaging modality basics are discussed. The main component of this course focuses on preparation for the AART National Registry Exam. This course is a comprehensive review of important aspects of the entire radiography program in preparation for the ARRT National Certification Exam. Written mock exams and practice exams, as well as group review will be completed to reinforce subject material discussed in previous courses.
Course fee: $350

RAD2300 **2 crs.**
Radiology Pathology
Thisis course is designed to introduce theories of disease causation and pathophysiological disorders that comprise health systems. Additionally, the content provides a basis for analyzing radiographic images. It includes etiology, pathophysiological responses, clinical manifestations, radiographic appearance and management of alterations in body systems; the importacne of minimum imaging standards; disussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be inlcuded for analysis of the image and pathologies that are present.

RAD2400 **3 crs.**
Radiation Concepts III
This course is a continuation of Radiation Concepts I and II. Digital image acquisition and display is discussed, to include both computed and digital radiography. Quality management measures and technologist responsibilites are introduced.

RAD2500 **3 crs.**
Radiographic Procedures III
Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the cranium, urinary, and special imaging procedures. Intravenous contrast agents and pharmacology will be discussed in detail, including the radiographer's responsibilities. Procedures and positioning will be demonstrated in the energized lab on campus.
Course fee: $225

RAD2600 **2 crs.**
Clinical Practice IV
Students can now perform all exams. Students focus on autonomy during exams, while still being supervised by radiographers. This course takes place at assigned clinical settings.

RAD2650 **3 crs.**
Clinical Practice V
The student is able to spend time in advanced modalities to gain extra knowledge and experience in such areas. Diagnostic imaging rotations are also completed, reinforcing skills prior to graduation.

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

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

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: None
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 forehand 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. Properties of gases with regard to flow and regulation in will also be presented. Welding techniques are studied in relation to welding steel.
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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2020 - 2021 Academic Year

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M.P.S., West Liberty University

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Clinical Coordinator of Radiology
A.A.S., Jefferson Comunity College
B.L.A., West Liberty University

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A.A.S., Belmont Technical College
B.A., University of Ottawa

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B.S., Franklin University

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B.S.B.A., Wheeling College

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M.B.A., University of Findlay

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B.S.B.A., Wheeling College

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A.A., Ohio University

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M.A., Muskingum University

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B.A., Ohio University

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A.A.S., Belmont Technical College

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M.A., Kent State University

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Ph.D., Capella University

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M.S., Youngstown State University

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B.S.N., Graceland University
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M.A., The University of Toledo
Ph.D., The University of North Dakota

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Faculty Lead: Building Preservation and Restoration Program
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Old House Journal Magazine
Silver Spring, Maryland

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Ms. Brittany's Preschool
Adena, Ohio

Che Che Price
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Criminal Justice Faculty Lead
St. Clairsville, Ohio

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Crystal McNamara, NRP
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Margie Prisner, RN
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Tim Skinner, Paramedic
Coroner's Assistant
Belmont County Coroner's Office
Barnesville, Ohio

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Dillonvale EMS
Dillonvale, Ohio

Kristen Vilkoski, RN
Wheeling, West Virginia

Jeff Wodarcyk, BSC, BSEd
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Western Area Career and Technology Center
Cannonsburg, Pennsylvania

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St. Clairsville, Ohio

John Chuchiak, Electrical Engineer
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Peter C. Clark, PE
Hammontree & Associates, LTD
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St. Clairsville, Ohio

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INDEX

A
Absence of Instructor 56
Academic Advising 38
Academic Assistance 39
Academic Calendar 2
Academic Forgiveness Policy 55
Academic Honors 58
Academic Misconduct 50
Academic Policies/Procedures 46
Academic Probation/Dismissal 48
Academic Progress 29
Academic Technical Center Map 200
Academic Technical Ctr Room Map 201
Access to Student Records 43
Accounting Degree Program 70
Accreditations 6
Activities with Other Institutions 38
ADA Compliance 40
Additional Program Costs 22
Administrative Staff 189
Admissions Information 13
Advisory Committees 192
Alcohol Policy 41
Allied Health Administration Degree 112
Alternative Grades 47
Alumni Association 38
Appeal of Financial Aid Suspension 29
Appeal – Grade 49
Appeals Process - Transfer 55
Application Procedure 13
Applying for Financial Aid 24
Articulation Agreements 55
Associate of Arts Degree Program 62
Associate of Science Degree Program 64
Attendance 55
Auxillary Fee 20

B
Board of Trustees 189
Bookkeeper I Certificate Program 72
Bookkeeper II Certificate Program 73
Bowling Club 37
Breakage Deposit 22
Belmont - Your Community's College 9
Building Preservation/Restoration Program 66
Building Preservation/Restoration Student Association 37
Business Administration Degree Program 75

C
Campus Shop 39
Campus Tour 4
Career Services 40
Career Services Fee 20
Change in Program of Study 56
Change in Schedule 56
Change of Student Data 43
Charles W. Kocher Student Success Center 39
Civil Engineering Degree Program 98
Class Cancellation 55
Classroom Hour 51
Clinical Laboratory Hour 51
Code of Conduct 41
College Credit 51
College Credit Plus 16
College Democratic Association 37
College Directory 188
College Policies 40
College Republican Association 37
College Scholarships 24
Commons and Lounge 38
Community Education 11
Community Service Projects 38
Computer Applications Certificate Program 77
Computerized Legal Office Specialist Degree 137
Confirmation Tests 16
Contract Training 11
Cooperative Work Experience 52
Core Learning Outcomes 8
Course Descriptions 141
Course Fee 20
Credit by Examination 52
Credit for Experience 52
Credit Transfer: Acceptance 53
Credit Transfer: To Other Institutions 53
Crime Awareness/Campus Security 44
Criminal Justice Association 37
Criminal Justice Degree Program 136
Cross-Registration 17
Cyber Security & Computer Forensics Degree Program 78
Cyber Security Certificate Program 79

D
Dean's List 48
Deferred Tuition Payment Plan 21
Degree Audit 58
Degrees and Certificates 57
Developmental Courses 47
Directed Study - Practicum 52
Disabilities/Special Needs 40
Disclaimer Statement 203
Distance Education 52
Dress Code 40
Driving Directions - Off-Campus 203
Drug and Alcohol Policy 41

E
Early Childhood Ed Degree Program 86
Electronic Media Degree Program 80
Emergencies/Incidents 45
Emergency Agencies Serving Belmont 45
Emergency Mass Notification System 45
Emergency Medical Degree Program 91
Emergency Medical Certificate Program 92
Emeriti 191
Energy & Natural Resources Degree Program 99
Energy Institute 12
Engineering Applications Certificate 100
Evacuation Assembly Points 44
Executive Administration 189
Expenses 29

F
Faculty 190
Federal Supplemental Educational Opportunity Grant (FSEOG) 26
Fees 20
Final Grades 47
Financial Aid 23
Financial Aid Warning/Suspension 30
Firearms Policy 41
Firefighter Degree Program 96
First Year Experience 15
Flag Football Team 37
Flexibly Scheduled Classes 51
Food Services 39
Forgiveness Policy - Academic 55
Foundation Board of Directors 189

G
General Bookkeeping Certificate Program 71
General Education Courses 142
General Education Requirements 56
General Fee 20
Grade Appeal 49
Grade Changes 48
Grades – Final 47
Grade Point Averages 47
Grade Scale 47
Grade Scale (ADN) 134
Grade Scale (LPN) 134
Grade Transcripts 44
Grading Policy 47
Graduation Degree Audit 58
Graduation Requirements 58
Graphic Design Certificate 82
Grievance Procedure 42
Gun Policy 41

H
Harrison County Center – Cadiz 10
HVAC Certificate Program 110
HVAC Degree Program 111
Health Sciences Center Room Map 202
Help 199
High School Students 16
History and Accreditations 6

I
Illness/Absence of Instructor 55
Incomplete 47
Independent Study 52
Industrial Electronics Degree Program 101
In-State Residency 14
Instructional Fee 20
Instrumentation & Control Degree Program 102
International Students 17
i-Pads 22

L
Laboratory Hour 51
Lambda Nu 37
Law Enforcement/Emergency Agencies
Academic Technical Center 45
Harrison County Center 45
Learning Philosophy 7

Learning/Student Success Model 7
Legal Office Specialist Certificate Program 138
Library 39
Library Paraprofessional Degree Program 83
Location of Student Records 43
Location of Campus and Buildings 200

M
Makeup Exams 47
Maintenance Technician I Certificate 103
Maintenance Technician II Certificate 104
Medical Assisting Program 119
Medical Coding Certificate Program 121
Medical Insurance – Students 40
Mental Health Degree Program 123
Miscellaneous Costs 21
Mission Statement 6
Monroe County Center 10
Music Club 37

N
Natural Resources Certificate Program 105
Networking Degree Program 84
Normal Progress - Academic 57

O
Off-Campus Directions 203
Off-Campus Operations 10
Ohio Nurse Education Assistance Loan Program (NEALP) 27
Ohio War Orphans Scholarship 28
Online Processes - Registration 20
Out-of-State Residency 14
Out-of-State Students 17

P
Parking and Vehicle Registration 40
Part-time Staff 191
Pass/Fail Option 48
Payment of Tuition and Fees 20
Payroll Clerk Certificate 74
PC/Network Technician Certificate 85
Pell Grant (Federal) 26
Personnel 188
Phlebotomy Technician Certificate 122
Phi Theta Kappa (PTK) 37
Pipeline Welder Helper I Certificate 112
Pipeline Welder Helper II Certificate 113
Placement Testing 15
Policies - College 40
Practical Nursing Certificate Program 128
Practicum Experience 52
Practicum Hour 51
Prerequisites 56
Process Control Certificate Program 106
Process Technician Degree Program 107
Professional Staff 189
Program Costs 22
Program Descriptions and Course Requirements 59
Program Policies/Procedures:
- Early Childhood Development 88
- Emergency Medical Program 93
- Medical Assisting Program 120
- Mental Health Program 125
- Registered Nursing Program 132

R
Radiologic Technology Degree Program 139
Readmission Policy 18
Refund of Tuition and Eligible Fees 21
Refund Policy - Financial Aid 31
Registered Nursing Degree Program 129
Registration and Fees 19
Registration Process 20
Release of Data 43
Repayment of Student Loans 27
Repeating Courses 31; 56
Residence Requirement 51
Resident Status 14
Rights and Responsibilities–Student 31
Room Map - Academic Technical Ctr 200

S
Safety 44
Salutatorian Status 58
Schedule Change 56
Scholarships: 24
- Clay Family Memorial 33
- CONSOL Energy, Inc. 33
- Elizabeth J. Rubloff 33
- Employee 34
- Francis J. & Edith Jackson Family 34
- Gust Maistros 34
- Hilda Burrows 34
- Kim Taylor Memorial 34
- Mining Electro-Mechanical Maintenance 34
- Nita C. Lewis Pathway to Nursing 34
- Senior Citizen Tuition Waiver 35
- St. Clairsville American Legion 35
- St. Clairsville Rotary 35
- Trustees 35
- Russell J. & Eleanor M. Woolman 35

Security 44
Smoking Policy 41
Social Events 38
Software Development Fundamentals Certificate 81
Solicitation 38
Special Needs 40
Standards of Satisfactory Academic Progress (Financial Aid) 29
Student Classification 16
Student Commons 38
Student Expenses 29
Student Government Association (SGA) 38
Student Life 36
Student Life Fee 20
Student Loans:
- Federal Stafford Subsidized 26
- Federal Stafford Unsubsidized 26
- Federal Plus 26
- Ohio Nurse Education Assistance 27

Student Medical Insurance 40
Student Organizations 37
Student Records:
- Access and Location 43
- Change of Student Data 43
- Grade Transcripts 44
- Release of Data 43

Student Rights/Responsibilities 31
Success Center 39
Study Habits 39
Support Staff 190

T
TAGs 53
Technology Fee 20
Textbooks 22
Title IV Return Policy 31
Tobacco Use Policy 41
Trade Adjustment Assistance (TAA) 28
Traditional Credit 51
Transcripts – Grade 44
Transfer - Credits 53
Transfer Module 53
Transfer Students 17
Transient Students 17; 51
Transitional Nursing Degree Program 130
Trial Schedule 203
Trustees Scholarship 35
Tuition 20
Types of Financial Aid 24

U
Utilization of College Students and/or Faculty for Research 56

V
Valedictorian Status 58
Value Statement 6
Vehicle Registration 40
Veterans' Benefits 18
Vision Statement 6
Vocational Rehabilitation Programs 28

W
Waiting Lists 15
Waiting Policy 56
Weather - Class Cancellation 55
Welding Certificate Program 115
Welding Degree Program 116
Welding Fabrication Certificate 14
Who to See - Where to Go If You Need Help 199
Withdrawal 48
Work and the Academic Load 56
Workforce Development 11
Workforce Innovation & Opportunities Act (WIOA) 28
Work-Study Program (Federal) 26

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 Specialist
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	Academic Advisor
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
Unemployment/Insurance Forms Signed	Records Office
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

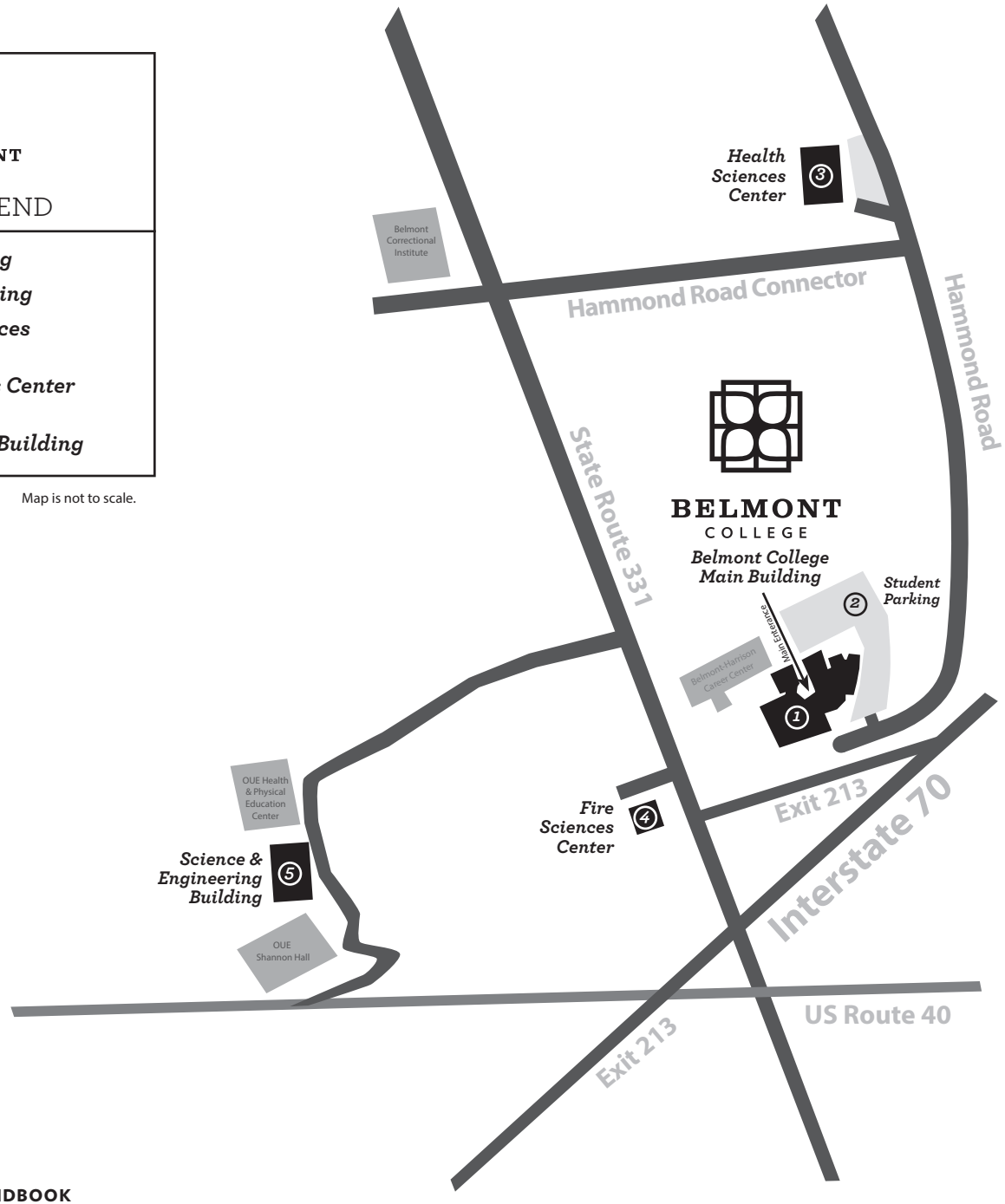
BELMONT COLLEGE ATC MAP

BELMONT
COLLEGE

MAP LEGEND

1 *Main Building*
2 *Student Parking*
3 *Health Sciences Center*
4 *Fire Sciences Center*
5 *Science & Engineering Building*

Map is not to scale.



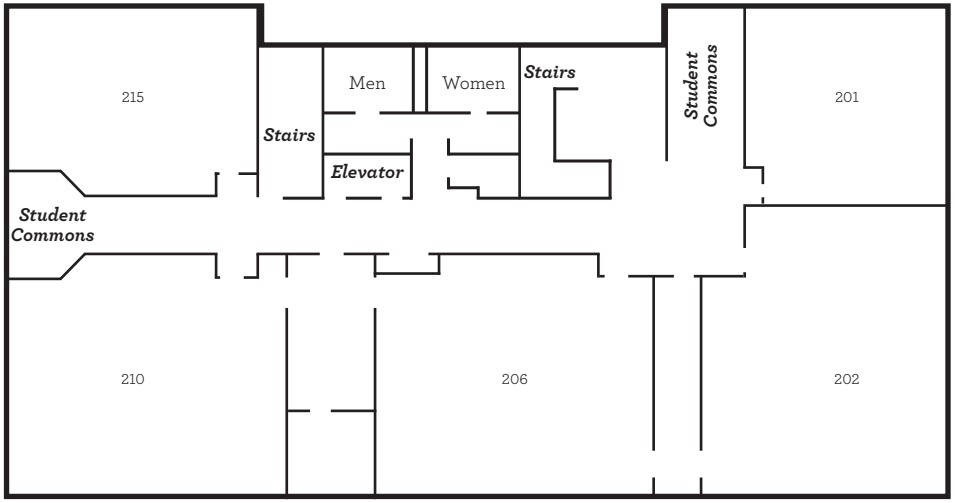
ATC ROOM MAP

Learning Commons
1071
Library
1076
Student Commons
Security Office
Business Office
Workforce Development
Success Center
1153
VENDING
Dining
1066
Campus Shop
1063
Records Office
Welcome Desk
Reception
Main Entrance
Boardroom
Administrative Offices
Horizon Hall Foyer
Information Services
1127
Financial Aid
Advising
Adjunct Faculty Offices
Faculty Offices
Horizon Hall

HEALTH SCIENCES CENTER ROOM MAP

FIRST FLOOR

SECOND FLOOR



DRIVING DIRECTIONS TO OFF-CAMPUS LOCATIONS

For directions from other locations, contact the Academic Technical Center at 740.695.9500.

To the Harrison County Center in Cadiz:

• From the Academic Technical Center 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 Academic Technical Center 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 Academic Technical Center 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)

DISCLAIMER

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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
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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

START TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 a.m						
9:00 a.m						
10:00 a.m						
11:00 a.m						
12:00 p.m						
1:00 p.m						
2:00 p.m						
3:00 p.m						
4:00 p.m						
5:00 p.m						
6:00 p.m						
7:00 p.m						
8:00 p.m						
9:00 p.m						
10:00 p.m						

NOTES