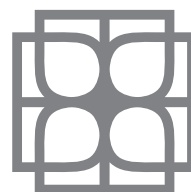




# COURSE CATALOG & STUDENT HANDBOOK



2014-2015



**BELMONT**  
COLLEGE

# ACADEMIC CALENDAR

2014



## Summer Term • May 27 – August 1, 2014

Returning student summer & fall semester registration begins, including online (must have > 30 credit hours completed at Belmont)	Feb. 17
Returning student summer & fall semester registration begins	Feb. 24
Summer & fall registration for new students	March 3
Summer term tuition and fees due	May 12
COLLEGE CLOSED - Memorial Day	May 26
<b>Summer term begins</b>	<b>May 27</b>
Last day to add a class or drop without record	May 28
Summer midterm	June 27
COLLEGE CLOSED - Independence Day	July 4
Last day to withdraw with a 'W'	July 18
<b>Summer term ends</b>	<b>August 1</b>
Summer Graduation	August 1
Summer term grades due	August 4

## Summer Session I • May 27 – June 27, 2014

<b>Summer session I begins</b>	<b>May 27</b>
Last day to add a class or drop without record	May 28
Last day to withdraw with a 'W'	June 13
<b>Summer session I ends</b>	<b>June 27</b>
Summer session I grades due	June 30

## Summer Session II • June 30 – August 1, 2014

<b>Summer session II begins</b>	<b>June 30</b>
Last day to add a class or drop without record	July 1
COLLEGE CLOSED - Independence Day	July 4
Last day to withdraw with a 'W'	July 18
<b>Summer session II ends</b>	<b>August 1</b>
Summer session II grades due	August 4

## Fall Semester • August 25 – December 17, 2014

Returning student fall semester registration begins, including online (must have > 30 credit hours completed at Belmont)	Feb. 17
Fall semester registration begins for ALL returning students	Feb. 24
New student group orientation programs for fall semester begin*	March 3
Fall semester tuition and fees due	Aug. 11
Fall Forum	Aug. 18 - 22
<b>Fall semester begins</b>	<b>Aug. 25</b>
Last day to add classes or drop without record	Aug. 26
COLLEGE CLOSED - Labor Day	Sept. 1
Fall semester midterm	Oct. 17
COLLEGE CLOSED - Veteran's Day	Nov. 11
COLLEGE CLOSED - Thanksgiving	Nov. 27 - 28
Last day to withdraw with a 'W'	Dec. 3
<b>Fall semester ends</b>	<b>Dec. 17</b>
Faculty Work Days	Dec. 18 & 19
Fall semester grades due	Dec. 19
COLLEGE CLOSED - Christmas Holidays	Dec. 22 - 26
COLLEGE CLOSED - New Year's Day	Jan. 1

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

# ACADEMIC CALENDAR

2015



## Spring Semester • January 12 – May 8, 2015

Returning student spring semester registration begins, including online (must have > 30 credit hours completed at Belmont)	Nov. 10
Returning student spring semester registration for all students	Nov. 17
New student spring registration begins	Nov. 24
Spring semester tuition and fees due	Jan. 2
<b>Spring semester begins</b>	<b>Jan. 12</b>
Last day to add a class or drop without record	Jan. 13
COLLEGE CLOSED - Martin Luther King Day	Jan. 19
Spring semester midterm	March 10
Spring break (No Classes/College open)	March 9-13
Last day to withdraw with a 'W'	April 24
<b>Spring semester ends</b>	<b>May 8</b>
Spring Graduation	May 7 & 8
Spring semester grades due	May 11
Faculty Work Days	May 11- 13

## Summer Term • May 26 – July 31, 2015

Returning student summer & fall semester registration begins, including online (must have > 30 credit hours completed at Belmont)	Feb. 16
Returning student summer & fall semester registration begins	Feb. 23
Summer & fall registration for new students	March 2
Faculty Work Days	May 11 - 13
Summer term tuition and fees due	May 13
COLLEGE CLOSED - Memorial Day	May 25

## Summer term begins..... May 26

Last day to add a class or drop without record	May 27
Summer midterm	June 26
COLLEGE CLOSED - Independence Day	July 3
Last day to withdraw with a 'W'	July 17
<b>Summer term ends</b>	<b>July 31</b>
Summer graduation	July 31
Summer term grades due	August 3

## Summer Session I • May 26 – June 26, 2015

### Summer session I begins..... May 26

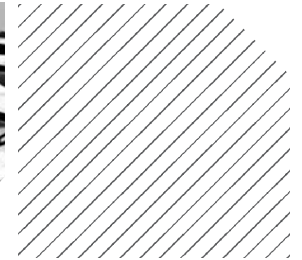
Last day to add a class or drop without record	May 27
Last day to withdraw with a 'W'	June 13
<b>Summer session I ends</b>	<b>June 26</b>
Summer session I grades due	June 29

## Summer Session II • June 29 – July 31, 2015

### Summer session II begins ..... June 29

Last day to add a class or drop without record	June 30
COLLEGE CLOSED - Independence Day	July 3
Last day to withdraw with a 'W'	July 17
<b>Summer session II ends</b>	<b>July 31</b>
Summer session II grades due	August 3

\*Please contact admissions at 740.699.3810 for orientation dates and times.



# TABLE OF CONTENTS

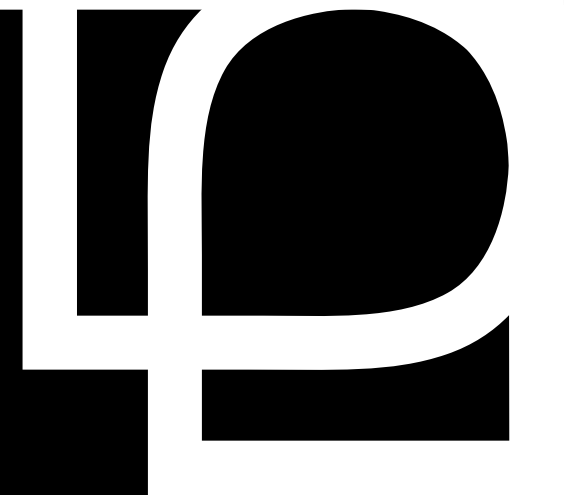
<b>Belmont Information .....</b>	<b>4</b>
Mission, Vision & Values .....	5
History & Accreditations .....	5
Learning Philosophy.....	6
Core Learning Outcomes .....	7
Learning & Student Success Model .....	8
Belmont - It's Close to Home!.....	9
Off-Campus Operations .....	10
Workforce Development & Community Education .....	11
Energy Institute .....	12
<b>Admissions Information.....</b>	<b>13</b>
<b>Registration &amp; Fees .....</b>	<b>18</b>
<b>Financial Aid.....</b>	<b>22</b>
Applying for Financial Aid .....	24
Types of Financial Aid .....	25
Scholarships .....	27
Post Secondary Enrollment Options.....	30
Students Rights and Responsibilities.....	34

<b>Student Life .....</b>	<b>35</b>
<b>Academic Policies &amp; Procedures .....</b>	<b>46</b>
<b>Program Information.....</b>	<b>59</b>
<b>General Education Courses.....</b>	<b>130</b>
<b>Course Descriptions Information .....</b>	<b>133</b>
<b>General Information .....</b>	<b>182</b>
College Directory .....	183
Glossary .....	192
Index.....	194
Who to See, Where to Go.....	196
How to Find Us.....	197
Main Campus Room Map.....	198
Directions to Off-Campus Locations .....	199
Trial Schedule .....	200



# BELMONT INFORMATION

*2014 - 2015 Academic Year*





# MISSION, VISION & VALUES

## ***Mission***

Belmont College, an integral division of the University System of Ohio, provides affordable higher education for students in a learner-centered environment. The College offers educational opportunities in college preparation, technical education programs and transfer degrees. Belmont College provides community leadership that promotes programs for economic development, career advancement, workforce development and community education that are responsive to business and industry.

## ***Vision***

Belmont College will be recognized as the community's college and will be responsive to regional and state needs by providing higher education and leadership for growth and change.

## ***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

Belmont College is a great place to gain a 21st Century pre-baccalaureate or technical education. Since its founding, enrollment has grown from 54 students to over 2,200 per year.

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.

Initially, the College offered three associate degree programs in business and now offers 39 courses of study 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, most 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 and can be fully transferable.

Noncredit classes are also offered on campus, in the community, and at industrial and business sites. Classes are offered in day, evening, and weekend sequences as well as online.

In 1978, the College was accredited for the first time by The Higher Learning Commission ([www.ncahigherlearningcommission.org](http://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 Board of Regents; 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.

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



# 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; and personal responsibility. All are paramount for student success. The use of technology is an integral part of supporting and enhancing the learning process. Positive role modeling, respect, and a community characterized by a systems approach to learning and problem-solving are the hallmarks of the Belmont learning community. Belmont creates substantive change in individual learners.

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

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



# CORE LEARNING OUTCOMES

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

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



## **I. Communicate Effectively (Written, Oral, Reading)**

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

## **II. Think Critically and Creatively**

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

## **III. Learn Actively**

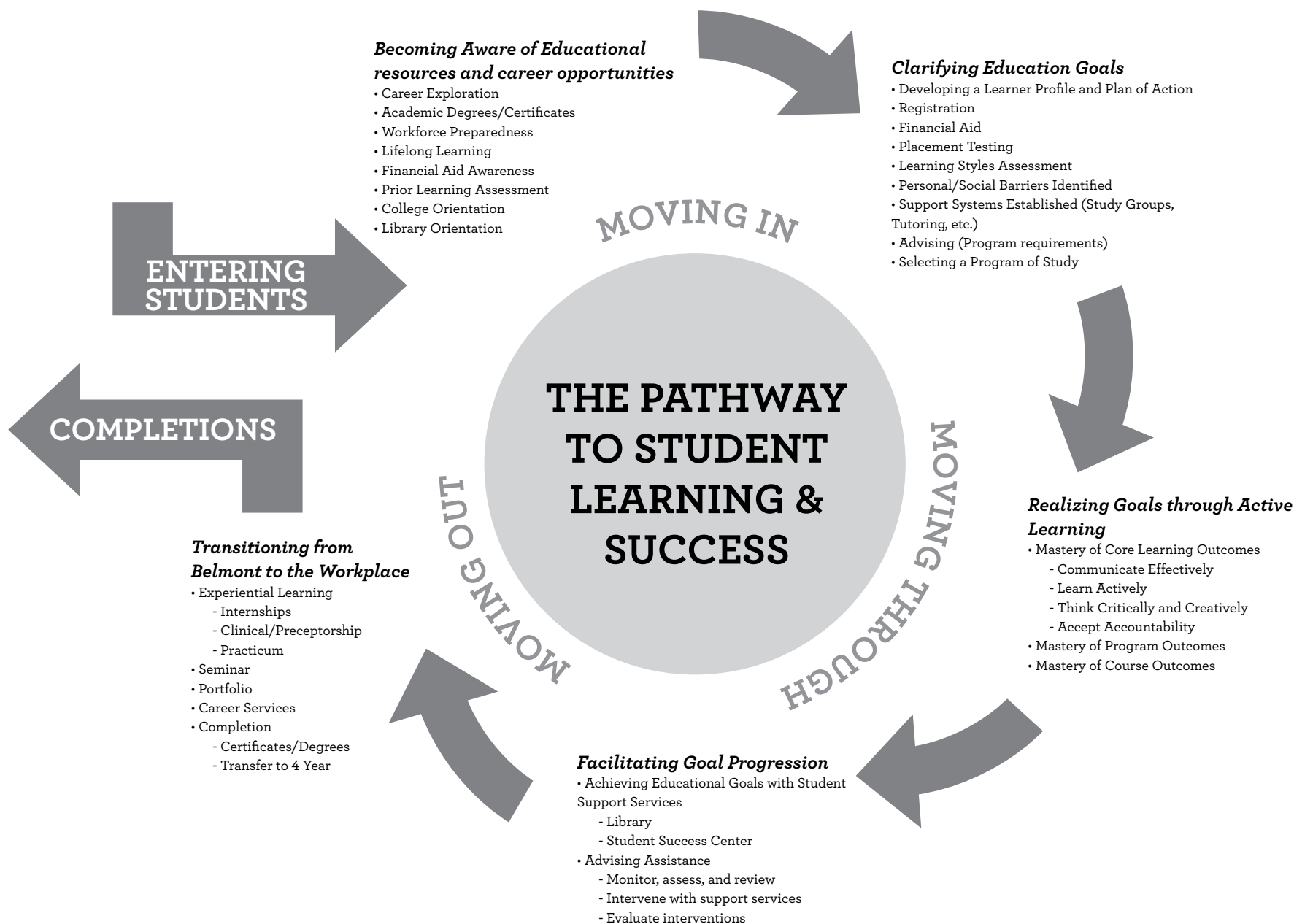
- a. Engages in individual and team learning through listening, observing, reading, and doing
- b. Develops professional expertise and competencies
- c. Examines and develops interpersonal/personal skills, such as basic independent living skills, professional attitude, social skills, and self discipline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

## **IV. Accept Accountability**

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



# LEARNING & STUDENT SUCCESS MODEL



# BELMONT - IT'S CLOSE TO HOME!

The Main Campus Building, located at Exit 213 off Interstate 70, accommodates programs, classes, and pre-baccalaureate studies in the Business, Engineering, Nursing, Allied Health, and Public Service Programs. It also houses the Applied Technology and Innovation Center (ATIC), Horizon Hall, Cindy L. Jones Child Development Center, Student Services, Learning Commons, Business Office, computer laboratories, administrative services, cafeteria, student lounge area, and a full-service bookstore. The Charles W. Kocher Student Success Center opened in 2004. This innovative addition to Belmont College 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 with 28 computers, class rooms, and meeting rooms.

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 bookstore services are also available at the Harrison County Center.

The Science and Engineering Building is easily accessible from Interstate 70 at Exit 213. It is located on the Ohio University Eastern Campus within sight of the Main Building. The Science

and Engineering Building houses classrooms and laboratories for the Welding, Heating, Ventilation and Air Conditioning, and Building Preservation/Restoration Programs.

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

The Natural Science Building contains classrooms and labs for the biology, anatomy and physiology, and microbiology courses. The building is located directly across Route 331, and students can easily walk to class from the Main Building.

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.



# 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 Centers of Belmont College. For nearly 40 years Belmont College has been assisting the residents of Monroe, Harrison and surrounding counties in achieving their educational and career goals. During that time, community members have benefited from the programs that Belmont has offered through the Main Campus location in St. Clairsville, the Harrison County Center in Cadiz, as well as the Swiss Hills Career Center and Monroe County Center in Woodsfield, Ohio.

Belmont College operates a satellite center in Harrison County and has expanded outreach, in partnership with Monroe County Schools, to establish a presence in Monroe County. The Satellite Centers are designed to provide easier access to the quality post-secondary education already offered at the Belmont College Main Campus in St. Clairsville. Both 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 and psychology.

### ***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. Both Harrison Center, the Monroe Center and Main Campus are equipped with Videoconferencing Technology which allows instruction to occur simultaneously at all three locations. This technology is especially beneficial to satellite centers when classes with low enrollment, that may otherwise be cancelled, are able to be conducted.

### ***Services Offered***

Services that are offered at our Harrison County Center and Monroe County Center include Admissions, Financial Aid Awareness, Advising, Registration, and Accuplacer Placement Testing. Tutoring and proctoring of online and make-up testing are available at both locations.

### ***Transportation***

Transportation is something many students need especially as they pursue upper level classes. Transportation services are now available for students in both Counties. Harrison County

students interested in these services may contact Rural Transportation at 740.942.1369 for details. Monroe County students may contact Monroe County Public Transportation at 740.472.2505 which offers transportation to the Main Campus in St. Clairsville.

### ***Workforce Training***

The satellite locations also serve as a valuable source of training for area businesses and companies as well as individuals wishing to increase their marketability. Courses are designed to provide soft skills, transferable skills as well as industry-specific skills. Our system focuses on practical application and discovery. 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

For more information call 740.942.2222 or toll-free in Ohio 800.423.1188.

#### **Monroe County Center**

47084 Black Walnut PKWY  
Woodsfield, OH 43793-9560

For more information call 740.472.5468 or toll-free in Ohio 800.423.1188.

For information visit: [www.belmontcollege.edu](http://www.belmontcollege.edu).

# WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

The primary objective of the Workforce Development and Community Education Department is to assist individual, business, industry, and community growth 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 your worksite, or on-line.

## ***Workforce Development***

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 your site, or on-line with a schedule and customized training that meets your specific business needs.

In addition to training, we offer the following services:

- Conducting employee skill assessments
- Developing internship opportunities
- Designing and delivering on-the-job learning opportunities
- Conducting human resource forecasting and strategy development
- Meeting government compliance for employee training and certifications

## ***Community Education***

We also understand that an area's economic viability relies on its' ability to attract and retain 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.

Courses are informal, relaxed, and noncompetitive. Topics may include the latest in computer software, starting your own business, personal finance, art, music, foreign and sign languages, business grammar, and local history.

We also have courses for our youth to help them prepare for college, get ahead in their school courses, or just enjoy themselves.

## ***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's Workforce Development and Contract Training services provide 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. If desired, a customized Associate in Technical Study (ATS) Degree can be designed. 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
- Supervisory
- Management
- Customer Service
- Business Writing
- Blueprint Reading
- College Preparation
- First Aid/CPR
- AC and DC Motors
- Electrical Circuits
- ARC Flash
- Instrumentation
- OSHA 10 and 30
- SafeLand
- Welding
- Statistical Quality Control
- AutoCAD
- Drug Free Workplace
- Nurse Aide (STNA)
- Coal Mining Safety Courses
- Programmable Logic Controllers (PLCs)
- Water/Wastewater Treatment
- Refrigeration Certification
- HVAC
- Firefighter Training
- EMS Continuing Education Units
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- International Trauma Life Support Adult Provider
- International Trauma Life Support Pediatric Provider
- Continuing Education Units (CEU's)
- Oil & Gas Related Training

For more information, or to register for our classes, call 740.699.3865 or toll free in Ohio 1.800.423.1188 or visit our web site at [www.belmontcollege.edu](http://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 other College sections to assist them in providing real world training that is flexible to meet the current and projected needs of the energy industry. The Institute's initial focus is in the Oil and Gas industry; however a broad approach is being made to include coal, electricity production and distribution, and alternative energies.

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 are being revised to encourage an energy emphasis specific to the needs of local employers.

College programs that are including an energy emphasis are Power Plant Technology, Civil Engineering Technology and Industrial

Electronics Technology. Areas where a certification may be earned are Geographic Information Systems (GIS), Oil and Gas Accounting, Energy Engineering, Legal Office Specialist 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. and 30 hr. Construction Safety training, Mine Safety Training (40 hr. and 80 hr.), Down Hand Welding (Pipeline Welding), 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 office and legal office associate degrees and certificates. Additionally, Belmont College offers industrial electronics and civil engineering programs to support well-pad operations, processing plants, and compression stations.

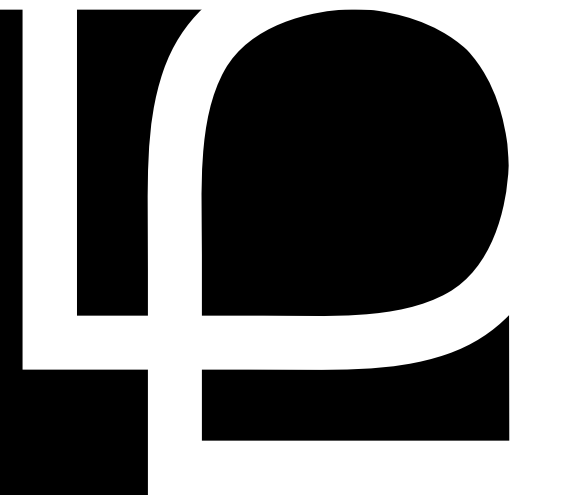
For more information about Energy related jobs and training contact Ed Mowrer, Operations Manager, Energy Institute at 740.699.3860 or visit [www.belmontcollege.edu/energyinstitute](http://www.belmontcollege.edu/energyinstitute).





# ADMISSIONS INFORMATION

*2014 - 2015 Academic Year*



## ***Who Can Apply***

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

Students may be admitted to the College and register for classes, but must submit a valid high school diploma or General Equivalency Diploma (GED) before attending class. Students may acquire their high school transcript by contacting their high school. GED classes and testing are offered at Belmont College. Contact the Student Success Center at 740.699.3882 for times and locations. Students who have difficulty obtaining the required documents should consult their Belmont Admissions Counselor 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- and out-of-state 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 Student Services.

## ***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 for the purposes of tuition, state educational subsidies and financial aid. Active duty, guard, reserve service members, and their families are also eligible for this educational benefit.

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

## ***Campus Tour***

Prospective students and other interested persons may schedule a tour of the campus by calling 740.695.9500 or in Ohio 800.423.1188.

## ***Application Procedure***

### **1. Submit the Belmont College Application for Admission**

To apply online, visit [www.belmontcollege.edu](http://www.belmontcollege.edu) or call our Main Campus for a copy of the free 'Belmont Application for Admission.' The application must be complete for admission consideration.

**2. Visit or contact our campus** and schedule an initial interview with an Admissions Counselor who will provide you with program information and guidance on admission procedures, and to 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 colleges. They must be sent directly to the Belmont College Records Office.

### **4. Placement Test**

All students new to college 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 [www.fafsa.gov](http://www.fafsa.gov). The Belmont College code is 009941. Also, please check our financial aid link at [www.belmontcollege.edu](http://www.belmontcollege.edu) for scholarship applications and information, including the Trustees Scholarship.

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. Attend ‘First Year Experience’ (FYE) Orientation**

Our FYE program has been developed to provide a seamless transition into college. Orientations are scheduled at various times. Please contact our Senior Admissions Counselor in the Student Services Department or our web site [www.belmontcollege.edu](http://www.belmontcollege.edu) for dates and times. There is no charge for attending this admissions event but an RSVP is required.

During the FYE Orientation students will complete the following:

### **A. Advising**

Students will meet with their program’s academic advisor, who will help the student create a schedule by determining which courses, times and locations are best suited to help them achieve academic success at Belmont.

### **B. Online Course Registration**

After a student receives advice on their initial schedule of courses, they will then have the opportunity to use their online ‘MyBelmont’ account to register for the courses selected. Belmont will have staff members and Student Ambassadors on-hand to assist with the process.

## **7. 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 will need the Admit-to-Class slip to attend their first class. Students using financial aid to purchase books must also present their Admit-to-Class slip and a photo ID when purchasing books from the Belmont bookstore.

## **8. Buy Books at the Belmont Bookstore**

Books are normally available two to three weeks prior to the start of each semester. Students should take note of Bookstore 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, High School Dual Enrollment (PSEO), Transient Students, International Students, and others. Please see the end of this section for details.

## ***Waiting Lists***

Students are accepted to the College on a first-come, first-served basis. Admission to the College does not guarantee admission to a particular program.

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

## ***Deposits***

Certain programs with limited enrollment may require deposits be paid by the student to hold a space for them in that program. These deposits are nonrefundable and nontransferable. See “Registration and Fees” for more information.

## ***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, and the College does not require minimum scores in order to begin course work. A placement indicator is used to measure current academic ability in certain areas.

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

It is very important that—even though there are no minimum scores required for admission to Belmont—all students try their best. 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 Student Success Center at 740.695.8521 or 800.42301188 ext. 1080 to schedule a placement test.

Students exempt from a placement test are:

1. Those possessing an associate's or bachelor's degree from accredited institutions
2. Those:
  - a. registering for courses with no placement testing prerequisites and
  - b. who have not yet accumulated 12 or more hours of Belmont credit
3. Those transferring in college-level math credits will be exempt from the math section of the placement indicator; those transferring in college-level English will be exempt from the writing section of the placement indicator.
4. Senior citizens (age 60 or above) not enrolling in nursing
5. Those auditing classes
6. Those providing ACT or SAT scores (within 10 years) either on their high school transcript or an official ACT or SAT score report

NOTE: Placement scores are required for all nursing programs.

## ***Confirmation Tests***

Students may retake one or more portions of the placement test, at no cost to the student, if their test score(s) fall within the confirmation test range. If this is the case, an academic advisor will recommend the student retest in order to attempt testing out of the initial course(s) placement. Students who feel they could achieve a higher score if allowed to retest one or more portions, but whose scores do not fall within the confirmation test range, may make a request to the academic advisor to be retested, but will be subject to a \$15.00 retest fee by doing so. All confirmation tests need to be authorized by an advisor, who will give the student an 'Accuplacer® Authorization' form. This completed form must be presented to the Student Success Center before a confirmation test can be administered.

## ***Student Classification***

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

## ***High School Students***

High school students (grades 9-12) may enroll at Belmont College. Written approval from the student's high school and the student's parent or guardian is required and all other admission requirements must be met. Specific information on the Post-Secondary Enrollment Option program is described in the Financial Aid section of this catalog.

## ***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 typically 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, which 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***

For selected programs, 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. A decision on acceptance will be made no later than four weeks prior to the start of any given semester.

## ***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.

8. Because many programs have limited enrollment, initial preference will be given to Ohio residents.

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 Dean

of Student Services 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).

## ***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 Executive Dean of Academic Affairs. Those programs having limited enrollment or specific entrance requirements will provide for readmission on an individual basis as follows:

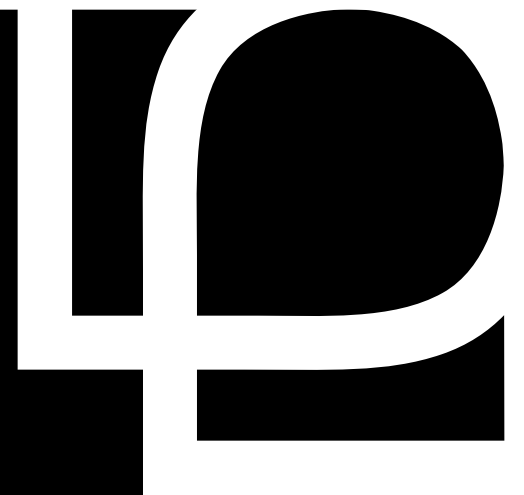
- Courses counted for technical requirements and technical electives must have been completed within the last seven years. In the Emergency Medical Technician program, the limit shall be three years.
- See "Program Policies and Procedures" for specific re-entry policies for the Associate Degree Nursing and Practical Nursing programs.
- The above notwithstanding, the Executive Dean of Academic Affairs, with the approval of the Vice President of Learning and Student Success, 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

*2014 - 2015 Academic Year*





## Registration Process

The registration period for each semester is designated in the Academic Calendar each year. 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)."

Class attendance at Belmont College is strictly limited to students presenting an admit-to-class slip to the instructor and/or to students who register in time to appear on the instructor's class list.

## Online Processes

Belmont College uses the Jenzabar Internet Campus Solutions (JICS) portal as a student access tool to complement the College's main website. The JICS portal (also called 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.

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.

Learning to navigate MyBelmont will provide students with easily accessible information about Belmont College 24/7.

## 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 are not finalized at the time the catalog goes to print. Current tuition and fee information is included as an insert (addendum) to this catalog following approval by the Belmont College Board of Trustees. The addendum is also published on the Belmont website at [www.belmontcollege.edu](http://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 in an addendum to this catalog. 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 Student 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.

*Current tuition and fee rates are outlined on an insert (addendum) to this catalog, and on the Belmont website at [www.belmontcollege.edu](http://www.belmontcollege.edu), under Financial Aid, then Tuition and Fees*



## ***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 is 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, 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 will be 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, 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%
1–5 days from the 1st day of term	100%
6–14 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. The refund schedule

will be adjusted proportionately based on class length. Refund checks are issued by the Business Office and are mailed to the student's home address usually 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.

## ***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.

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

**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 Bookstore and on the College website before the beginning of each semester. The Bookstore may have a limited number of used textbooks as well as a select group of textbooks available to rent; contact the Bookstore Manager 740.699.3853 for availability. Please contact the Program Chair 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

**Graduation Fee**

A graduation fee of \$30.00 for the first degree, certificate, or diploma awarded in a semester and \$10.00 for each additional degree, certificate, or diploma awarded in the same semester is payable at the time the student

applies for graduation. The \$30.00 fee is applicable each time the student applies for graduation in a new semester. Graduation fees are non-refundable and are payable in the Business Office.

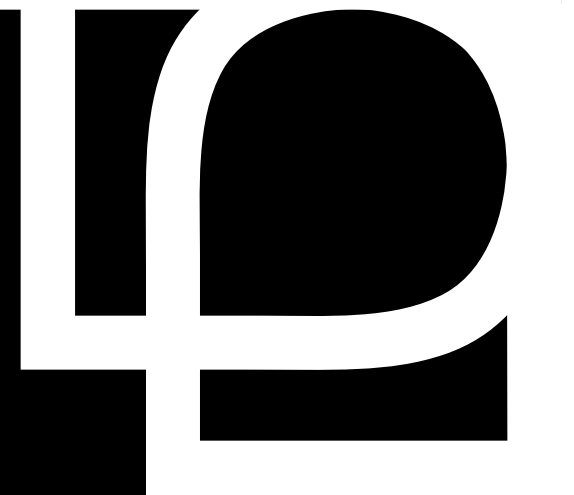
The graduation fee must accompany a completed Degree Candidacy Declaration form #73 for each degree or certificate. Degree Candidacy Declaration forms are available in the Records Office or in the Harrison County Center Administrative Office. See Academic Policies and Procedures for more information. Also available on the website at [www.belmontcollege.edu](http://www.belmontcollege.edu).





# FINANCIAL AID

*2014 - 2015 Academic Year*



# SCHOLARSHIPS AT A GLANCE

NAME	ELIGIBILITY	FAFSA REQUIRED	AMOUNT	SEPARATE APPLICATION REQUIRED
AEP Scholarship	IET or YSU majors complete the FAFSA and be below 200% of poverty level	Yes	\$1,000 / 4 students	Yes
Allegheny Restoration Scholarship	First year, full-time BPR student	Yes	Full tuition for two semesters	General Application
Angelina Stone & Marble Scholarship	Full-time BPR majors who demonstrate academic success	Yes	\$500 / 2 students	General Application
Belmont Savings Bank Scholarship	Second year student over 30 semester hours, enrolled in accounting and business degrees	Yes	\$250 / 1 student	General Application
Hilda Burrows Door-of-Opportunity Scholarship	Ohio residents recently unemployed or their dependents.	Yes	Tuition, fees and books less any other aid	Yes
Clay Family Nursing Memorial Scholarship	ADN and LPN majors. Preference given to students from Belmont, Harrison, Guernsey, and Tuscarawas Counties.	Yes	Pays up to \$1,500 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
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
Gust Maistros Scholarship	ADN/LPN students	No	ADN - One \$500 LPN - One \$500	See Nursing Faculty
The Hess Corporation Scholarship	See Hess Scholarship application	Yes	Varies	Yes
Mining Electro-Mechanical Maintenance Scholarship	Students enrolled in 6+ credit program of Civil Engineering or Welding	Yes	\$1,000 / 2 students	General Application
Project Best, Inc. Scholarship	Employees or dependents of a participating contractor or trade union.	No	\$2,000 total award divided between eligible applicants	Yes
Elizabeth J. Rubloff Scholarship	ADN & LPN students	No	Award based on interest	See Nursing Faculty
Senior Citizens Scholarship	60 years of age or older and Ohio resident	No	Covers tuition only, no fees, books or other expenses	See advisor
St. Clairsville Rotary Scholarship	Residents of the St. Clairsville Richland School District	Yes	\$500 / 1 student	Yes
Kimberly Taylor Memorial Scholarship	ADN students	No	Award based on interest	See Nursing Faculty
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	One \$500	General Application



# 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.*

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, loans, and employment. 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 and assets, while taking into consideration taxes and other financial liabilities of the family. All financial aid awards are determined by the Financial Aid Office. An award letter from the Financial Aid Office explaining their decision and information about any assistance offered is mailed to each financial aid applicant. **Students are strongly advised to apply for financial aid by April 30 for the forthcoming academic year (or as early as possible) in order to avoid delays.**

## ***How to Apply for Financial Aid***

1. Apply for admission to Belmont by going to our website and completing the online application.
2. Complete the FAFSA (Free Application for Federal Student Aid) by going to [www.fafsa.gov](http://www.fafsa.gov). Belmont School Code is 009941. **Students are encouraged to complete the FAFSA by April 30th of the forthcoming academic year (or as early as possible) not only to allow for the verification process, but also to insure that they will receive all eligible financial assistance available.**
3. Complete the Trustees Scholarship Application if you are a new high school graduate who meets the residency requirement of Belmont, Harrison, and Monroe Counties. **Complete this by April 30th for full consideration.**
4. Review your SAR (Student Aid Report). Once you complete the FAFSA the U.S. Department of Education will mail your results, generally through e-mail, which is called the SAR. 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 [www.fafsa.gov](http://www.fafsa.gov).
5. Turn in any missing documents. Check your financial aid status online through your MYFAO site to see if you have missing documents such as Verification Documents. For more information, see **What is Verification?**

6. Once all forms are complete the Financial Aid Office will complete your Financial Aid award and mail you a Financial Aid Award Letter showing any grants or scholarships you may be eligible for. Students who wish to borrow Federal Stafford Loans will be required to complete a Federal Direct Stafford Loan Request Form even if you have had a loan in the past. This form can be done through paper form or online at our MYFAO site.
7. New borrowers must complete the Entrance Counseling and Master Promissory Note if you accept a Direct Stafford Loan. These can be done online at: [www.belmontcollege.edu](http://www.belmontcollege.edu).
8. Returning borrowers need to complete Entrance Counseling each year they borrow.
9. Make sure your bill is covered. **If you receive a balance due, do not assume your financial aid will cover it. There may be missing forms, etc.** Check your Financial Aid status on the MYFAO or by calling the Financial Aid Office.

## ***What is Verification?***

**We can no longer accept a copy of your tax return. Instead you must submit a copy of your IRS Tax Transcript upon request from the Financial Aid office.**

The U.S. Department of Education may randomly select a financial aid application for verification. Belmont is required to verify all applications that have been selected. The

College also may require verification of any application that may be in question. In these cases, certain information to help determine student eligibility for financial aid will be required. The U.S. Department of Education and/or the Financial Aid Office will notify, in writing, all financial aid applicants for whom verification is required, you are also encouraged to check your MYFAO site to see if any documents are missing.

If you are required to submit your IRS Tax Transcript you can request it by going online to [www.irs.gov](http://www.irs.gov) In the Online Services Tools section of the homepage click "Order a Tax Return or Account Transcript." Click Order Transcript. Or you can call the IRS to request the transcript at 1.800.908.9946. Again, we can no longer accept a copy of your Federal Tax return to satisfy verification per Federal regulations.

## ***Types of Financial Aid***

### **Federal Aid Programs**

To be considered eligible for any federal program you must complete a FAFSA by going online to [www.fafsa.gov](http://www.fafsa.gov). Belmont School Code is 009941.

### **Federal Pell Grant Program (Pell Grant)**

To determine if you are eligible for the Federal Pell Grant you must complete the FAFSA by going to [www.fafsa.gov](http://www.fafsa.gov) and must have financial need as determined by the Department of Education.

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or a professional degree. The amount you get will depend not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less.

### **Federal Work-Study Program (FWS)**

The Federal Work-Study 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

Wages are equal to the current federal minimum wage.

Determination of eligibility is based on the information provided on the FAFSA, which determines the Expected Family Contribution, 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 Federal monies available. 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 SEOG.

### **Federal Stafford Loans**

Belmont participates in the Federal Direct Loan Program. Funds for your Direct Loan will come directly from the U.S. Department of Education. There are two types of Federal Stafford Loans, Subsidized and Unsubsidized. You can receive a subsidized loan and an unsubsidized loan for

the same enrollment period as long as you don't exceed the annual loan limits and have eligibility. To be eligible for a Stafford Loan you must complete a FAFSA, be enrolled in at least six credit hours, and be enrolled into a degree or certificate seeking program. Students must also complete entrance counseling each year and also complete MPN (Master Promissory Note) their first year.



**Subsidized:** A subsidized loan is awarded on the basis of financial need. If you're eligible for a subsidized loan, the government will pay (subsidize) the interest on your loan while you're in school, 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 money for an amount up to the annual loan borrowing limit for your level of study. Freshman (0-30 hours) may be eligible to borrow up to \$3,500 per year and sophomores (30+ hours) may be eligible to borrow up to \$4,500 per year. Because Belmont is a 2-year school we do not offer the Junior/Senior Stafford 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 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 without financial need may be eligible to borrow as a freshman up to \$3,500 per year and sophomores may be eligible to borrow up to \$4,500 per year.

Dependent students can also borrow an additional \$2,000 in unsubsidized Stafford Loan monies. Students whose parents apply for and are denied a Federal PLUS loan can then borrow an additional \$4,000 in unsubsidized loan monies. 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 or a dependent student whose parents have applied for but were unable to get a PLUS Loan, you may be eligible to borrow up to an additional \$6,000 Unsubsidized Stafford Loan each year.

### **Entrance Counseling for Stafford Loans:**

Entrance counseling will help you understand the rights and responsibilities that come with your student loan. All new borrowers are required to complete Entrance Counseling. This is offered online at [www.belmontcollege.edu](http://www.belmontcollege.edu). Once the "congratulations you've completed online counseling" screen comes up, students are asked to click on the next step, which will take them to the online Master Promissory Note (MPN).

A Master Promissory Note (MPN) is a legally binding contract you sign, agreeing to repay the Stafford Loan money 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 go to our site at [www.belmontcollege.edu](http://www.belmontcollege.edu), then the Financial Aid tab. The MPN can be signed electronically with your Department of Education PIN number. If you do not have a PIN go to [www.pin.ed.gov](http://www.pin.ed.gov) to apply.

All student borrowers must complete Entrance Counseling each year. 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 certified.

Students, who have been granted permission to charge against their student loan but have not completed all required paperwork to process the loan, or have not completed the pre-loan counseling process, are responsible for any charges incurred on their account. Students must be making satisfactory academic progress in order to certify a student loan application.

### **Repayment of Federal Stafford Student Loans**

Repayment begins six months after the student graduates, drops below half-time or withdraws from the College. Students may be granted up to 10 years to repay the loan, more with Federal Consolidation, however, that 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 [www.ed.gov/offices/OSFAP/DirectLoan/index](http://www.ed.gov/offices/OSFAP/DirectLoan/index).

### **Student Loan Exit Interview**

All borrowers are required to complete the online Student Loan Exit Interview after they graduate, drop below half-time, or withdraw from the College. This is available through the Belmont College website at [www.belmontcollege.edu](http://www.belmontcollege.edu).

### **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. See

Financial Aid to complete a PLUS loan request or to apply.

### **Annual Reapplication Process**

**Students must reapply for financial aid each academic year.** The academic year encompasses the three academic semesters beginning with summer and ending with 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 after January 1st.**

## ***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 15th 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 Board of Regents/State Grants and Scholarships Department.

Applications are available from the Ohio Board of Regents/State Grants and Scholarships Department, high school guidance offices, and Veteran's Service Offices.

The application deadline is July 1 of each year. For more information, contact Amber Brady at 614.752.9528 or [abrady@regents.state.oh.us](mailto:abrady@regents.state.oh.us).

# SCHOLARSHIPS

*A scholarship is a grant-in-aid awarded to eligible students who follow a published set of guidelines and meet specific criteria/qualifications. It does not require repayment. In many cases, scholarship recipients must continue to meet the specific criteria/qualifications in order for the scholarship award to remain in effect.*

### How to apply for our Scholarships

To apply for Belmont scholarships you must complete a Scholarship Application. See how to apply after each scholarship, as some have specific applications such as the Trustees Scholarship. Applications are available online at [www.belmontcollege.edu](http://www.belmontcollege.edu) or at the Financial Aid Office. Each application has a deadline and preferred completion date. Be sure to check the date and turn in the applications, along with any additional documents, by the deadline. If the deadline has passed ask Financial Aid if you can still apply.

### AEP Scholarship

American Electric Power is the benefactor of the AEP Scholarship to aid students with financial need. Complete the FAFSA and be at 200% below the poverty level. See the AEP Scholarship application for more details.

**GPA:** 2.75  
**Amount:** Two- \$3,000 awarded to a first-year student - under 30 hrs earned. (Each student will get \$1,000 their first year and if still eligible will get \$2,000 the second year.) One -\$1,500 for a second-year student - over 30 hrs earned.  
**Major:** Industrial Electronics and Power Plant Technology  
**Application:** AEP Scholarship Application

### Allegheny Restoration Scholarship

Allegheny Restoration specializes in the restoration of historic structures that date as far back as the late seventeenth century. With locations in West Virginia and Ohio, the firm practices its craft all over the country. The purpose of the Allegheny Restoration Scholarship is to provide full tuition financial assistance for two semesters to one, first-year student who is pursuing an Associate of Applied Science Degree in Building Preservation/Restoration (BPR). Special consideration will be given to applications recommended by the BPR program chair.

**GPA:** N/A  
**Amount:** Full tuition for two semesters to one, first-year student  
**Major:** Building Preservation/Restoration  
**Application:** General Application

### Angelina Stone & Marble Scholarship

Designed to assist students in the BPR program who demonstrate potential for academic success. Students must be enrolled full-time in the BPR program, be exceptional in their class and need financial assistance.

**GPA:** 3.00  
**Amount:** Two-\$500  
**Major:** BPR  
**Application:** General Application



## ***Belmont Savings Bank Scholarship***

Belmont Savings Bank is the benefactor of this scholarship. The scholarship will be given to a Second Year Student (30+ total credit hours) who is enrolled in a two-year business program and is either working in the financial services industry or is planning for a career in this industry.

**GPA:** 2.70  
**Amount:** One- \$250  
**Major:** Accounting, Business  
Administration & Leadership,  
Small Business Administration &  
Entrepreneurship, Office  
Administration

**Application:** General Application

## ***Donna M. Bukowski, RN Nursing Opportunity Scholarship***

The purpose of the Donna M. Bukowski, RN Nursing Opportunity Scholarship is to allow those students pursuing a career in the field of nursing an additional source of funding for tuition costs. This scholarship will function to encourage persistence within the nursing program and support students who desire to continue their college education by becoming registered nurses through our ADN program.

**GPA:** N/A  
**Amount:** One - \$500  
**Major:** Associate Degree Nursing  
**Application:** General Application

## ***Hilda Burrows Door-of- Opportunity Scholarship***

This scholarship program 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:** Tuition, Fees and Books minus other forms of aid. Quantity is as funds remain.  
**Major:** All Degree Seeking Majors  
**Application:** Hilda Burrows Application

## ***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 and practical nursing. Students must complete the FAFSA as funds are awarded after available grants are applied. Preference will be given to students from Harrison, Guernsey, Tuscarawas, and Belmont counties in Ohio.

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

## ***CONSOL Energy, Inc. Scholarship***

CONSOL Energy, Inc. is the benefactor of the CONSOL 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

## ***Employee Scholarship***

The Belmont College Employee Scholarships are funded by 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:

- 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

## ***Gust Maistros Scholarship***

This scholarship is in honor of Gust Maistros, founder of Bell Nursing Home in St. Clairsville, Ohio. Nursing faculty submit nominations based on the following criteria: This scholarship is

presented following completion of the first two semesters of study in the PN Program, and after the first semester of the PTN/TAN Program. Funds awarded must be used toward direct educational expenses. Applicants must:

- Exhibits professional attitude and behavior
- Submits 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

## ***The Hess Corporation Scholarship***

Hess Corporation, a leading global independent energy company engaged in the exploration and production of crude oil and natural gas, is the benefactor of the Hess Corporation Scholarship. This scholarship is to be awarded to incoming and current students enrolled in a full and/or part-time associate degree or certificate program.

Incoming Freshman Requirements:

- Essay
- High School Transcripts
- GPA of 3.0 or better
- Need for Financial Assistance

Current College Student Requirements:

- Essay
- College Transcript
- GPA of 3.0 or better
- Need for Financial Assistance

Non-traditional Student Requirements:

- Essay
- Resume
- References
- Need for Financial Assistance

**GPA:** 3.0 or better (does not apply to

incoming non-traditional students)

**Amount:** Multiple awards, valued at up to \$3,000 each, will be awarded.

**Major:** This scholarship is to be awarded to incoming and current students enrolled in a full and/or part-time associate degree or certificate program.

**Application:** Hess Application

## ***The 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 (then Belmont Technical College) and was an outreach educator for Belmont County Emergency Medical Service. To be eligible for the scholarship, 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

## ***Mining Electro-Mechanical Maintenance Scholarship***

The M.E.-M.M.A. (Mining Electro-Mechanical Maintenance Association) Scholarship will be 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 completing the FAFSA.

**GPA:** 3.0

**Amount:** Two- \$500

**Major:** Electronics Technology, Industrial Electronics, Civil Engineering, Tooling & Machine, Welding Technology

**Application:** General Application

## ***Project Best, Inc. Scholarship***

Project Best, Inc. is a cooperative effort between labor and management in the Ohio Valley construction industry. Eligible applicants include employees or dependents of participating contractors and/or construction trade unions that plan to enter a degree-granting institution to pursue a course of study leading to an associate or baccalaureate degree. Awards are based on established academic achievement with criteria to be determined by the institution where application is made.

**GPA:** N/A

**Amount:** \$2,000 divided by all who are eligible

**Major:** Any non-certificate degree seeking major

**Application:** Project Best Application

## ***Elizabeth J. Rubloff Scholarship***

This scholarship program is awarded each year to an LPN student and an ADN student

(nominated by 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

### ***Senior Citizens Scholarship***

Senior citizens (persons who are 60 years of age or older) who are Ohio residents are granted a scholarship for all instructional fees (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 Major  
**Application:** See your academic advisor when registering to apply

### ***St. Clairsville Rotary Scholarship***

The St. Clairsville Rotary Scholarship provides educational financial assistance to residents of the St. Clairsville/Richland Township school district. The following criteria are used to determine eligibility. 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;
- In need of financial assistance as determined by the Belmont College Financial Aid Office.

- The scholarship winner must attend one Rotary meeting to receive the scholarship monies. The Belmont staff will inform you of which meeting to attend to receive your scholarship check.

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

### ***Kimberly Taylor Memorial Scholarship***

This Scholarship honors the memory of Kim Taylor, an ADN student in the class of 1988. Nursing faculty will 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

### ***Trustees Scholarship***

The Trustees Scholarship is a scholarship that covers your tuition charges only. The Trustees 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 the April 30th priority deadline for the forthcoming academic year.** Further details are available on the application. Applications are available from the Financial Aid Office and on our website at [www.belmontcollege.edu](http://www.belmontcollege.edu). For more information on the Trustees Scholarship visit [www.belmontcollege.edu](http://www.belmontcollege.edu).

### ***Russell J. and Eleanor M. Woolman Scholarship***

Eligible students must be in a program or course that is not covered by Financial Aid.

Can be used for Fire Science Courses, STNA, and Workforce Development courses.

**GPA:** 3.75  
**Amount:** One- \$500  
**Major:** Any  
**Application:** General Application

### ***Post-Secondary Enrollment***

Ohio residents only. This program permits high school students to take courses at Belmont College while enrolled in high school. Students must complete the normal application process at Belmont College.

All high school students wishing to take courses at Belmont while enrolled in high school must complete the Post-Secondary Enrollment Option (PSEO) Supplemental Application Form. The high school liaison contact person 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. The student's family/guardian is responsible for tuition, books, and all applicable fees.

#### **Guidelines - PSEO**

##### ***Cost***

The student's family/legal guardian is responsible for payment of all tuition, textbooks, materials, and fees.

##### ***What course(s) can be taken?***

Courses can count as only college credit or high school credit and college credit for the course. This must be decided upon enrollment. Summer courses may be taken and counted towards high school.

### *Minimum requirements*

3.0 GPA in the subject area. The College academic advisor will determine subject area. The student must have passed all sections of the OGT. The student must take the ACT or Accuplacer for placement and satisfy any pre-requisite needed for course registration.

### *Enrollment Guidelines and Deadlines*

Contact high school guidance counselor or Belmont College advisor to obtain an enrollment kit. 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.

## ***Veterans Benefits***

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

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

1. Students receiving benefits through the VA may be certified only for those courses which apply to the program of study for which benefits are granted.
2. Failure to attend class on a regular basis, or withdrawing from a class prior to the end of a semester, may result in a condition of overpayment. The College will report all such situations to the VA in a timely manner. Students who are unable to attend class must inform the Records Office.

3. All eligible students must advise the VA Certification Officer of their intent to receive benefits on the first day of each semester.

4. Students receiving VA benefits are considered self pay. VA issues payment directly to the student, therefore, the student is responsible to make arrangements at the Business Office for payment to the College.

## ***Vocational Rehabilitation Programs***

Each state maintains a Vocational Rehabilitation Agency. The purpose of these agencies is to assist clients in training or re-training in order to overcome various disabilities. It may be possible that all or part of the educational expenses will be covered under such programs. Students are encouraged to consult with their local Vocational Rehabilitation Office serving their county of residence.

## ***Workforce Investment Act (WIA) / Trade Adjustment Assistance (TAA)***

Students must apply for these programs at their local county Job and Family Service office. Student attendance and grades are reported to the sponsoring agency. Students must maintain at least a 2.0 GPA in order to remain eligible for either of these programs.

## ***Other Sources of Financial Aid***

Other private scholarships are often available through high schools, fraternal organizations, churches, etc. Students should check such local sources carefully.

## ***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 expenses during each academic year:

<b>(FALL &amp; SPRING)</b>	
Tuition	\$3,060*
General Fees	\$630*
Technology Fees	\$600*
Student Life Fees	\$20*
Course Fees	\$300*
Books & Supplies	\$1,200*
<b>TOTAL</b>	<b>\$5,810</b>

*\*Tuition and fees above are estimates used for an example and may not be current or actual charges. Estimates are figures for full-time (15 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.*

## ***Standards of 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.



The programs governed by these regulations are:

Federal Pell Grant

- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- 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.
2. Quantitative Progress. Students must successfully complete a percentage of credit hours attempted
3. Time Frame. Students must complete their degree or certificate program within a maximum time frame of credit hours attempted.
4. Graduation. Students who apply for graduation are considered to be ineligible for continuation of financial aid after graduation unless they apply for another degree and are granted approval.

### ***Elements of Satisfactory Academic Progress Defined***

**Qualitative Progress** – The minimum GPA a student must have earned at the end of the evaluation period. Students are evaluated each semester by the following cumulative grade point average (GPA) standards:

- 1.6 or above cumulative GPA in 0-30 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.

**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 or certificate, an example is if your major is Office Clerk Specialist Certificate which requires 37 semester credit hours to graduate. Students may not exceed 55 semester credit hours to obtain that degree.

**Graduation** – Students who apply for graduation are considered to be ineligible for continuation of financial aid after graduation 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 will be done and aid will only be awarded and calculated on courses required to complete that degree.

**Financial Aid Warning / Probation** – 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 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 Probation (see definition below). SAP Probation 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 Probation will receive a letter indicating they are being placed on SAP Probation. Students placed on probation will have a financial aid hold placed on their account until they appeal the probation and it is approved or they make payment arrangements with the Business Office. Students placed on SAP Probation can appeal the decision - see SAP Appeal for more details.

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

**SAP Probation** – Belmont College students are evaluate 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 Probation. SAP Probation 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 placed on SAP Probation petitions the institution for reconsideration of the student's

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

**SAP Approval – For Qualitative and/or Quantitative.** If a student appeals a SAP Probation and the appeal is approved the student will be allowed to receive federal aid for the next semester under a probation term. The student must complete all courses with no grades of F, W and/or I and get in good standing with regards to SAP. If a student does not meet the terms as outlined in the approval letter 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 Stafford loans.

**SAP Approval – For Time Frame and/or Graduation.** If the student is placed on SAP Probation because of not completing their degree within 150% or you have graduated and have requested a second degree. If the appeal is approved the student will receive a degree audit and only the courses needed to complete the degree will be approved for Federal financial aid. Courses taken that are not on the degree completion plan will not be counted in calculating financial aid.

**SAP Denial** – If a student appeals SAP Probation 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 Stafford loans.

**SAP Notifications** – Students who are placed on SAP Warning or SAP Probation will receive a letter 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 24 attempted credits in transitional courses all of which must be completed in the first year (0-30 credit hours). Once a student has earned 30+ credit hours they are no longer a first year student and not eligible to receive federal aid for those developmental courses.

If a student is on an appeal, financial aid can only pay one time for a course repeat.

### ***Repeat Courses***

According to Federal guidelines, financial aid can pay for a repeat class 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 class load status.

### ***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. The Financial Aid Office will divide all Financial Aid into two disbursements. The first disbursement will be after 30 days into the term and the second disbursement will be after the mid point of the term

**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 Financial Aid Office concerning current federal and state refund policies and examples.

### ***Title IV Refund Policy (Pell Grants, Stafford Student Loans)***

Current federal guidelines require schools to monitor students who are recipients of Federal Title IV aid who may officially withdraw or cease attendance while enrolled. The institution is required to calculate any unearned Title IV funds that must be returned to Title IV programs. This refund 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 Department of Education as a result of this refund. The student is responsible for all outstanding debts created by this policy. 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.

### **Courses not covered for Financial Aid**

Some courses, although for credit, may not be eligible for federal aid. Only courses that are required for your degree are covered 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 Industrial Electronics; prior approval is required. STNA courses are not calculated in the determination of the Pell Grant.

## ***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 be aware of the school's policies and procedures, financial aid, and any other information necessary to help make the final decision to attend. As a consumer, 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 "STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS"), and the consequences of unsatisfactory progress (see "Financial Aid Warning / Probation").

### **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 necessary.

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

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

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

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

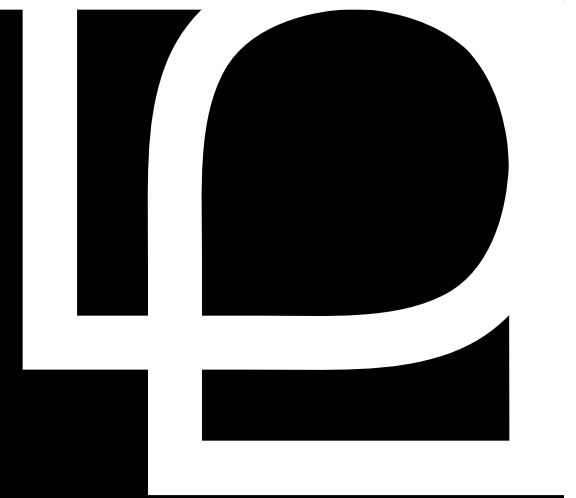
10. Know and comply with the College's refund policies and procedures.

11. Know the consequences of being convicted of possession 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.



# STUDENT LIFE

*2014 - 2015 Academic Year*





## ***Student Organizations***

Students are encouraged to work with the Belmont Student Life staff to develop and plan additional student organizations. A process has been developed for approval and recognition of student groups. Details on this process are available from Belmont's Office of Student Engagement and Leadership and Career Services. The following recognized organizations are currently offered at Belmont:

### **Student Government Association (SGA)**

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.

### **Student Activities Committee**

The Belmont Student Activities Committee, a subgroup of SGA, 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 on this committee.

### **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 credit hours of associate degree coursework at Belmont. Practical Nursing certificate program students are also eligible for consideration.

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

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

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

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

### **Building Preservation (BPR) Student Association**

BPR students interested in joining this organization are encouraged to contact the Program Chair.

### **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.

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

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

## ***Social Events***

Social events at Belmont College may be sponsored by the Student Government Association, the Student Activities Committee, or other recognized student organizations with permission from the Office of Student Engagement Leadership and Career Services. 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 Office of Student Engagement and Leadership.

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 Office of Student Engagement and Leadership.

## ***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 seeks graduates who wish to serve on the Alumni Council. The Council sponsors social and fundraising events, scholarship drives, and career-related projects. For more information on how you can join the Belmont Alumni Association, or to learn more about special offers and activities for alumni, contact the Coordinator of Development at 740.699.3800.

## ***Bulletin Boards***

Bulletin boards are located throughout the College for the benefit of students and the furtherance of the College's mission and goals. Some bulletin boards are assigned to various offices and program areas. Each office and program area is responsible for maintenance of its designated bulletin board. Other bulletin boards are designated for general use by the student body to post text books for sale, car pool notices, and other items of interest to students.

No materials are to be posted on walls, windows, or other areas. All materials posted on general use bulletin boards require prior approval from the Dean of Student Services or designee. Approved materials are stamped with the date of expiration. Any materials posted without formal approval will be removed.

Belmont College reserves the right to deny approval for bulletin board use if such use is deemed to be inconsistent with the College mission and goals.

## ***Solicitation/Distribution of Literature***

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

## ***Student Commons and Lounge Areas***

These areas (Main Campus Commons, Science and Engineering Lounge, and Harrison County Center 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 Program Advisor. As students progress beyond basic courses, they are encouraged to meet the Program Chair 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, consulting with their advisor and/or Program Chair as needed.

## ***Degree Completion Plans (Academic Progress)***

Each student should meet with their academic advisor to create and maintain a Degree Completion Plan that includes the specific courses required to complete his/her degree or certificate. At the end of each semester, this plan should be updated to reflect the courses already taken and the current grade point average. While the College information system maintains permanent academic records for each student, the Degree Completion Plan serves as the student's verification of official records.

## ***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.

## ***Learning Commons/Library***

Library resources and learning support services are available through the Learning Commons/Library. The Learning Commons facilitates and supports the College's instructional technology and is responsible for the Library Paraprofessional major.

The Learning Commons 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 Learning Commons seeks to empower individuals to become self-directed learners and productive citizens, able to use information effectively to respond to evolving societal and technological developments.

The Learning Commons' collection of resources is designed to support the educational programs of the College. The online catalog provides information about the books, periodicals, videos, and other materials available to patrons. In addition, the Belmont College Learning Commons/Library is an OhioLINK member and provides access to over 140 OhioLINK databases, full-text resources, digital resources, and the Central Catalog, which provides access to the combined holdings from Ohio universities, colleges, community colleges, the State Library of Ohio, selected libraries through SearchOhio, and the Center for Research Libraries in Chicago.

Patrons may borrow from the local collection and can also use the OhioLINK online borrowing system to access any of the millions of items that are available from other libraries. Magazine and journal articles are available from the Inter-Library Loan Program and also full-text from OhioLINK's website and the Learning Commons library catalog. Staff members are available

to provide training in utilizing information resources and developing technological skills for completing assignments.

The Learning Commons/Library is open Monday through Thursday from 8:00 a.m. – 6:30 p.m., and on Friday from 8:00 a.m. – 1:00 p.m.

## ***Charles W. Kocher Student Success Center***

The Charles W. Kocher Student Success Center (SSC) provides assistance to students in many ways. Housed within the SSC are an open computer lab, testing center, tutoring/conference room, and a study area. The open computer lab has computers available for students' usage, offers most of the software programs used at the College, and the staff is available to assist with basic computer skills. Testing is conducted in the SSC, which includes placement, testing for online courses, makeup, GED, and certification testing.

## ***Academic Assistance***

Belmont College provides free academic assistance to students who meet the College's guidelines. The Charles W. Kocher Student Success Center facilitates this service, which is intended to provide support to students who experience challenges with their course requirements. To request assistance, students must complete a "Request for Assistance" form they may obtain from the Charles W. Kocher Student Success Center. Once the request has been submitted, a Student Success Center staff member will meet with the student and work collaboratively to arrange academic assistance. Academic assistance ranges from workshops to web-based programs to individualized and specialized tutoring. In addition, drop-in and on-line math, English, and nursing tutoring are available in the Student Success Center.

## ***Bookstore***

The College Bookstore sells textbooks, reference books, school supplies, gift and apparel items, academically-priced software, and course equipment.

The Bookstore is located in the Student Commons area of the Main Campus, with a branch at the Harrison County Center in Cadiz. Textbooks are sold first to students, and then to the general public.

All Bookstore 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.

Refunds of textbooks will only be considered during the first two weeks of class within the semester purchased. 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). If textbook is not in stated new condition, partial refund may be given.

## ***The Cindy L. Jones Child Development Center***

Belmont College offers the convenience of Toddler and Preschool age Programs in our Child Development Center located on Main Campus. The Child Development Center is available to children of enrolled students and employees.

The Center has an educational environment that combines high quality care with a curriculum that





is developmentally appropriate based on each child's age and level of development. Licensed through the Ohio Department of Job and Family Services, the Center is available for children aged 18 months through 5 years. Hours of operation are from 7:30 a.m. to 4:30 p.m., Monday through Friday according to the College Semester calendar.

Advanced registration is required. Those interested should contact the Child Development Center at the earliest possible date. Vacancies are filled from a waiting list according to age and on a space-available basis.

Fees are based on scheduled hours according to each student's class schedule. The Center is contracted with most surrounding counties in Ohio, in addition to the Resource & Referral Agencies in West Virginia for child care assistance.

### ***Child Care Center Security***

Belmont College has implemented various procedures to ensure the safety and security of children while attending the Cindy L. Jones Child Development Center. The Center is a highly-secured facility requiring a key card for entry. The facility is under video surveillance at all times. Procedures for various emergency events are also in place and are implemented to ensure the safety of the children. Parents with questions should speak to the Director of Operations or the Director of Child Care Services.

### ***Child Care Drop Off***

Two parking spaces have been designated for child care drop off/pick up with a ten (10) minute limit. These spaces are to help assure the health and safety of the children attending our child care center. Vehicles found in the spaces for more than the ten minute limit are subject to towing at the expense of the owner.

### ***Belmont Café***

A cafeteria providing hot food services to the College is located in the Student Commons area of the Main Campus. 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 Main Campus, Science and Engineering Building, and Harrison County Center lounge areas. A number of restaurants are within driving distance of campus locations.

### ***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 Director of Human Resources, who serves as the ADA Compliance Coordinator. Grievance procedures are outlined in this catalog. Please see "Grievance Procedure" in catalog index.

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 Services 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 adjacent to the access parking area near the

Applied Technology Innovation Center (ATIC) entrance. The Science and Engineering Building (two levels) is 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. However, insurance information is available to all students. Complete information concerning policy coverage, rates, etc., is available in a brochure which may be obtained from Student Services staff. Subscription to this particular insurance is voluntary. The College does not endorse any particular policy.

### ***Parking and Vehicle Registration***

Parking is provided for students in designated areas on the north and east sides of the Main Campus building, in the Ohio University Eastern lot for classes held in the Science and Engineering building, and in a lot located near the Natural Science building. Students should not park in areas designated for faculty, staff, or Child Care Drop Off unless authorized to do so. Harrison County Center and Monroe County Center parking is in the lot near the front entrance to the building.

All vehicles parked in Main Campus lots, including Natural Science and the S&E buildings, must be registered in the Business Office. Identification stickers are furnished for each vehicle and should be affixed to the rear window or on the rear bumper, as recommended by the Business Office. Students attending classes held at the Harrison County Center who will not be attending at the Main Campus can register their vehicles at the Harrison County Center.

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



to this provision is made for persons who are in need of temporary accommodation of a readily accessible parking space as the result of an accident (i.e., broken leg). Temporary handicapped authorization covers a period of four weeks and is not renewable. Temporary authorizations are available from the Belmont Access Advisor in the Student Services Department.

## ***Career Services***

Career services are available to Belmont graduates and students at no charge. 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. Students, employers, and alumni can access this service at [www.belmontcollege.edu](http://www.belmontcollege.edu). Through this service 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 include working 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 740.699.3804.

## ***College Policies***

All College policies affecting students and employees are published in the current catalog or placed on file in the Learning Commons 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***

Alcoholic beverages and illegal drugs are not permitted on College premises. This policy applies to all students, employees, and campus visitors. Those persons violating the policy are subject to sanctions as indicated in the Code of Conduct (students) or College Policy Manual (employees).

### ***Tobacco Use Policy***

In accordance with the Smoke-Free Workplace Act (Chapter 3794 of the Ohio Revised Code), Belmont College prohibits smoking and 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 unless otherwise approved by the President. This includes all buildings at the

Main and Harrison County Center Campuses, the Natural Science Building, the Science and Engineering Building, and the Morristown Lab. The courtyard area at the Main Campus is also 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.

### ***Firearms Policy***

Firearms are prohibited on College property. The Belmont County Sheriff's Department warns that those in violation of this policy 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, revised in June 1991, specifically addresses the unacceptable conduct of illegal possession of firearms on campus in the following excerpt:

Resolution 74-3.11 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.

This policy includes shotguns and rifles commonly carried during hunting season. The parking lots of Belmont College and the adjoining Belmont–Harrison Career Center are part of a drug-free, gun-free zone.

Certified Peace Officers required by their employer to carry a weapon while on College property are required to speak with the Director of Safety/Security.

## ***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.

## ***Resolution 74-3 Code of Conduct***

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.

The Dean of Student Services 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 Student Services. The Dean of Student Services 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 Services 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 Services 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 Services Department, the student will be required to present in writing the nature of their complaint and deliver it to the Dean of Student Services 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 Student Services will form a committee comprised of a faculty member, a member of the Student Services 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 Student Services 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 Student Services 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 Student Services will form a committee comprised of a faculty member, a member of the Student Services 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 Student Services 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. The complete text of this policy, as amended, is available in the Learning Commons.

## ***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 front 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 of Financial Aid
Student Records.....	Registrar
Business Office.....	VP of Administrative Affairs
Academics .....	Executive Dean of Academic Affairs
Advising .....	Dean of Student Services
Career Services.....	Career Services Coordinator

## ***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.

## ***Grade Transcripts***

All transcript requests must be submitted in writing to the Records Office, either on the appropriate form or by letter. A valid photo ID is also required. Requests must include the student's name under which they attended Belmont College, student identification number, telephone number, last term of enrollment, address to which the transcript is to be mailed, and the student's signature. Although faxed requests are accepted, official transcripts cannot be faxed. Official transcripts are printed on copy protected paper and will not fax properly. The Records Office cannot release data for any student with an outstanding balance due or with unreturned College property (e.g. library books, etc.).

Unofficial transcripts can be generated at any time by students via the JICS portal page (MyBelmont.belmontcollege.edu). Students wishing to view their unofficial transcript must log into MyBelmont.belmontcollege.edu, 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 or security guard 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. This information is available to current students and employees, and to any applicant for enrollment or employment, in the Human Resources Office or our website ([www.belmontcollege.edu](http://www.belmontcollege.edu)).

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 a security guard 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.

See the website to view the Campus Crime Report.

## ***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. Located near the telephone in each room are the Emergency Response Procedures and Safety Information packets.

## ***Fire Safety Guidelines***

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

1. Any time the fire alarm activates (horns only or horns and lights), and you have not been told by our Maintenance Staff that they are testing or working on the system, you are required to exit the building IMMEDIATELY using the closest available exit for your location, as noted on the evacuation plan for each area.
2. Once you have exited the building, you should proceed to the evacuation assembling point for the building. This will keep you out of the way of the incoming emergency vehicle traffic and will also provide a location for our Administrators to assess if everyone has left the building.

### **Evacuation Assembling Points**

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

**Natural Science** – 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

3. When you reach the evacuation assembling point, report in with your instructor, who is checking to ensure everyone from their class is accounted for.
4. If you were not in a class at the time of the emergency, please try to stay in a group. If you think someone is missing from your group, report it to an Administrator or instructor. This information will be relayed to the responding emergency agencies.

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

## ***Emergencies/Incidents***

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

### **Medical and law enforcement agencies serving Belmont College are:**

#### **Main Campus**

Law Enforcement: Belmont County Sheriff's Department and Richland Twp. Police

Medical: Cumberland Trail Emergency Squad

#### **Harrison County Center**

Law Enforcement: Cadiz Police Department

Medical: Cadiz Emergency Squad

#### **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 the security guard or 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 security guard or College official. If you feel uneasy about walking out to your vehicle late at night and are at the Main Campus, S&E or Natural Science building, dial 8511 and the security guard will escort you to your vehicle. If you are at the Harrison County Center, contact maintenance and they will escort you.

### ***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.

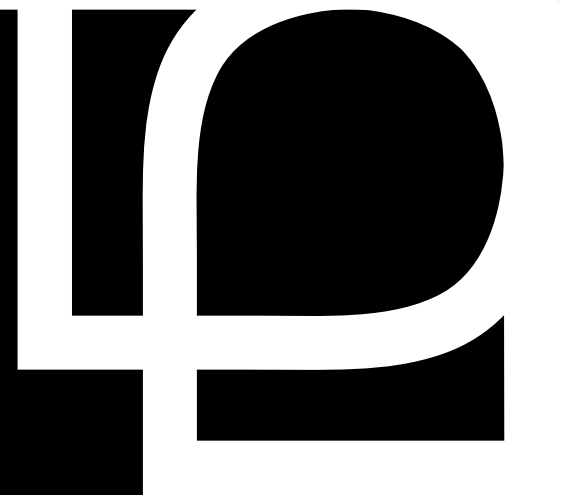
This system will be tested at the beginning of each term. It is your responsibility to maintain your current contact information for the system as well as to remove yourself from the system when you are no longer enrolled.





# ACADEMIC POLICIES & PROCEDURES

*2014 - 2015 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 executive Dean of Academic Affairs, in conjunction with the appropriate Program Chair, 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:

- 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 Program Chair, 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 5 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 5th 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 5th 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 5 semester days of the term, or #4B after the 5th 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 Program Chair 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 2nd 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 2nd 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 2nd 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 2nd 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"

**NR** - 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 Executive Dean of Academic 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 grade of I, D, or F as of the ending date of the term considered for the Dean's List

### Academic Probation and Dismissal

At the discretion of the Dean of Student Services, students are placed on academic probation if their cumulative grade point average is less than:

- 1.00 after the first 11 hours attempted
- 1.25 after the first 21 hours attempted
- 1.50 after the first 32 hours attempted
- 1.75 after the first 43 hours attempted
- 1.90 after the first 54 hours attempted
- 2.00 after the first 60 hours attempted

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.

## ***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 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 Executive Dean of Academic Affairs or his/her designee.
2. Within one week of submitting the appeal form, the student will be contacted by the Executive Dean of Academic Affairs or designee to schedule and keep an appointment. It should be noted that the Executive Dean of Academic Affairs or designee has the latitude to pursue resolution in a manner consistent with past practice and in keeping with established ethical standards. For example:
  - a. The Executive Dean of Academic Affairs or designee may discuss the problem with the

instructor and review all pertinent records in order to resolve the dispute.

b. The Executive Dean of Academic Affairs or designee may also solicit counsel from appropriate others at his/her discretion.

3. The Executive Dean of Academic Affairs or designee will submit a written synopsis of this meeting to the instructor, student, and Vice President of Learning and Student Success within seven calendar days of the meeting.

4. The written results from Step 2 will be reviewed by the Vice President of Learning and Student Success or designee within seven calendar days of submission.

- a. If a resolution has been reached, the Vice President of Learning and Student Success or designee will review the resolution.
- b. The Vice President of Learning and Student Success or designee will discuss the outcome briefly with the student to insure that the student is aware of the outcome.
- c. 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 second phase of the appeal along with a written statement of the problem to the Vice President of Learning and Student Success 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 Learning and Student Success or designee shall schedule and keep an appointment within seven calendar days with the following individuals:
  - a. Executive Dean of Academic Affairs
  - b. The instructor
  - c. The student

d. The student's advocate (optional), who may be any member of the College community

e. 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 Learning and Student Success 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 Learning and Student Success 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 Learning and Student Success. 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 Learning and Student Success:
  - 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:
  - i. One selected by the student filing the appeal
  - ii. 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 Learning and Student Success 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 Learning and Student Success 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 Learning and Student Success 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 Learning and Student Success or designee.
2. The Vice President of Learning and Student Success 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 Learning and Student Success 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 in duration with not less than fifteen (15) weeks devoted to instruction.

Traditional credit is obtained through class attendance and completion of class assignments for classroom, laboratory, or clinical instruction.

**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.

**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 of necessity at a health-related agency. One credit hour shall be awarded for three or four 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.

**Nontraditional Credit  
Residence Requirement**

In order to receive a degree from Belmont College, a student must successfully complete a minimum of 16 semester or 24 quarter 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 as a transient student. 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 Program Chair to determine whether sufficient reason exists to warrant pursuing the appropriate examination. If the Program Chair 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 proper 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 each 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.

The College also recognizes the College Level Examination Program (CLEP). Evaluation of documents will be done by the Program Chair.



### **Credit for Experience (see Residence Requirement)**

The student seeking credit for experience will complete Form 53, Part I, and present it to the Program Chair for each course. The burden to prove that specific experience deserves credit falls upon the student. Students desiring credit for experience must apply to enroll at Belmont College.

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

The student will pay a fee to the Business Office. This fee is nonrefundable. The student will then prepare a portfolio that documents 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 Program Chair will select an instructor or instructors to evaluate the portfolio.

Examples of items to include in the portfolio:

- a. Resume;
- b. Job description;
- c. Documentation of how work experience has met the learning objectives outlined in the course syllabus. A minimum of six months' full-time work experience is required before on-the-job performance will be considered. Include a letter (on company letterhead) from supervisor stating these duties have been performed on the job at XYZ Company, signed by the supervisor.
- d. Include seminar, certificates, and other relevant training documentation:

e. Include examples of work, e.g., computer programs written, business letters written.

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.

### **Directed Study - Practicum**

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 Program Chair.

### **Cooperative Work Experience**

Cooperative work experience may be utilized as a component of certain programs. Award of credit as well as other specifics relating to cooperative work experience is under the discretion of the Program Chair. 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 clock 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 Program Chair, who will forward a recommendation to the Executive Dean of Academic 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 North Central Association of Colleges and Schools. The courses must be comparable in regard to earned credit and quality points to those taught at Belmont College. They must be 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 Program Chair 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 North Central Association of Colleges and Schools. 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 Board of Regents 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 Board of Regents will establish 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 Board of Regents' 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 5-6 quarter hours or 3 semester hours); mathematics, statistics and formal/symbolic logic (minimum of 3 quarter hours or 3 semester hours); arts/humanities (minimum 9 quarter hours or 6 semester hours); social and behavioral sciences (minimum of 9 quarter hours or 6 semester hours); and natural sciences (minimum 9 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 (TAGs) 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. TAGs 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 transcript from another institution, the receiving institution shall provide the student with a statement of transfer credit applicability. At the same time, the institution must inform the student of the institution's appeals process. The process should be multi-level and responses should be issued within 30 days of the receipt of the appeal.

### **Transfer Articulation Agreements**

At the time of publication of this catalog, Belmont College has articulation and transfer agreements in place with several institutions.

## ***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 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 Program Chair.
2. Transcripts are reviewed by the Program Chair.
3. The Program Chair will either recommend or reject the student's application and forward the recommendation to the Executive Dean of Academic Affairs.
4. Approval for an award or rejection of academic forgiveness is granted or declined by the Executive Dean of Academic 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 from 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 Executive Dean of Academic Affairs and Program Chairs.

### **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.

When possible, announcements will be made on WTRF-TV Wheeling (Channel 7) and WTOV-TV Steubenville (Channel 9) concerning the next day's classes as well as the College's main website [www.belmontcollege.edu](http://www.belmontcollege.edu). The following radio stations will broadcast day and/or evening class cancellations: JACK-FM/Bellaire, WILE-AM/Cambridge, WOMP-AM/ Bellaire, WCMJ-FM/Cambridge, WSTV-AM/Steubenville, WWVA-AM/Wheeling, WOVK-FM/Wheeling, KOOL-FM/ Bellaire, WKKX-AM/Wheeling, WBBB-AM/Wheeling, WEGW-FM/Wheeling, WEEL-FM/Wheeling, WVKF-FM/ Wheeling, WKWK-FM/Wheeling, WBNV-FM /Barnesville, WWKC-FM/Caldwell, and WTUZ, Dover.

The decision to delay or cancel classes is based upon the Weather Officer Decision Protocol.

Information concerning the weather will be obtained by the Weather Officer designated by the President. The following information will apply to cancellation decisions:

- A decision to delay the start of classes will be reached by 6 am and announced on the stations listed.
- If weather conditions continue to deteriorate, a decision to cancel classes for the day will be reached by 8 am and announced on the same stations.
- If it is necessary to cancel evening classes (those beginning after 5 pm), a separate announcement will be made by 3 pm. In addition, a message will be placed on the College voice mail system so students, faculty, and staff may call in to verify the operational status of the College.

## ***Illness/Absence of Instructor***

Cancelled class notices are posted on the television monitors located on Student Street and on MyBelmont.

Instructors who are unable to conduct classes may also post an announcement on their class site at <http://MyBelmont.belmontcollege.edu/ics//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.

## ***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.

## ***Writing Across the Curriculum***

The Writing Across the Curriculum (WAC) philosophy is that writing can be used as a tool for learning. Through writing, the student discovers meaning and makes connections between new concepts and those already known. It is a unique mode of learning in the sense that it is multimodal, involving the eye, the hand, and the whole brain.

Belmont requires at least one writing assignment in every course. By graduation, students should be able to demonstrate, in writing, knowledge of their discipline.

## ***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 2 calendar days of the semester (Change in Schedule form #4A); students may drop classes without record during the first 5 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 Learning and Student Success 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 Board of Regents in the Two Year College Operating Manual/Guidelines for Program Review. To accomplish that objective, the College offers students Certificates, 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.

**A certificate program** includes specific technical skills training but expands the curriculum to include directly related areas such as mathematics and communications. A certificate requires at least two semesters of full-time study. Certificates are formal awards certifying the satisfactory completion of an organized program of study at the postsecondary level.

**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. The program must have an area of concentration which is equivalent to at least 30 semester credit hours (45 quarter 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 (or 45 quarter credit hours).

**The Associate of Arts or Sciences 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.

**One Year Technical Certificates** are awarded by community colleges for the completion of a minimum of 30 and a maximum of 37 semester credit hours (45 to 55 quarter credit hours) of coursework, with the majority of the coursework completed in a prescribed technical area. These certificates should be applicable to an associate degree, either at the student’s “home” campus, at another community college within commuting distance, or through a distance education partnership with another campus.

**Short Term Technical Certificates** are awarded by community colleges for the completion of less than 30 semester credit hours (45 quarter credit hours) that are designed for a specific employment situation.

Associate degrees are characterized by the following:

1. A minimum of 60 semester hours
2. A maximum of 73 semester hours
3. A minimum of 50% of semester hours in general education and related non-technical courses
4. A minimum of 50% of semester hours in the program core

## ***Normal Progress***

Normal progress is defined as completion of a designated program in one and a half times the scheduled completion timeframe. 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 2 out of 3 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 GED scores to the records office,
2. Successfully completed all course requirements in the program;
3. Successfully complete a minimum of 16 semester or 24 quarter credit hours within the designated program in residence at the College.
4. Earned a grade point average of 2.0 or better in courses utilized for graduation; and
5. Paid all financial obligations to the College.

## ***Graduation Degree Audit***

Students who anticipate graduation must apply for each degree or certificate they will be receiving. Applications for graduation (Degree Candidacy Declaration, form #73) may be obtained from the Records Office or Program Chairs. Completed forms must be submitted to the Business Office, along with all applicable fees, one semester before the anticipated completion of the program.

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

1. Students submit a completed Degree Candidacy Declaration form #73 for each degree or certificate, including all applicable fees, to the Business Office one semester prior to intended completion.
2. The Business Office processes the paid forms and forwards them to the Records Office.

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

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

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

6. The Program Chair forwards the Degree Candidacy Declaration forms to the Executive Dean of Academic Affairs to be considered for approval.

7. The Executive Dean of Academic Affairs forwards Degree Candidacy Declaration forms and Graduation Report to the Records Office for further processing.

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

Students are urged to attend the graduation ceremony.

## ***Academic Honors***

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

## ***Valedictorian/Salutatorian Status***

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



# PROGRAM INFORMATION

*2014 - 2015 Academic Year*





# PROGRAM TABLE OF CONTENTS

**Associate of Arts Degree (AAG) ..... 62**

**Associate of Science Degree (ASG) ..... 64**

**Building Preservation/Restoration (BPR) ..... 66**

## **Business**

Accounting (ACC) .....70

Business Administration & Leadership (BAL).....71

General Bookkeeping Certificate (BKP) .....72

Legal Office Specialist Certificate (LGL).....73

Marketing (MKT).....74

Office Administration (OAM).....75

Office Clerk Specialist Certificate (OFS).....76

Real Estate (RES) .....77

Small Business Management (SBA).....78

## **Computer & Information Technology**

Computer Applications Certificate (CAC).....80

Cyber Security & Computer Forensics (CSF).....81

Cyber Security Certificate (CCF).....82

Electronic Media (ITT) .....83

Library Paraprofessional (LIS).....84

Networking (ITX) .....85

**Early Childhood Education (EDU) ..... 86**

Early Childhood Education Policies and Procedures .....88

## **Engineering**

Civil Engineering (CET).....91

Industrial Electronics Technology (IET) .....92

Power Plant Technology (EUT).....93

Process Technician .....94

Bachelor of Science with Kent State University.....95

## **Industrial Trades**

Heating, Ventilation, and Air Conditioning Technology (INH)...97

Heating, Ventilation, and Air Conditioning Technology

Certificate (HVC) .....98

Welding Technology (INW).....99

Welding Technology Certificate (WLD) .....100

## **Medical**

Medical Assisting (MED).....102

Medical Assisting Policies and Procedures.....103

Medical Coding Certificate (MCB).....104

Medical Transcriptionist Certificate (MTC) .....105

Radiologic Technology (RAD).....106

**Mental Health (MHT) ..... 107**

Mental Health Policies and Procedures.....109

## **Nursing**

Nursing Requirements.....121

Practical Nursing Certificate (PNP).....112

Practical Nursing Policies and Procedures.....113

Registered Nursing (ADN).....115

Registered Nursing Evening/Weekend Program (ADN).....116

Registered Nursing Policies and Procedures .....117

Transitional Curriculum for Certified Paramedics (PTN).....119

Transitional Curriculum for Practical Nurses (TAN).....120

**Public Service..... 120**

Criminal Justice (CJT) .....123

Emergency Medical Services - Paramedic (EMT) .....124

Emergency Medical Services - Paramedic Certificate (PRM).....125

Emergency Medical - Paramedic Policies and Procedures.....126

Firefighter.....129

# ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE



PROGRAM INFORMATION

# 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 65 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 65-hour requirement. Please see the "Suggested Course Sequence" on the following page. 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 65-hour requirement.

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

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

## Program Outcomes

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

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	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
	<b>SPRING SEMESTER</b>	16-17
	COM1115 Speech	3
	ENG1120 Composition II <b>OR</b> ENG1125 Critical Writing	3
	Arts & Humanities Electives (ENG2105 and PHL2120 recommended)	6
Year 2	Natural Science Elective	4-5
	<b>FALL SEMESTER</b>	18-22
	Arts & Humanities Electives (HUM2110 recommended)	6
	Natural Science Elective	3-5
	Social & Behavioral Science Elective (ANT2110 recommended)	3
	Free Electives*	6-8
	<b>SPRING SEMESTER</b>	15-18
	Arts & Humanities Elective	3
	Social & Behavioral Science Elective (SOC2160 recommended)	3
	Free Electives*	9-12
<b>Total Credit Hours</b>		<b>65-74</b>

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

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	Composition II * OR	3
ENG1125	Critical Writing *	
ENG1140	Technical Writing	3
BUS1103	Business Communications	3
COM1110	Interpersonal Communications	3
COM1115	Speech *	3
SOCIAL & BEHAVIORAL SCIENCES (12) (choose 6 hours from 2 areas below, plus an additional 6 hours)		
Anthropology/Sociology		
ANT2110	Cultural Anthropology	3
SOC1110	Sociology	3
SOC1120	Social Problems	3
SOC2130	Criminology	3
SOC2140	Juvenile Delinquency	3
SOC2150	Marriage and the Family	3
SOC2160	Cultural/Diversity Studies	3
Economics/Business/Political Science		
BUS2241	Business Law	3
ECN1110	Macroeconomics	3
ECN1120	Microeconomics	3
POL2110	American National Government	3
POL2120	State and Local Government	3
History		
HIS1110	Western Civilization I	3
HIS1112	Western Civilization II	3
HIS1120	Eastern Civilization I	3
HIS1122	Eastern Civilization II	3
HIS1124	Eastern Civilization III	3
HIS2110	American History I	3
HIS2112	American History II	3
HIS2120	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 (10)		
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
ADDITIONAL ELECTIVE CREDITS (15)		

\* Required



# ASSOCIATE OF SCIENCE DEGREE (ASG)

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

The Associate of Science degree requires a minimum of 65 semester credit hours for graduation. These hours are composed of a minimum of 53 hours of general education courses selected within categories and enough electives to complete the 65-hour requirement. Please see the "Suggested Course Sequence" on the following page. 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 65-hour requirement.

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

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

## Program Outcomes

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

1. Pursue Knowledge: Students learn through discipline-specific and interdisciplinary discovery processes, think critically, and synthesize resulting knowledge.

## Year 1

		Semester Credit Hours
<b>FALL SEMESTER</b>		17-18
ENG1110	Composition I	3
FYE1110	Student Learning & Success	1
	Math Elective (MAT1130 recommended)	4
	Natural Science Elective	3-4
	Social & Behavioral Science Electives (PSY1120 and SOC1110 recommended)	6
<b>SPRING SEMESTER</b>		18-20
COM1115	Speech	3
ENG1120	Composition II <b>OR</b>	3
ENG1125	Critical Writing	
	Arts & Humanities Electives (ENG2105 and PHL2120 recommended)	6
	Math Elective (MAT1140 recommended)	3
	Natural Science Elective	3-5

## Year 2

		Semester Credit Hours
<b>FALL SEMESTER</b>		15-19
	Arts & Humanities Electives (HUM2110 recommended)	3
	Natural Science Elective	3-5
	Social & Behavioral Science Elective (ANT2110 recommended)	3
	Free Electives*	6-8
<b>SPRING SEMESTER</b>		15-19
	Arts & Humanities Elective	3
	Natural Science Elective	3-5
	Social & Behavioral Science Elective (SOC2160 recommended)	3
	Free Electives*	6-8

**Total Credit Hours 65-76**

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

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
ENG1140	Technical Writing	3
BUS1103	Business Communications	3
COM1110	Interpersonal Communications	3
COM1115	Speech *	3
SOCIAL & BEHAVIORAL SCIENCES (12) (choose 6 hours from 2 areas below, plus an additional 6 hours)		
Anthropology/Sociology		
ANT2110	Cultural Anthropology	3
SOC1110	Sociology	3
SOC1120	Social Problems	3
SOC2130	Criminology	3
SOC2140	Juvenile Delinquency	3
SOC2150	Marriage and the Family	3
SOC2160	Cultural/Diversity Studies	3
Economics/Business/Political Science		
BUS2241	Business Law	3
ECN1110	Macroeconomics	3
ECN1120	Microeconomics	3
POL2110	American National Government	3
POL2120	State and Local Government	3
History		
HIS1110	Western Civilization I	3
HIS1112	Western Civilization II	3
HIS1120	Eastern Civilization I	3
HIS1122	Eastern Civilization II	3
HIS1124	Eastern Civilization III	3
HIS2110	American History I	3
HIS2112	American History II	3
HIS2120	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 (10)		
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 (12) (choose 6 hours from 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
ADDITIONAL ELECTIVE CREDITS (12)		

\* Required

# BUILDING PRESERVATION/ RESTORATION



PROGRAM INFORMATION

# 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.

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.

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.





Year 1			Semester Credit Hours
	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		15-17
	BPR1123	Historic Research and Documentation	3
	HIS1132	History of American Architecture II	3
Year 2		Restricted Elective #1	3
		Material Science Elective #1	3
		Math Elective (MAT1115 or higher)	3-5
	SUMMER TERM		4
	BPR1170	Field Lab: Community Service	1
		Material Science Elective #2	3
			Semester Credit Hours
	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			66-68

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

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

# BUSINESS

*Accounting • Business Management: Business Administration and Leadership & Small Business  
Administration and Entrepreneurship • General Bookkeeping • Legal Office Specialist •  
Marketing • Office Administration • Office Clerk Specialist • Real Estate*



PROGRAM INFORMATION

# 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.

Year 1			Semester Credit Hours
	FALL SEMESTER		17
	ACC1120	Financial Accounting	4
	CPT1100	Introduction to Computers/OS	4
	ENG1110	Composition I	3
	ECN1110	Macroeconomics	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		16-17
	ACC1126	Managerial Accounting	4
	BUS2241	Business Law	3
Year 2	COM1115	Speech	3
	CPT1132	Computerized Spreadsheet Applications	3
		Math Elective (MAT1115 or higher)	3-4
			Semester Credit Hours
	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		15-16
	ACC2205	Intermediate Accounting II	4
	ACC2225	Computerized Accounting	3
	BUS2288	Business Internship and	2
	BUS2289	Business Seminar <b>OR</b>	
	BUS2282	Business Plan Preparation	2
	ECN1120	Microeconomics	3
		Math Elective	3-4
Total Credit Hours			63-66

# BUSINESS ADMINISTRATION & LEADERSHIP CONCENTRATION (BAL)

## BUSINESS MANAGEMENT

### ASSOCIATE OF APPLIED BUSINESS DEGREE

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

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

#### **Program Outcomes**

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

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	<b>16</b>
	BUS1111 Introduction to Business	3
	CPT1100 Introduction to Computers/OS	4
	ENG1110 Composition I	3
	ECN1110 Macroeconomics	3
	Arts & Humanities Elective	3
	<b>SPRING SEMESTER</b>	<b>13-14</b>
	ACC1120 Financial Accounting	4
	BUS1116 Business Ethics	3
	ECN1120 Microeconomics	3
	Math Elective (MAT1115 or higher)	3-4
Year 2	<b>Semester Credit Hours</b>	
	<b>FALL SEMESTER</b>	<b>16-17</b>
	ACC1126 Managerial Accounting	4
	BUS1125 Supervision and Management	3
	BUS2241 Business Law	3
	COM1115 Speech	3
	Natural & Physical Science Elective	3-4
	<b>SPRING SEMESTER</b>	<b>17-18</b>
	BUS2216 Leadership	3
	BUS2230 Project Management	3
	BUS2251 Human Resources Management	3
	BUS2288 Business Internship and	2
	BUS2289 Business Seminar OR	
	BUS2280 Business Decision Making	2
	CPT1132 Computerized Spreadsheet	3
	Math Elective (MAT1115 or higher)	3-4
<b>Total Credit Hours</b>		<b>62-65</b>



# GENERAL BOOKKEEPING (BKP)

## CERTIFICATE PROGRAM

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

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

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

### **Program Outcomes**

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

*For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our website: [www.belmontcollege.edu](http://www.belmontcollege.edu)*

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	18
	ACC1120 Financial Accounting	4
	ACC2238 Fundamentals of Tax Accounting	4
	CPT1100 Introduction to Computers/OS	4
	ENG1110 Composition I	3
	ECN1110 Macroeconomics	3
	<b>SPRING SEMESTER</b>	15-16
	ACC1126 Managerial Accounting	4
	ACC2225 Computerized Accounting/Quickbooks	3
	COM1115 Speech	3
	CPT1132 Computerized Spreadsheet Applications	3
	Math Elective (1115 or higher)	3-4
	<b>Total Credit Hours</b>	<b>34-35</b>



# 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.

### **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 using machine transcribers.
7. Apply appropriate writing techniques, use correct spelling, punctuation, and proper grammar when composing business correspondence.
8. Learn correct records management procedures in order to file and retrieve correspondence in a correct and timely fashion.

*For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our website: [www.belmontcollege.edu](http://www.belmontcollege.edu)*

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	16-17
	BUS2241 Business Law	3
	CPT1100 Introduction to Computers	4
	ENG1110 Composition I	3
	LGL1130 Legal Terminology and Transcription	3
	Math Elective (MAT1115 or higher)	3-4
	<b>SPRING SEMESTER</b>	15
	CJT1151 Introduction to Criminal Law	3
	COM1115 Speech	4
	LGL1136 Legal Machine Transcription	3
	OAM1150 Document Production and Formatting	2
	OAM2160 Document Design and Presentation	3
<b>Total Credit Hours</b>		<b>31-32</b>



# MARKETING (MKT)

## ASSOCIATE OF APPLIED BUSINESS DEGREE

Marketing is at the heart of what every business must do to be successful – get and keep customers. The Marketing concentration is dedicated to preparing students for career opportunities in such diverse areas as product management, advertising, public relations, web-based businesses, customer service and sales. This emphasis provides a broad study of marketing activities and focuses on decision making and problems faced by today's marketing managers. The coursework and classroom experiences focus on the development of the technical, human relations, analytical, ethical, legal, decision-making, and interpersonal skills necessary for success in our challenging and dynamic marketplace.

Studies concentrate on traditional marketing, as well as, emphasizing marketing on the Internet. Instruction on multimedia design and development and new media are also part of this new and exciting program. In addition to classroom learning, students will have opportunities to participate in "real-world" case studies and internships.

### **Program Outcomes:**

1. Demonstrate personal professionalism and a practical understanding of ethical, socially responsible marketing practices.
2. Demonstrate proficiency in developing and implementing a comprehensive marketing plan for a small business.
3. Demonstrate proficiency in utilizing the web and new media in marketing activities.
4. Analyze and resolve marketing case studies by integrating marketing, accounting, economics, and management problem-solving skills.

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	
	BUS1111	Introduction to Business
	CPT1100	Introduction to Computers/OS
	ECN1110	Macroeconomics
	ENG1110	Composition I
		Arts & Humanities Elective
	<b>SPRING SEMESTER</b>	
	ACC1120	Financial Accounting
	BUS1116	Business Ethics
	ECN1120	Microeconomics
Year 2	COM1115	Speech
		Math Elective (MAT1115 or higher)
	<b>FALL SEMESTER</b>	
	ACC1126	Managerial Accounting
	BUS1121	Introduction to Marketing
	CPT1119	Multimedia Design & Develop
	CPT1125	Introduction to Media
		Natural/Physical Science Elective
	<b>SPRING SEMESTER</b>	
	BUS1122	Web Marketing
	BUS2241	Business Law
	CPT1132	Computerized Spreadsheet
	BUS2288	Business Internship <b>AND</b>
	BUS2289	Business Seminar <b>OR</b>
	BUS2280	Business Decision Making
		Math Elective (MAT1115 or higher)
<b>Total Credit Hours</b>		<b>62-65</b>

# OFFICE ADMINISTRATION (OAM)

## ASSOCIATE OF APPLIED BUSINESS DEGREE

Creativity, initiative, responsibility, willingness to meet a challenge, and the desire to produce perfect work—are some of the characteristics of a good office administrator. The efficiency of any organization depends upon the caliber of its assistants, who are at the center of communications within the firm. They perform a variety of administrative and clerical duties that are necessary to run and maintain organizations efficiently.

The students in this program are assigned various responsibilities encountered in an office situation and they work independently to accomplish assignments. They proceed at their maximum individual pace in typing and in speed writing from a multi-tape system, which makes possible simultaneous dictation at many speeds. In addition, students are trained on microcomputers using advanced word processing techniques such as merge and boilerplate, and also, in the fundamentals of problem solving. They are taught microcomputer operating systems, database management for mailing labels, and spreadsheet applications. They are also instructed in the use of calculators and transcribers.

In many fields, men and women trained in office administration may find it a stepping stone toward a management position.

### **Program Outcomes**

1. Create and prepare business documents using a variety of software programs.
2. Demonstrate proficiency in written and verbal communication in the management of a professional office.
3. Demonstrate a working knowledge of the accounting cycle.
4. Apply principles of records management in the filing, maintenance, retrieval, and disposition of business records.
5. Demonstrate an understanding of ethical standards applicable to the business environment.
6. Manage workflow utilizing computer, interpersonal, organizational and writing skills.

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	17
	ACC1120 Financial Accounting	4
	BUS1111 Introduction to Business	3
	CPT1100 Introduction to Computers	4
	ENG1110 Composition I	3
	OAM1150 Document Production and Formatting	3
	<b>SPRING SEMESTER</b>	15-16
	BUS1116 Business Ethics	3
	CPT1132 Computerized Spreadsheet	3
	CPT1136 Database Management	3
	ECN1110 Macroeconomics	3
	Math Elective (MAT1115 or higher)	3-4
Year 2	<b>FALL SEMESTER</b>	15
	BUS2241 Business Law	3
	COM1115 Speech	3
	OAM1135 Records Management	3
	OAM2160 Document Design & Presentation	3
	Arts & Humanities Elective	3
	<b>SPRING SEMESTER</b>	14-16
	BUS2288 Business Internship <b>AND</b> BUS2289 Business Seminar <b>OR</b>	2
	OAM2251 Executive Office Practice	2
	OAM1136 Machine Transcription	3
	ECN1120 Microeconomics	3
	Natural/Physical Science Elective	3-4
	Math Elective	3-4
<b>Total Credit Hours</b>		<b>61-64</b>



# OFFICE CLERK SPECIALIST (OFS)

## CERTIFICATE PROGRAM

Good communication skills are essential in any type of office environment. Office specialists help to maintain the necessary flow of clear, concise communication, whether it is written, typed, or transcribed for other personnel. Office specialists need to be able to communicate effectively and to perform a multitude of tasks quickly and efficiently. The Office Specialist program provides an individual with a well-rounded background to perform the following: note taking, typing, filing, transcribing, and using advanced word processing applications with emphasis on desktop publishing, merging documents, creating tables, and charts. This program also prepares individuals to further their education by pursuing a two-year degree in the Office Administration program.

### **Program Outcomes**

1. Format business documents using word processing software.
2. Produce documents using machine transcribers.
3. Design documents such as business cards, newsletters, and brochures used in today's workplace using desktop publishing software.
4. Learn correct records management procedures in order to file and retrieve correspondence in a correct and timely fashion.
5. Incorporate spreadsheet and databases into documents.
6. Apply appropriate writing techniques, using proper grammar, accurate spelling and correct punctuation 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](http://www.belmontcollege.edu)*

		Semester Credit Hours
Year 1	FALL SEMESTER	
	17-18	
	ACC1120	Financial Accounting
	CPT1100	Introduction to Computers
	ENG1110	Composition I
	OAM1135	Records Management
		Math Elective
	SPRING SEMESTER	
	15	
	CPT1132	Computerized Spreadsheets
	COM1115	Speech
	OAM1136	Machine Transcription
	OAM1150	Document Production & Formatting
	OAM2160	Document Design & Presentation
Total Credit Hours		32-33



# REAL ESTATE (RES)

## ASSOCIATE OF APPLIED BUSINESS DEGREE

This program is designed to prepare graduates for entry-level positions in real estate sales and business management/ownership. Real estate sales courses prepare the student for the entry level real estate sales examination. The program offers a unique combination of courses in communications, business management, building preservation and restoration, and pre-licensing real estate education. All courses maintain a commitment to professional development, career development, business ownership/entrepreneurship, moral and ethical values.

Program courses currently meet the educational requirements for licensure and certification in the State of Ohio. Since each state sets requirements for education and experience needed for state licensure, students should become familiar with their specific state's requirements prior to beginning classes.

### **Program Outcomes**

1. Complete the four course pre-licensing exam and be prepared to pass the state exam.
2. Abide by the standards of practice set forth by the Ohio Board of Realty.
3. Develop a working vocabulary and a thorough understanding of the real estate industry, historic architecture and building construction.

Year 1			Semester Credit Hours
	FALL SEMESTER		16
	BUS1111	Introduction to Business	3
	CPT1100	Introduction to Computers	4
	ECN1110	Macroeconomics	3
	ENG1110	Composition I	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		16 - 17
	ACC1120	Financial Accounting	4
	BUS1116	Business Ethics	3
Year 2	ECN1120	Microeconomics	3
	COM1115	Speech	3
		Math Elective (MAT1115 or higher)	3-4
			Semester Credit Hours
	FALL SEMESTER		16
	ACC1126	Managerial Accounting	4
	BUS2241	Business Law	3
	REL2207	Real Estate Appraisal	1.5
	REL2211	Real Estate Law	3
	REL2213	Real Estate Principles & Practices	3
	REL2215	Real Estate Finance	1.5
	SPRING SEMESTER		14 - 15
	CPT1132	Computerized Spreadsheets	2
	BUS2251	Human Resource Management	3
	BUS2288 BUS2289	Business Internship <b>AND</b> Business Seminar <b>OR</b>	2
	BUS2282	Business Plan Preparation	2
		Math Elective (MAT1115 or higher)	2
		Natural & Physical Science Elective	3-4
	Total Credit Hours		62 - 65

# SMALL BUSINESS ADMINISTRATION AND ENTREPRENEURSHIP (SBA) BUSINESS MANAGEMENT

## ASSOCIATE OF APPLIED BUSINESS DEGREE

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

By creating jobs, developing new products, and supplying necessary services to large businesses, small businesses remain the cornerstone of the American marketplace. The Small Business Administration and Entrepreneurship concentration provides the student with the analytical and managerial skills necessary to start and run a small business. The curriculum emphasizes the systematic techniques for determining product viability and market potential, preparing a business plan, financing, dealing effectively with day-to-day administrative, legal, and marketing issues, and establishing accounting procedures and long-term planning requirements.

### **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.
5. Demonstrate knowledge of market research and due diligence techniques as a necessary precursor to the preparation of a formal business plan.
6. Prepare a formal business plan appropriate for presentation to a commercial lending institution.

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	16
	BUS1111 Introduction to Business	3
	CPT1100 Introduction to Computers/OS	4
	ECN1110 Macroeconomics	3
	ENG1110 Composition I	3
	Arts & Humanities Elective	3
	<b>SPRING SEMESTER</b>	16-17
	ACC1120 Financial Accounting	4
	BUS1116 Business Ethics	3
	BUS1141 Small Business Management	3
Year 2	ECN1120 Microeconomics	3
	Math Elective (MAT1115 or higher)	3-4
	<b>Semester Credit Hours</b>	
	<b>FALL SEMESTER</b>	17-18
	ACC1126 Managerial Accounting	4
	ACC2238 Tax Accounting	4
	BUS2210 Organizational Behavior	3
	BUS2241 Business Law	3
	Natural/Physical Science Elective	3-4
	<b>SPRING SEMESTER</b>	14-15
	COM1115 Speech	3
	BUS2206 Small Business Development	3
	BUS2288 Business Internship <b>and</b>	2
	BUS2289 Business Seminar <b>OR</b>	
	BUS2282 Business Plan Preparation	2
	Math Elective (MAT1115 or higher)	3-4
	CPT1132 Computerized Spreadsheet	3
<b>Total Credit Hours</b>		<b>63-66</b>

# COMPUTER & INFORMATION TECHNOLOGY

*Computer Applications • Cyber Security & Computer Forensics • Cyber Security •  
Electronic Media • Library Paraprofessional • Networking*



PROGRAM INFORMATION



# 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 data processing students choose to continue their education, courses in this program are applicable to the two-year Information Technology Associate of Applied Science Degree.

### **Program Outcomes**

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

*For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our website:*  
[www.belmontcollege.edu](http://www.belmontcollege.edu)

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	<b>17</b>
	ACC1120 Financial Accounting	4
	BUS1111 Introduction to Business	3
	CPT1100 Introduction to Computers/OS	4
	ENG1110 Composition I	3
	OAM1127 Word Processing	3
	<b>SPRING SEMESTER</b>	<b>16</b>
	CPT1132 Computerized Spreadsheet	3
	CPT1136 Database Management	3
	MAT1120 Statistics	4
	IT Electives*	6
<b>Total Credit Hours</b>		<b>33</b>

\* 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.

Year 1			Semester Credit Hours
	FALL SEMESTER		10
	CPT1100	Introduction to Computers/OS	4
	CSF1112	Cyber Law and Ethics	3
	NET1143	Fundamentals of UNIX	3
	SPRING SEMESTER		9
	CSF1101	Introduction to Network Security	3
	CSF1142	Operating Systems Security	3
	NET1142	PC Operating Systems	3
	SUMMER TERM		9
	CSF1152	Web Security	3
	CSF1162	Wireless Security	3
	NET1141	PC Hardware	3
Year 2			Semester Credit Hours
	FALL SEMESTER		9
	CSF2201	Computer Forensics & Investigation	3
	CSF2210	Ethical Hacking & Network Defense	3
	ENG1110	Composition I	3
	SPRING SEMESTER		8
	PHL2130	Ethics	3
	CSF2222	Incidence Response/Disaster Recovery	3
	CPT2283	IT Program Design/Build <b>OR</b>	2
	CPT2288	IT Internship <b>AND</b>	1
	CPT2289	IT Seminar	1
	SUMMER TERM		6
	CSF2242	Firewalls & Network Security	3
	CSF2252	Collecting Evidence	3
Year 3			Semester Credit Hours
	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			67

# 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](http://www.belmontcollege.edu)*

		Semester Credit Hours
Year 1	FALL SEMESTER	
	CPT1100	Introduction to Computers/OS
	CSF1112	Cyber Law and Ethics
	FYE1110	Student Learning and Success
	NET1141	PC Hardware
	NET1143	Fundamentals of UNIX
	SPRING SEMESTER	
	CSF1101	Introduction to Network Security
	CSF1142	Operating Systems Security
	ENG1110	Composition I
	NET1142	PC Operating Systems
	SUMMER TERM	
	CSF1152	Web Security
	CSF1162	Wireless Security
	MAT1120	Statistics
Total Credit Hours		36



# 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 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 be able to develop applications for the web or other electronic devices.

### 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 to create websites or web applications.

Year 1	FALL SEMESTER		Semester Credit Hours
			13
	CPT1100	Introduction to Computers/OS	4
	CPT1119	Multimedia & Design/Development	3
	CPT1125	Introduction to New Media	3
	ENG1110	Composition I	3
	SPRING SEMESTER		17
	CPT1117	Visual Basic	4
	CPT1163	HTML/Web Page Design	3
	LIS2237	Web Technologies	3
		Math Elective (MAT1115 or higher)	4
	Social & Behavioral Science Elective	3	
Year 2			Semester Credit Hours
	FALL SEMESTER		17
	CPT2240	Video Editing	3
	CPT2245	Web Programming	3
	CPT2247	C++ Programming	3
	CPT2264	Photo Editing and Illustrations	4
	MAT1120	Statistics	4
	CPT1132	Spreadsheet (Recommended elective)	3
	SPRING SEMESTER		17
	BUS1111	Intro to Business	3
	COM1115	Speech	3
	CPT2250	Mobile Web Applications	3
	CPT2283	IT Project Design/Build <b>OR</b>	2
	CPT2288	IT Internship <b>AND</b>	1
	CPT2289	IT Seminar	1
		Arts & Humanities Elective	3
		Natural & Physical Science Elective	3
	CPT1136	Database (Recommended elective)	3
Total Credit Hours		64	

NOTE: LIS2237 is an online course requiring several synchronous chats scheduled by the instructor.



# 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
LIS2103	Technology in Libraries	3
LIS2110	Cataloging and Classification	3
LIS2111	Collection Management	3
LIS2112	Supervision and Management	3

Year 1			Semester Credit Hours
	FALL SEMESTER		15
	CPT1100	Introduction to Computers/OS	4
	ENG1110	Composition I	3
	FYE1120	Success in Online Learning	2
	LIS1104	Communication and Teamwork	3
		Social & Behavioral Science Elective	3
	SPRING SEMESTER		15
	LIS2237	Web Technologies	3
	LIS1101	Foundations of Library Services	3
	LIS1105	Reference and Information Services	3
		Information Technology Elective	3
		Social & Behavioral Science Elective	3
	SUMMER TERM		7
Year 2		General Education Elective	3
		Library Electives	4
			Semester Credit Hours
	FALL SEMESTER		15-16
	COM1115	Speech OR	
	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		14-16
	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			65-66

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

# NETWORKING (ITX)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

With the introduction of computer networks into the workplace, especially small businesses, network administrators and experts are in high demand. Students should anticipate installing or upgrading networks for companies and consultant firms. The program emphasizes installation of hardware, ranging from servers to workstations, and installation of software, both operating and application. Laboratory assignments will allow the students to install a network, set up hardware and software, and learn to perform maintenance.

The Cisco Networking Academy is a program that trains students to design, install, and maintain computer networks. Belmont College, in partnership with Cisco Systems, provides the training required to compete in an increasing technology-dependent workplace. Upon completion of NET1151 - NET1154, students will be prepared to take the Cisco Certified Network Association (CCNA) certification exam. Belmont College is a Cisco Systems Networking Academy. Upon completion of NET1141 and NET1142, students will be prepared to take the CompTIA A+ and Network+ certification exams.

Using Microsoft's official curriculum for NET1161, NET1166, NET2270, and NET2271, 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.

Belmont College is a certified testing site.

### **Program Outcomes**

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

Year 1			Semester Credit Hours
	FALL SEMESTER		16
	CPT1100	Introduction to Computers/OS	4
	ENG1110	Composition I	3
	NET1141	PC Upgrade A+	3
	NET1151	Networking Basics	3
		Social & Behavioral Science Elective	3
	SPRING SEMESTER		16
	NET1143	Fundamentals of UNIX	3
	NET1152	Routers and Routing	3
	NET1161	Windows Professional	3
		Math Elective (MAT1115 or higher)	4
		Arts & Humanities Elective	3
Year 2	SUMMER TERM		7
	EIE1205	Network Infrastructure	4
	NET1166	MS Server 08	3
			Semester Credit Hours
	FALL SEMESTER		16
	COM1115	Speech	3
	MAT1120	Statistics	4
	NET1142	Networking Systems	3
	NET1153	Switching Basics	3
	NET2270	MS Server 08 Infrastructure	3
	SPRING SEMESTER		11
	CPT2283	IT Project Design/Build OR	2
	CPT2288 CPT2289	IT Internship AND IT Seminar	1 1
	NET1154	WAN Technologies	3
	NET2271	MS Server 08 Administration	3
		Natural & Physical Science Elective	3
	Total Credit Hours		66

# EARLY CHILDHOOD EDUCATION



PROGRAM INFORMATION

# EARLY CHILDHOOD EDUCATION (EDU)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The program prepares students to work with the children from birth through age 8. 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, Vygotskian, and information processing models, on the characteristics and needs of children from birth through age 8 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, and Head Start.
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.

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	<b>18-19</b>
	EDU1111 Introduction to Early Childhood Education	3
	EDU2270 Children's Literature <b>OR</b>	
	EDU2275 Foundations of Early Literacy	3
	ENG1110 Composition I	3
	PSY1120 General Psychology	3
	SOC1110 Sociology	3
	Math Elective (MAT1115 or higher)	3-4
	<b>SPRING SEMESTER</b>	<b>16</b>
	EDU1120 Introduction to Child Development	3
	EDU1135 Creative Experiences for the Young Child <b>OR</b>	
	EDU1145 Introduction to Montessori	3
Year 2	COM1115 Speech	3
	ENG1120 Composition II	3
	Natural & Physical Science (BIO1130 or higher)	4
	<b>FALL SEMESTER</b>	<b>18</b>
	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 <b>OR</b>	
	PHL2130 Ethics	3
	<b>SPRING SEMESTER</b>	<b>15.5</b>
	EDU2239 Administration of Child Care Centers	3
	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
<b>Total Credit Hours</b>		<b>67.5-68.5</b>

# EARLY CHILDHOOD EDUCATION

## POLICIES AND PROCEDURES

### ***Uniform***

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

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

1. Nails should be of reasonable length and well-manicured. No colored nail polish may be worn.
2. Hair must not be loose or dangling. Wigs are unacceptable. Hair and men's beards should be neat and of a length that is not a hazard in a practicum situation.
3. Jewelry that may be worn at the practicum site is a plain wedding band, wristwatch and name pin. Neck chains and other forms of jewelry are not permitted.
4. Smoking is permitted only in designated areas.
5. Gum chewing is not permitted while on duty at the practicum site.
6. Name pins or agency badge may be required when a student is on duty at a practicum site, unless the site supervisor has requested that a name pin not be worn.
7. Cell phones should not be used for personal use or texting while at practicum.
8. No shirts are to be worn with political, religious, or unprofessional messages.
9. The student may be asked to remove lip, tongue, or facial piercings.
10. Tattoos need to be covered per policy of the agency.

### ***Assignments***

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

### ***Confidentiality***

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

### ***Graduation Requirements***

Students are responsible for completing all course requirements of the curriculum. A petition for graduation must be completed and submitted to the Records Office one semester before students expect to graduate. The petition must be approved by the Program Chair and the Executive Dean of Academic Affairs. 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 and 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 Program Chair. Eligibility for returning requires permission from the Program Chair. 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 Program Chair.



Upon enter the program students must present a valid and current Child Development Associate (CDA) certificate will be given credit for CDT1131-Health, Safety, and Nutrition and CDT1135-Creative Experiences for the Young Child.

### ***Practicum/Clinical Experience***

EDU students should have successfully completed the following courses prior to entering a practicum: CDT1111-Introduction to Early Childhood Education, CDT1120-Introduction to Child Development, CDT1131-Health, Safety and Nutrition, and CDT2240-Family, Schools & Community or CDT2245-Observation & Assessment, and permission from the Program Chair. 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 Program Chair. 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 CDT 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, Program Chair, 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 (BCI) check along with other requirements such as CPR, Child Abuse, and Communicable Disease training prior to practicum placement. Some facilities may require a physical, ITB test, food handling card or hepatitis screening (JBFS/WVDHHR).

EDU students requiring more information regarding practicum should contact the Faculty Practicum Supervisor of the respective program, or the Program Chair 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 Program Chair. 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.



# ENGINEERING

*Civil Engineering • Industrial Electronics Technology • Power Plant Technology •  
Process Technician • Bachelor of Science with Kent State University*



PROGRAM INFORMATION

# 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 (see page 95 for more information).

### 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.

Year 1			Semester Credit Hours
	FALL SEMESTER		15
	ECE1101	Introduction to Civil Engineering	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
Year 2			Semester Credit Hours
	FALL SEMESTER		19
	COM1110	Interpersonal Communications	3
	ECE2121	Surveying	4
	ECE2216	Statics	3
	ECE2251	Construction Estimating	4
	PHY1112	Physics II	5
	SPRING SEMESTER		17
	ECE2221	Strength of Materials	3
	ECE2241	Soil Mechanics	4
	ECE2261	Environmental Science	3
	ECE2230	Engineering Materials & Concrete Design	4
	PHL2130	Ethics	3
	Total Credit Hours		70

# 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 computer aided drafting (CAD), 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 (see page 95 for more information).

Year 1			Semester Credit Hours
	FALL SEMESTER		16-20
	EIE1101	DC Circuits	4
	EIE1201	Digital Electronics	4
	ENG1110	Composition I	3
	MAT1130	College Algebra	4
		General Education Elective	1-5
	SPRING SEMESTER		16
	EIE1102	AC Circuits	4
	EIE1205	Network Infrastructure	4
Year 2	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
			Semester Credit Hours
	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		14-16
	EIE2110	NEC/OSHA OR	3
	EIE2120	NEC AND	2
	FST1116	Workplace Safety	1
	EIE2210	Programmable Logic Controllers	4
	EIE2190	Electronics Capstone	2
	PHL2130	Ethics	3
		Electronics Elective	3-4
Total Credit Hours			64-71

### 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.

# POWER PLANT TECHNOLOGY (EUT)

## ASSOCIATE OF TECHNICAL STUDIES DEGREE

The Power Plant Technology program prepares graduates to perform basic operating functions required in electric utility power plants and other related industries. Students gain knowledge in electrical theory, electrical machinery and controls, power plant operations, boiler, turbine, and generator operations, power plant instrumentation, and pollution control equipment. In addition, college writing, oral communications, and general education form an integral part of the program. Upon successful completion of the program, students are prepared for entry-level employment in the utility industry as power plant operators.

Based on a student's grades, skills, and attitude, employment opportunities may exist in the power generation industry with companies such as FirstEnergy, AEP, Reliant, and others upon graduation (note that completion of the program does not guarantee employment). Generally, those interested in employment must pass the POSS/MASS test to be eligible for employment consideration. In addition, many companies have physical strength requirements.

This program is overseen by Youngstown State University with classroom and lab space provided by Belmont College and AEP's Mitchell plant, south of Moundsville, West Virginia. Graduates will receive their degree from Youngstown State University.

For More Information:  
[http://web.yzu.edu/gen/stem\\_generated\\_bin/documents/basic\\_module/Power\\_Plant\\_Tech\\_Flyer.pdf](http://web.yzu.edu/gen/stem_generated_bin/documents/basic_module/Power_Plant_Tech_Flyer.pdf)

### Program Outcomes

1. Demonstrate proficiency in electrical theory, electrical machinery and controls, power plant operations, boiler, turbine, and generator operations, power plant instrumentation, and pollution control equipment.
2. Demonstrate proficiency in performing basic operating functions required in electric utility power plants, and other related industries.
3. Demonstrate effective written and oral communication skills

			Semester Credit Hours
Year 1	FALL SEMESTER		17
	EIE1101	DC Circuits	4
	ENG1110	Composition I	3
	<i>EUT1502/L</i>	<i>Power Plant Fundamentals &amp; Lab</i>	6
	MAT1130	College Algebra	4
	SPRING SEMESTER		16
	EIE1102	AC Circuits	4
	<i>EUT1503/L</i>	<i>Power Plant Mech. Equipment &amp; Lab</i>	4
	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
Year 2	SUMMER TERM		2
	<i>EUT2699</i>	<i>EUT Electric Utility Co-op</i>	2
			Semester Credit Hours
	FALL SEMESTER		18
	COM1115	Speech	3
	ECN1120	Microeconomics	3
	EIE2301	DC & AC Machinery	4
	<i>EUT2605/L</i>	<i>Intermediate Power Plant Systems &amp; Lab</i>	4
	<i>EUT2606/L</i>	<i>Power Plant Operator Practices &amp; Lab</i>	4
	SPRING SEMESTER		15
	EIE2315	Instrumentation	4
	<i>EUT2608/L</i>	<i>Advanced Power Plant Systems &amp; Lab</i>	4
	<i>EUT2609/L</i>	<i>Power Plant Supervision &amp; Lab</i>	4
	PHL2130	Ethics	3
Total Credit Hours			68

*Italicized courses are offered by Youngstown State University.*



# 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.

### **Graduates of the program will be able to:**

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

			Semester Credit Hours
Year 1	FALL SEMESTER		13
	INDT 1010	<i>Introduction to Chemical Operator - WSCC Online Course</i>	3
	EFST1116	Workplace Safety	1
	MAT1130	College Algebra I	3
	ENG1110	Composition I	3
	ECE1170	Computing for Engineers	3
	SPRING SEMESTER		18
	INDT1340	<i>Team Concepts &amp; Practices - WSCC Online Course</i>	3
	HAC1113	Electricity	3
	PHY1110	Physics I	5
Year 2	ENG1120	Composition II	3
	CHM1112	Chemistry I	4
			Semester Credit Hours
	FALL SEMESTER		17
	INDT2210	<i>Process Control - WSCC Online Course</i>	4
	BUS1125	Supervision & Management	3
	INDT2300	<i>Process Troubleshooting - WSCC Online Course</i>	3
	COM1115	Speech	3
	EIE2210	Programmable Logic Controllers	4
	SPRING SEMESTER		17
	INDT2180	<i>Manufacturing Processes - WSCC Online Course</i>	2
	MECH2060	<i>Statistical Quality Control - WSCC Online Course</i>	2
	ECE2230	Engineering Materials & Concrete Design	4
	EIE2190	Arts & Humanities Elective	6
	INDT2800	<i>Capstone Seminar - WSCC Online Course</i>	3
Total Credit Hours			65

*Italicized courses are offered online by Washington State Community 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.*

<i>Belmont College</i>	<i>Kent State Tuscarawas</i>
AAS Degree in Civil Engineering	<b>BS in Engineering Technology, Manufacturing/ Mechanical/Systems Concentration</b>  <i>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.</i>
AAS Degree in Civil Engineering	<b>BS in Engineering Technology, 2+2 Integrated Engineering Technology Concentration</b>  <i>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.</i>
AAS Degree in Industrial Electronics Technology	<b>BS in Engineering Technology, Green and Alternative Energy</b>  <i>The Bachelor of Science Degree in Engineering Technology on Green &amp; Alternative Energy emphasizes the system design, generation, transmission, management and storage of various energy sources such as wind, solar power, and fuel cells. Graduates of this degree program will possess unique knowledge related to these important sustainable energy sources which when coupled with a background in electrical/electronic or electromechanical technology, will prepare you for an array of exciting fast emerging career opportunities.</i>
AAS Degree in Industrial Electronics Technology	<b>BS in Engineering Technology, Electrical/ Electronics</b>  <i>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.</i>

# INDUSTRIAL TRADES

*Heating, Ventilation, and Air Conditioning • Welding Technology*



PROGRAM INFORMATION

# HEATING, VENTILATION, AND AIR CONDITIONING TECHNOLOGY (INH)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

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

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

### **Program Outcomes**

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

Year 1			Semester Credit Hours
	FALL SEMESTER		18
	CPT1100	Introduction to Computers	4
	ENG1110	Composition I	3
	HAC1100	Welding Fundamentals	2
	HAC1110	Basic Refrigeration I	3
	HAC1113	Electricity	3
	MAT1125	Technical Math	3
	SPRING SEMESTER		18
	COM1110	Interpersonal Communications	3
	HAC1120	Refrigeration Control Systems	4
	HAC1123	Heating Systems I	3
	HAC1126	Refrigeration Handling	2
	HAC1128	Installation Fundamentals	3
		Social & Behavioral Science Elective	3
Year 2			Semester Credit Hours
	FALL SEMESTER		18
	BUS2241	Business Law	3
	ECE1120	CAD I	4
	HAC2130	Basic Refrigeration II	3
	HAC2133	Heating Systems II	3
	HAC2136	Duct Layout and Prints	2
		Arts & Humanities Elective	3
	SPRING SEMESTER		14
	FST1116	Workplace Safety	2
	HAC2140	Climate Control	4
	HAC2146	Design Project - HVAC	3
	HAC2148	Capstone	2
		Natural & Physical Science Elective	3
	Total Credit Hours		71

# 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, oil burner mechanic, or heat pump installer/mechanic.

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

### **Program Outcomes**

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

*For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our website:  
[www.belmontcollege.edu](http://www.belmontcollege.edu)*

			Semester Credit Hours
Year 1	FALL SEMESTER		18
	CPT1100	Introduction to Computers	4
	ENG1110	Composition I	3
	HAC1100	Welding Fundamentals	2
	HAC1110	Basic Refrigeration I	3
	HAC1113	Electricity	3
	MAT1125	Technical Math	3
	SPRING SEMESTER		18
	COM1110	Interpersonal Communications	3
	HAC1120	Refrigeration Control Systems	4
	HAC1123	Heating Systems I	3
	HAC1126	Refrigeration Handling	2
	HAC1128	Installation Fundamentals	3
		Social & Behavioral Science Elective	3
Total Credit Hours			36





# 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.

Year 1			Semester Credit Hours
	FALL SEMESTER		16
	ENG1110	Composition I	3
	MAT1125	Technical Math	3
	WAF1110	Oxyfuel Practices	4
	WAF1116	SMAW I	4
	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
Year 2			Semester Credit Hours
	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		15
	BUS2241	Business Law	3
	FST1116	Workplace Safety	2
	WAF2140	Welding Fabrication	2
	WAF2146	SMAW III	3
	WAF2148	Capstone	2
		Natural & Physical Sciences Elective	3
Total Credit Hours			67

# WELDING TECHNOLOGY (WLD)

## CERTIFICATE PROGRAM

This 9-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 Outcome**

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](http://www.belmontcollege.edu)*

		Semester Credit Hours
Year 1	FALL SEMESTER	
	ENG1110	Composition I
	MAT1125	Technical Math
	WAF1110	Oxyfuel Practices
	WAF1116	SMAW I
	WAF1118	Welding Symbols
	SPRING SEMESTER	
	COM1110	Interpersonal Communications
	CPT1100	Introduction to Computers
	ECE1120	CAD I
	WAF1120	MIG I
	WAF1123	TIG I
	WAF1128	Weld Testing & Metallurgy
	Total Credit Hours	
		36



# MEDICAL

*Medical Assisting • Medical Coding • Medical Transcriptionist • Radiologic Technology*



PROGRAM INFORMATION

# MEDICAL ASSISTING (MED)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The increased demand on physicians and hospitals for more detailed and better health care has increased the need for qualified medical assistants.

The medical assistant will acquire the skills of a secretary including typing, office management, accounting, and a knowledge of computers. Along with these skills a technical medical background in anatomy and physiology will be needed. Because of the nature of the work in dealing with the health of others, confidentiality, accuracy, dependability, and good human relations skills are necessary and will be presented through courses in psychology, sociology, and communications.

Clinical procedures will include taking patient histories, vital signs, preparing patients for exams, and assisting doctors with physical exams and minor surgery. Administration of medications will be taught and practiced. Basic lab and emergency procedures are taught, as well as how to record an EKG on a patient. All students are certified in cardiopulmonary resuscitation.

Required coursework includes 160 hours of supervised practical experience in various local health facilities. Trained medical assistants will be able to choose from a variety of opportunities such as physician offices, medical clinics, health departments, nursing homes, dentist offices, medical insurance companies, and hospitals.

In order to complete a practicum and graduate, candidates must be second-year students and have successfully completed all coursework with a Quality Point Average of 2.5 or greater with high academic and professional quality. Students must also secure Medical Assisting faculty approval for externship (practicum) in a health agency. After completing the practicum with satisfactory performance, students must file an application for graduation. Students must also apply and take the RMA Certification Exam.

### 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.

Year 1			Semester Credit Hours
	FALL SEMESTER		16
	BIO1110	Human Biology I	3
	OAM1127	Word Processing	3
	MAT1110	Allied Health Math	3
	MED1105	Medical Terminology	2
	MED1110	Medical Assisting I	5
	SPRING SEMESTER		15
	ACC1105	General Accounting	4
	BIO1112	Human Biology II	3
	MED2256	Introduction to Coding	3
	MED1120	Medical Assisting II	5
	SUMMER TERM		12
	MED2230	Medical Assisting III	5
	MED2235	Medical Office Practices	4
	MED2247	First Aid and CPR	1
	NUT1110	Normal Nutrition	2
Year 2			Semester Credit Hours
	FALL SEMESTER		15
	COM1110	Interpersonal Communications	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		69

# MEDICAL ASSISTING

## POLICIES AND PROCEDURES

*The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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: 1361 Park Street, Clearwater, Florida 33756; 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/Program Chair 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 Program Chair 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 Program Chair 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.

### **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.

### **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 Program Chair must be called.

### **Externship Assignment**

The student will spend one and a half to two days a week during his/her last semester at an agency where he/she will enhance both clinical and administrative skills. Externships will be arranged and supervised by the externship supervisor in conjunction with the agency. In order to be eligible, the student must have completed all program courses or obtain the approval of the externship coordinator and the Program Chair. 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 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 (along with an introduction to ICD-10 coding guidelines) in various settings in the health care delivery system.

Medical Coders must possess in-depth knowledge of anatomy, physiology, pathophysiology, and medical terminology. They must also be detail-oriented in dealing with ever-changing reimbursement guidelines.

Medical Coding is performed in physician offices, hospital medical record departments, some daycare facilities, out-patient clinics, home health agencies, and EMS services. The main focus of this program will be on outpatient services – such as a physician's office.

### **Program Outcomes**

1. Demonstrate entry level skills in coding with ICD-10CM and CPT-4, and introduced to ICD-10.
2. Describe the relationship between coding and reimbursement in health care.
3. Perform appropriate billing and coding skills.
4. Demonstrate professional behaviors in the workplace including patient confidentiality and professional ethics.
5. Demonstrate clear and effective oral and written communication skills, critical thinking, problem solving, and accountability measures within their scope of practice.
6. Demonstrate knowledge of the United State's Health Insurance Privacy and Accountability Act (HIPAA).

*For more information about our graduation rates, the median debt of students who completed the program, and other important information please visit our website: [www.belmontcollege.edu](http://www.belmontcollege.edu)*

Year 1			Semester Credit Hours
	FALL SEMESTER		18
	BIO1110	Human Biology I	3
	CPT1100	Introduction to Computers/OS	4
	MED1105	Medical Terminology 2	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
	ENG1110	Composition I	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			34

# MEDICAL TRANSCRIPTIONIST (MTC)

## CERTIFICATE PROGRAM

Medical transcription is the art and science of producing a technically and grammatically correct report from a physician's dictation. Medical transcriptionists are known as "language specialists." Transcribed reports are directly utilized in patient care. These reports become a permanent part of the patient's record, which is considered to be a legal document.

The medical transcriptionist must have excellent keyboarding, spelling, and language skills. Knowledge of anatomy, physiology, pathophysiology, and medical terminology must be acquired. Medical transcriptionists must also develop an innate ability to listen closely and interpret a variety of accents and languages.

A medical transcriptionist may work in a variety of settings including hospitals, multi-specialty clinics, physician practices, research facilities, radiology clinics, law offices, and transcription services. Frequently transcribed reports include chart and/or progress notes, history and physical exam reports, consultations, operative reports, and discharge summaries.

### Program Outcomes

1. Exhibit a general knowledge of medical terminology and its structure.
2. Accurately transcribe medical reports and correspondence through the application of medical knowledge and technology.
3. Create documents using appropriate computer technology and skills within legal and ethical boundaries.
4. Apply knowledge of the United State's Health Insurance Privacy and Accountability Act (HIPAA) and respond to issues of confidentiality.
5. Demonstrate administrative skills in the medical office setting.
6. Demonstrate clear and effective oral and written communication skills, critical thinking, problem solving, and accountability measures within their scope of practice.

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](http://www.belmontcollege.edu)

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	<b>17</b>
	BIO1110 Human Biology I	3
	MED1105 Medical Terminology	2
	MED1130 Medical Transcription Fundamentals	4
	MED1160 Basic Pathophysiology	3
	MED2245 Medical Law & Ethics	2
	OAM1127 Word Processing	3
	<b>SPRING SEMESTER</b>	<b>17</b>
	BIO1112 Human Biology II	3
	ENG1110 Composition I	3
	MED1151 Medical Office Procedures	3
	MED2205 Special Medical Terminology	2
	MED2262 Advanced Medical Transcription	6
	<b>Total Credit Hours</b>	<b>34</b>



# RADIOLOGIC TECHNOLOGY (RAD)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

A radiologic technologist is a health care professional who performs medical imaging to aid in the diagnosis and treatment of disease and injury. A thorough understanding of anatomy, physiology, positioning, imaging principles, equipment protocols, radiation protection and patient care must be mastered in order to demonstrate images of anatomic structures, such as organs, vessels and bones.

Radiologic technologists have the opportunity to help patients and participate in a growing, challenging and rewarding profession. Employment opportunities are worldwide and salaries are competitive with other health care professionals. Employment may be found in a variety of health care settings, including hospitals, medical centers, physician offices, diagnostic imaging and out patient centers, as well as, industry, government and public health.

Radiologic technologists may specialize in areas such as: Computed Tomography (CT), Magnetic Resonance (MR), Cardiovascular Imaging (CV) and Mammography (M).

The program is offered in partnership with Ohio Valley Medical Center (OVMC) in Wheeling, West Virginia.

Students seeking entrance into the program must complete and pass, with a grade of C or better, 28 credits of general education pre-requisite courses at Belmont College. The pre-requisite courses must be completed prior to OVMC's program start date.

Once a student completes all of the program requirements, the student may then apply to Belmont College for Associate of Applied Science Degree in Radiologic Technology. The student would be able to sit for the national certification examination once all components of the program offered at Belmont College and OVMC are completed and the student has graduated from both institutions.

### Program Outcomes

1. Graduates will demonstrate clinical competence as entry-level radiographers.
2. Graduates will demonstrate effective communication skills.
3. Graduates will be able to apply critical thinking to professional practice
4. Graduates will understand the importance of professional ethics, values, behavior, and life-long learning.
5. The program will provide qualified radiographers to meet the needs of the health care community.

		Semester Credit Hours
Year 1	<b>SUMMER TERM</b>	6
	BIO1110 Human Biology I	3
	ENG1110 Composition I	3
	<b>FALL SEMESTER</b>	12
	BIO1112 Human Biology II	3
	COM1110 Interpersonal Communications	3
	ENG1150 Writing about Literature	3
	PSY1120 General Psychology	3
	<b>SPRING SEMESTER</b>	10
	MAT1120 Statistics	4
Basic Related Courses*		6
<b>Total Credit Hours</b>		<b>28</b>

*BASIC RELATED COURSES		
BIO1120	Life Science	3
BIO2110	Anatomy & Phys I	4
BIO2112	Anatomy & Phys II	4
-MED1105	Medical Terms	2
-OAM1127	Applied Word Processing	3
PHY1110	Physics I	5
-SOC1110	Sociology	3

-Recommended

*Note: Radiology I, II, III, and IV will be completed at the Ohio Valley Medical Center. These courses will total 42 credit hours.*

# MENTAL HEALTH



PROGRAM INFORMATION

# 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, activity therapy, 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) for emotionally disturbed children and teens, 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 to 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 to show proficiency in applying this theory, both in group leadership and group participation in actual practice.
7. Understand the history, cultural interpretation, and diagnostic classification system of mental disorders and demonstrate basic capability of using the DSM 5.

Year 1			Semester Credit Hours
	FALL SEMESTER		18-19
	ENG1110	Composition I	3
	MHT1110	Introduction to Social Services	3
	PHL2120	Philosophy <b>OR</b>	
	PHL2130	Ethics	3
	PSY1120	General Psychology	3
	SOC1110	Sociology	3
		Math Elective	3-4
	SPRING SEMESTER		15-16
	COM1115	Speech	3
	ENG1120	Composition II	3
	MHT1130	Interviewing Techniques/Casework	3
	PSY1140	Theories of Personality	3
		Natural/Physical Science Elective	3-4
Year 2			Semester Credit Hours
	FALL SEMESTER		15
	MHT1120	Counseling Theory & Techniques	3
	MHT2230	Principles of Addiction	3
	MHT2250	Group Dynamics I	3
	PSY1130	Human Development	3
	PSY2110	Abnormal Psychology	3
	SPRING SEMESTER		16
	MHT1140	Activity Therapy	2
	MHT2260	Mental Health Practicum	2
	MHT2270	Mental Health Seminar	3
	PSY2130	Psychology of Adolescence	3
	SOC1120	Social Problems	3
	SOC2150	Marriage and the Family	3
	Total Credit Hours		64-66



# 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; for example, Activity Therapy, 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. A petition for graduation must be completed and submitted to the Records Office one semester before students expect to graduate. The petition must be approved by the Program Chair and the Executive Dean of Academic Affairs. 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 Program Chair. Eligibility for returning requires permission from the Program Chair. 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 Program Chair.

### ***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, MHT1140—Activity Therapy, 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 Program Chair, 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 Program Chair. Students must be seen by a physician of their choice. Before students may return to their practicum site, they must have written authorization from their physician. Financial responsibility for any related medical treatment lies with the student and/or the above-referenced insurance.



# NURSING

*Practical Nursing • Registered Nursing • RN Transitional for Paramedics •  
RN Transitional for Practical Nurses*



PROGRAM INFORMATION

# PRACTICAL NURSING (PNP)

## CERTIFICATE PROGRAM

This certificate program, offered in day or evening format, 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 people.
3. Utilize effective verbal, nonverbal, written, and computer skills while providing care for people with holistic needs and while communicating with other healthcare providers.
4. Employ safety and health promotion practices in the ever changing environment to maintain people'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 clients' 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](http://www.belmontcollege.edu)

### DAY DIVISION Year 1

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
MAT1110	Allied Health Math	3
Semester Credit Hours		
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		47

### EVENING DIVISION Year 1

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
MAT1110	Allied Health Math	3
Semester Credit Hours		
FALL SEMESTER		10
BIO2112	Anatomy & Physiology II	4
ENG1110	Composition I	3
PSY1120	General Psychology	3
SPRING SEMESTER		11
PNP1110	Nursing I - Foundations of Practical Nursing	8
PSY1130	Human Development	3
Semester Credit Hours		
FALL SEMESTER		10
PNP1120	Nursing II - Pharmacology for Practical Nurses	2
PNP1130	Nursing III - Family Nursing Across the Lifespan	8
SPRING SEMESTER		9
PNP2140	Nursing IV - Advanced Concepts in Practical Nursing	8
PNP2150	Nursing V - Seminar for Practical Nurses	1
Total Credit Hours		47

# PRACTICAL NURSING

## POLICIES AND PROCEDURES

### ***Clinical Dress Code***

Practical nursing students must present a neat, well-groomed appearance at all times. Full uniform is always to be worn to all clinical experiences. The complete clinical dress code can be found in the PNP Student Handbook.

### ***Legal Issues***

All nursing students are required to complete a background check following the criteria listed in the nursing program Background Check Policy (720.0320.11) prior to full acceptance to the nursing program. In addition, section 4723.28 of the Ohio Revised Legal Code requires the Ohio Board of Nursing to take certain steps before considering the applications of students convicted of crimes to take the State Board Exam. Such students may be denied permission to sit for the licensure exam. Therefore, the Director of Nursing must be notified by any nursing students convicted of a crime (including any felony, crime of moral turpitude, and drug or alcohol conviction) during completion of the nursing program.

### ***House Bill 327 – Felony Preclusion Bill***

This bill was signed by the Governor on April 9, 2002. It is an initiative to identify applicants for licensure with felony convictions. The Ohio Board of Nursing has the authority to refuse to grant licensure to applicants with any felony convictions. The law requires a criminal records check for new applicants for licensure and for individuals from another state endorsing as an RN or LPN into Ohio. The new law affects anyone entering prelicensure nursing education on or after June 1, 2003.

Candidates who wish to sit for the NCLEX® RN or PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and the FBI for identification and criminal background verification.

### ***Grades***

The grading system in nursing courses is as follows:

GRADE SCALE		
A	95-100%	4.0
A-	91-92%	3.7
B+	89-90%	3.5
B	85-88%	3.0
B-	83-84%	2.7
C+	81-82%	2.5
C	78-80%	2.0
C-	75-77%	1.7
D+	73-74%	1.5
D	70-72%	1.0
F	69% or less	0

Grades will be given to individual students following each semester. Grades during the clinical period will be given on completion of the various areas of instruction. Students will also receive an evaluation of their clinical practice on completion of each of the areas of clinical experience and at other times as deemed necessary. If at any time students are caught cheating, the paper will be taken and a grade of "0" will be assigned. For progression in the program, a student must have a letter grade of at least a "C", or 2.0, in all subject areas with a PNP code and BIO2112.

### ***Credit by Exam/Experiential Learning***

The PNP program does not participate in credit by exam or credit for life experience for PNP numbered courses.

### ***Attendance***

Students are expected to be present for all nursing classes — theory, lab, and clinical. There is no class or clinical makeup time provision due to the nature of the supervision required. Punctuality to class and to the affiliating healthcare facility is a must. If an unforeseen circumstance occurs which will delay attendance at a regularly scheduled class, the students must notify the instructor. Students are expected to attend class as soon as the situation is remedied. Attendance at orientation is mandatory. Students who do not attend the orientation program will be removed from the class.

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

If students are unable to be at clinical, they must call the facility to which they are assigned.

Clinical attendance is strict. Students must follow the attendance policy in the student handbook.

### ***Clinical Assignment***

Students rotate through the required services of medical, surgical, mother and newborn infant, care of children, and such elective services agreed upon by the program and the affiliating hospitals as outlined by the master plan of the program curriculum. Specific clinical assignments will be made by the clinical instructor.

### ***Insurance***

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

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



### ***Physical Exam***

Completion of a physical exam not more than twelve months prior to admission to the PNP program is required. Any accident, illness, or pregnancy must be reported immediately to the Program Chair or to an instructor so as to insure that neither students nor patients are exposed to unnecessary health hazards.

### ***CPR Certification***

All PNP students are required to maintain a current healthcare provider CPR certification.

### ***Policy for Release of Physical Forms***

All students should keep a copy of their immunization and physical exam information for their personal records. Students who request a copy of their physical form after it has been submitted to Belmont must fill out a request form and show photo identification. If the physical form is still on file, a copy will be made available for the student to pick up within five (5) business days of the request. A \$2.00 processing fee is charged for this service.

### ***Emergency Care***

Student medical or emergency care in case of illness or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to hospital personnel, as defined in personnel policies of the hospital. Any illnesses or accidents incurred while on duty will be reported at once to the clinical instructor. Students must be seen by a physician of their choice. Before students may return to the clinical area, they must have written authorization from their physician. The affiliating hospitals receive compensation for the aforesaid care through individual hospital insurance plans carried by individual students.

### ***Re-Entry/Re-Admission***

Students may be eligible to re-enter the Practical Nursing program ONE time following withdrawal, academic, or clinical failure. Students seeking to re-enter must complete all program pre-entrance and prerequisite requirements in place at the time of desired re-entry. The student must petition the Director of Nursing in writing by the third week of the semester or term prior to the re-entry date. Petitions will be reviewed by the Assistant Director of Nursing and the nursing faculty. The decision to grant re-entry will be based on the following criteria:

1. No more than one previous withdrawal, academic or clinical failure.
2. Available space in the program.

3. Evaluation of student's standing relative to any revision in the curriculum, courses, or requirements.

4. Completion of re-entry activities as designated by the PNP faculty and Assistant Director of Nursing (e.g., 75% or better score on testing, current H&P/immunization form, CPR and background check.)

5. The PNP program must be completed within 4 years of successfully completing PNP1110.

Students seeking re-admission/re-entry are subject to the policies in place in the student handbook and catalog at the time of re-admission request.

No PNP course may be repeated more than one time including PNP1110.

### ***ATI Testing***

ATI testing will be utilized throughout the nursing curriculum.



# 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 instructors.

The second level of the program focuses on concepts of family nursing and acute care nursing. These areas are designed so that small groups of students are presented lecture material and hospital clinical experience simultaneously. This approach allows for theory application to nursing practice and fosters learning and critical thinking.

The goal of Belmont College is to graduate students who have developed a scientific, systematic, evidence-based foundation. The graduate will possess the knowledge, skills, and abilities necessary to assist people in meeting their healthcare needs. This two-year associate degree program prepares the graduate to take the NCLEX-RN licensing examination to become a registered nurse.

### Program Outcomes

1. Determine caring interventions for people to enhance readiness for self-healing, self-discovery, and self-control.
2. Analyze the effect of various forms of communications on people as they interact in an ever changing environment.
3. Determine evidence based decision making utilizing specific nursing knowledge, judgment, and skills in the provision of nursing care.
4. Analyze risk reduction behaviors to maintain safety and structural and functional harmony.
5. Differentiate appropriate behaviors of people to promote physical psychosocial and spiritual health and well being.
6. Analyze the specialized knowledge, judgment and skills of nursing to develop a plan of care to meet human needs.

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
MAT1110	Allied Health Math	3
PSY1120	General Psychology	3
		Semester Credit Hours
FALL SEMESTER		15
ADN1110	Nursing I - Foundations of Nursing Practice	8
BIO2112	Anatomy & Physiology II	4
ENG1110	Composition I	3
SPRING SEMESTER		13
ADN1120	Nursing II - Pharmacology	2
ADN1130	Nursing III - Nursing Care of Adults	7
BIO2120	Microbiology	4
SUMMER TERM		7
MAT1120	Statistics	4
PSY1130	Human Development	3
		Semester Credit Hours
FALL SEMESTER		14
ADN2140	Nursing IV - Concepts of Family Nursing	9
ADN2150	Nursing V - Nursing Seminar	2
COM1110	Interpersonal Communications	3
SPRING SEMESTER		13
ADN2160	Nursing VI - Acute Care Concepts	9
ADN2170	Nursing VII - Transition to Professional Role	1
ECN1120	Ethics	3
Total Credit Hours		72

7. Delineate and maintain appropriate professional boundaries in relationships with people.

8. Utilize effective management and delegation techniques, in collaboration with other members of the healthcare team, to assist people to move towards positive outcomes.

# REGISTERED NURSING (ADN)

## ASSOCIATE OF APPLIED SCIENCE DEGREE

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
MAT1110	Allied Health Math	3
PSY1120	General Psychology	3
		Semester Credit Hours
FALL SEMESTER		10
ENG1110	Composition I	3
MAT1120	Statistics	4
PHL2130	Ethics	3
SPRING SEMESTER		12
ADN1110	Nursing I - Foundation of Nursing Practice	8
BIO2112	Anatomy & Physiology II	4
SUMMER TERM		9
ADN1120	Nursing II - Pharmacology	2
BIO2120	Microbiology	4
PSY1130	Human Development	3
		Semester Credit Hours
FALL SEMESTER		10
ADN1130	Nursing III - Nursing Care of Adults	7
COM1110	Interpersonal Communications	3
SPRING SEMESTER		11
ADN2140	Nursing IV - Concepts of Family Nursing	9
ADN2150	Nursing V - Nursing Seminar	2
SUMMER TERM		10
ADN2160	Nursing VI - Acute Care Concepts	9
ADN2170	Nursing VII - Transition to Professional Role	1
Total Credit Hours		72

EVENING/WEEKEND PROGRAM

Year 1

Year 2



# REGISTERED NURSING

## POLICIES AND PROCEDURES

### ***Clinical Dress Code***

ADN students in complete uniform will present a neat, well-groomed appearance at all times. The student uniform should not be worn in public except to and from the clinical area or when participating in group activities in which the group uniform represents the profession. The complete clinical dress code can be found in the ADN Program Policies and Procedure Handbook.

Students are representatives of the College at all times. They must conduct themselves with dignity when wearing their uniforms. The nursing student's activities must represent those with a sincere interest in the profession of nursing. Students are accountable for their nursing practice and are responsible for their actions.

### ***Legal Issues***

All nursing students are required to complete a background check following the criteria listed in the Nursing program Background Check Policy (720.0320.11) prior to full acceptance to the Nursing program. In addition, section 4723.28 of the Ohio Revised Legal Code requires the Ohio Board of Nursing to take certain steps before considering the applications of students convicted of crimes to take the State Board Exam. Such students may be denied permission to sit for the licensure exam. Therefore, the Director of Nursing must be notified by any nursing students convicted of a crime (including any felony, crime of moral turpitude, and drug or alcohol conviction) prior to entry or during completion of the Nursing program.

### ***House Bill 327 – Felony Preclusion Bill***

This bill, sponsored by Representative Latta, 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 in this law to refuse to grant licensure to applicants with any of the felony convictions specified in the law. The law requires a criminal records check for new applicants for licensure and for individuals from another state endorsing as an RN or LPN into Ohio. The new law affects anyone entering prelicensure nursing education on or after June 1, 2003.

Candidates who wish to sit for the NCLEX RN or PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) and the FBI for identification and criminal background verification.

### ***Grades***

The grading system in nursing courses is as follows:

GRADE SCALE		
A	96-100%	4.0
A-	94-95%	3.7
B+	92-93%	3.5
B	88-91%	3.0
B-	86-87%	2.7
C+	83-85%	2.5
C	80-82%	2.0
C-	77-79%	1.7
D+	74-76%	1.5
D	71-73%	1.0
F	70% or less	0

In order to successfully complete the program, the student is required to achieve a letter grade of at least a "C" in all ADN-numbered courses and the following Biology courses:

ADN1110	ADN1150	ADN2170
ADN1120	ADN2140	BIO2112
ADN1130	ADN2150	BIO2120
ADN1140	ADN2160	

A letter grade of "C-" in these courses does not meet this requirement.

Clinical practice grades are designated as satisfactory or unsatisfactory. If at the end of the course the student's clinical practice grade is unsatisfactory, a letter grade of "F" will be given for the entire course, regardless of the theory grade.

### ***Credit by Exam/Experiential Learning***

The ADN program does not participate in credit by exam or credit for life experience for ADN numbered courses.

### ***Graduation Requirements***

Students are responsible for completing all course requirements of the nursing curriculum. Students must complete a degree candidacy declaration form one semester prior to program completion.

Graduation requirements include successful completion of all required courses with a cumulative grade point average of at least 2.0 or higher.

### ***Attendance***

Students are expected to be present for all nursing classes— theory, lab, and clinical. There is no provision for clinical makeup time due to absence.

Attendance at orientation and nursing graduation is mandatory. Those students who do not attend the orientation program will be removed from the class and the program.

If an unforeseen circumstance occurs which will delay attendance at a regularly scheduled class, the student must notify the instructor. Students are expected to attend class as soon as the situation is remedied.

Students unable to be in attendance for clinical practice must notify the instructor a minimum of one hour prior to the time of assignment. The instructor must be notified each day clinical will not be attended. If students do not contact the instructor, they must receive written permission from the Assistant Director of Nursing before being allowed to return to the clinical unit.

All assignments must be submitted by the date due in order to receive full credit. If extenuating circumstances make this impossible, it is the responsibility of students to meet with the instructor prior to the time the assignment is due and make arrangements for submitting the assignment.

### ***Insurance***

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

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

### ***Physical Exam***

Completion of a physical exam not more than twelve months prior to admission to the ADN program is required. Any accident, illness, or pregnancy must be reported immediately to the instructor, Executive Dean of Academic Affairs, and Assistant Director of Nursing, to insure that neither students nor patients are exposed to unnecessary health hazards.

### ***Policy for Release of Physical Forms***

All students should keep a copy of their immunization and physical exam information for their personal records. Students who request a copy of their physical form after it has been submitted to Belmont must fill out a request form and show photo identification. If the physical form is still on file, a copy will be made available for the student to pick up within five (5) business days of the request. A \$2.00 processing fee is charged for this service.

### ***CPR Certification***

All ADN students are required to maintain a current healthcare provider CPR certification.

### ***Emergency Care***

Student medical or emergency care in case of illness or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to hospital personnel, as defined in personnel policies of the hospital. Any illnesses or accidents incurred while on duty will be reported at once to the clinical instructor. Students must be seen by a physician of their choice. Before students may return to the clinical area, they must have written authorization from their physician. The affiliating hospitals receive compensation for the aforesaid care through individual hospital insurance plans carried by individual students.

### ***Readmission***

Students shall be eligible for consideration for readmission to the program after ONE withdrawal or academic failure. Students must complete the entire ADN program within four years of the date of entry into ADN1110. Students desiring readmission to the ADN program are encouraged to submit the applicable form as soon as they make the decision, however, the Readmission Request Form and Letter of Intent must be completed and sent to the Executive Dean of Academic Affairs by the first week of the semester prior to the readmission date. Readmission requests for fall semester must be submitted by midterm of spring semester. Petitions for readmission will be reviewed by

the ADN faculty. The decision to readmit the student will be made on the basis of the following criteria:

- a. no more than 1 previous academic or clinical failure, withdrawal or dismissal from the program
- b. available space in the course
- c. evaluation of the student's standing relative to any revision in the curriculum, courses, or requirements which may have occurred
- d. review and evaluation of student's academic and clinical performance at the time of student's withdrawal or dismissal
- e. satisfactory performance of readmission activities (theory, clinical, lab) as designated by the Assistant Director of Nursing and faculty of the specific course if applicable readmission criteria have been met

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

No ADN course may be repeated more than one time, including ADN1110.

Students who have been out of the ADN program for a period of two (2) years or longer may be required to repeat courses.





# TRANSITIONAL CURRICULUM FOR CERTIFIED PARAMEDICS (PTN)

## REGISTERED NURSING

### ASSOCIATE OF APPLIED SCIENCE DEGREE

Belmont College offers the Paramedic Transitional Nursing curriculum in which a Certified Paramedic has the opportunity to enter the second level of the Associate Degree Nursing program.

Following the Paramedic Transitional Nursing term, the Certified Paramedic can pursue an Associate Degree in Nursing and become eligible to take NCLEX-RN.

The transitional term allows the Certified Paramedic to advance his/her education and make the necessary transition to enter the second level of the Associate Degree Nursing program. Applicants may be Certified Paramedics from other schools, as well as from Belmont. Certified Paramedic Transitional Nursing courses are offered every other year (based on sufficient enrollment) during the summer term. Individuals will enter Certified Paramedic Transitional Nursing curriculum on a first-come, first-served basis after all admission requirements have been met. Class size is limited to space available in the second level ADN program. A complete application file includes the following:

- Belmont College Application
- High School Transcript or GED Test Scores
- Paramedic Transcript (Minimum GPA 2.5/4.0 scale)
- Placement Test Scores
- Verification of Paramedic Certification

#### Admission Criteria

The potential candidate must:

1. Provide proof of current licensure/certification as a paramedic. A minimum of one year full-time equivalent work experience is required before entering the transitional program.

2. Meet College entrance criteria. All indicated developmental education must also be completed prior to enrollment in Paramedic Transitional Nursing. Algebra component must be completed.

3. Show evidence of completion of the following courses: BIO2110 Anatomy & Physiology I, BIO2112 Anatomy & Physiology II, BIO2120 Microbiology, ENG1110 Composition I, MAT1110 Allied Health Math, PSY1120 General Psychology, PSY1130 Human Development. Courses must be completed with a C (2.0) minimum grade and a GPA of 2.5 in required prerequisites.

Year 1

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
BIO2112	Anatomy & Physiology II	4
BIO2120	Microbiology	4
ENG1110	Composition I	3
MAT1110	Allied Health Math	3
PSY1120	General Psychology	3
PSY1130	Human Development	3
		Semester Credit Hours
SUMMER TERM		12
ADN1120	Pharmacology	2
ADN1140	Paramedic Transitional Nursing	7
PHL2130	Ethics	3
FALL SEMESTER		15
ADN2140	Nursing IV - Concepts of Family Nursing	9
ADN2150	Nursing V - Nursing Seminar	2
MAT1120	Statistics	4
SPRING SEMESTER		13
ADN2160	Nursing VI - Acute Care Concepts	9
ADN2170	Nursing VII - Transition to Professional Role	1
COM1110	Interpersonal Communications	3
Total Credit Hours		64

4. Meet the ADN criteria for admission including current health forms (within last twelve months), a current Healthcare Provider CPR card, and background check.
5. Paramedic courses will not be transferred until the transitional summer courses have been successfully completed.

Upon acceptance into the Certified Paramedic Transitional program, the certified paramedic will enroll in the summer term.

The Paramedic Transitional Nursing course is composed of seven credit hours. The course will be established as 2 credit hours (4 contact hours) of lab skills, 3 credit hours of theory, and 2 credit hours (6 contact hours) of clinical.

# TRANSITIONAL CURRICULUM FOR PRACTICAL NURSES (TAN)

## REGISTERED NURSING

### ASSOCIATE OF APPLIED SCIENCE DEGREE

Belmont College offers Transitional Nursing curriculum in which a Licensed Practical Nurse has the opportunity to enter the second level of the Associate Degree in Nursing program.

Following the Transitional Nursing term, the Licensed Practical Nurse can pursue an Associate Degree in Nursing and become eligible to take NCLEX for Registered Nurse licensure and practice.

The transitional term allows the Licensed Practical Nurse (LPN) to advance his/her education without repeating nursing courses and to make the necessary transition to enter the second level of the Associate Degree Nursing program. Applicants may be Licensed Practical Nurses from other schools, as well as from Belmont College. LPN Transitional Nursing courses are offered once a year, during the summer term. Class size is limited to space available in the second level ADN program. A complete application file includes the following:

- Belmont College Application
- High School Transcript or GED Test Scores
- LPN Transcript (Minimum GPA 2.5/4.0 scale)
- Placement Test Scores
- Verification of LPN License
- Background Check

#### **Admission Criteria**

The potential candidate must:

1. Be a graduate of a state-approved school of practical nursing with current licensure and a GPA of 2.5.
2. Meet College criteria for admission. All indicated developmental education must also be completed prior to enrollment in ADN1150 Transitional Nursing. Algebra component must be completed.
3. Show evidence of completion of the following courses: BIO2110 Anatomy & Physiology I, BIO2112 Anatomy & Physiology II, BIO2120 Microbiology, ENG1110 Composition I, MAT1110 Allied Health Math, PSY1120 General Psychology, PSY1130 Human Development.
4. Meet the ADN criteria for admission including current health form (within last twelve months), a current Healthcare Provider CPR card, and a background check.

PRE-ADMISSION REQUIREMENTS		
BIO2110	Anatomy & Physiology I	4
BIO2112	Anatomy & Physiology II	4
BIO2120	Microbiology	4
ENG1110	Composition I	3
MAT1110	Allied Health Math	3
PSY1120	General Psychology	3
PSY1130	Human Development	3

		Semester Credit Hours
Year 1	<b>SUMMER TERM</b>	12
	ADN1120 Pharmacology	2
	ADN1140 Transitional Nursing	7
	PHL2130 Ethics	3
	<b>FALL SEMESTER</b>	15
	ADN2140 Nursing IV - Concepts of Family Nursing	9
	ADN2150 Nursing V - Nursing Seminar	2
	MAT1120 Statistics	4
	<b>SPRING SEMESTER</b>	13
	ADN2160 Nursing VI - Acute Care Concepts	9
	ADN2170 Nursing VII - Transition to Professional Role	1
	COM1110 Interpersonal Communications	3
	<b>Total Credit Hours</b>	<b>64</b>

5. PNP courses will not be transferred until the transitional summer courses have been successfully completed.

Upon acceptance into the Licensed Practical Nurse Transitional program, the LPN will enroll in the summer term.

The Practical Nursing course is composed of seven credit hours. The course will be established as 2 credit hours (4 contact hours) of lab skills, 3 credit hours of theory, and 2 credit hours (6 contact hours) of clinical.

# NURSING APPLICATION REQUIREMENTS

## ADMISSION INTO THE ADN & PN PROGRAMS AND TRANSITIONAL NURSING PROGRAMS: TAN & PTN

	ADN	PNP	TAN	PTN
Belmont Application*	Yes	Yes	Yes	Yes
High School/GED Transcripts*	Yes	Yes	Yes	Yes
Placement Test Scores*	Yes	Yes	Yes	Yes
PN Program Transcripts	No	No	Yes	No
Paramedic Program Transcripts	No	No	No	Yes
Show current license/certificate	No	No	Yes	Yes
Letter from employer	No	No	No	Yes
Complete any/all developmental courses ("C" or better)	Yes	Yes	Yes	Yes
Complete BIO2110 & MAT1110	Yes	Yes	Yes	Yes
Complete BIO2112 & 2120, ENG1110, PSY1130	No	No	Yes	Yes
Complete PSY1120	Yes	No	Yes	Yes
Show STNA certification	Yes	Yes	No	No

\*Application file is complete upon receipt of these items by the Records Office.

Applicants for all nursing programs should be advised that preference is given in admissions to those individuals who are residents of Ohio. Individuals who are not Ohio residents will be considered for admission to ADN, PNP, or Transitional Nursing programs on a space-available basis.

Associate Degree Nursing (ADN) applicants must complete all developmental courses indicated by placement test scores as well as BIO2110, MAT1110 and PSY1120 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. Students will then submit a special nursing application to take the Nursing Entrance Exam. Current STNA certification must be presented at the time of application. Applicants will be ranked by course grades and Nursing Entrance Exam results and accepted into the next starting program based on individual scores. ADN applicants are strongly encouraged to take MED1105, Medical Terminology, prior to entry into the nursing program. Students who have completed the ADN course prerequisites and are ready to begin the program requirements will be ranked according to pre-determined criteria. For more information, contact the Nursing Academic Advisor or Assistant Director of Nursing.

Practical Nursing program (PNP) applicants must complete all developmental courses indicated by placement test scores, MAT1110 and BIO2110 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. Students must present a current STNA certification at the time of application.

Transitional Nursing (TAN) applicants must complete all transitional courses indicated by placement test scores, BIO2110, BIO2112, BIO2120, ENG1110, MAT1110, PSY1120, and PSY1130 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. See Program Descriptions for additional information on the Transitional Nursing program.

Paramedic Transitional Nursing (PTN) students must complete developmental courses indicated by placement test scores, BIO2110, BIO2112, BIO2120, ENG1110, MAT1110, PSY1120, and PSY1130 with a letter grade of "C" or better. A letter grade of "C-" does not meet this requirement. See Program Descriptions for additional information on the Paramedic Transitional Nursing program.

All students interested in a nursing program should work closely with an academic advisor.

# PUBLIC SERVICE

*Criminal Justice • EMS - Paramedic • Firefighter*



PROGRAM INFORMATION

# 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 visit the Learning Commons or contact the Program Chair to discuss career options available prior to enrollment.

The program is designed:

1. for the entry-level student who wants to prepare for entry-level employment within the field;
2. for current practitioners in the field seeking additional skills and knowledge for personal improvement and/or promotional purposes; and
3. to provide an associate degree option to students desiring to transfer to another college or university to complete a bachelor's degree program.

Anyone considering a career in criminal justice should be aware that some employers and agencies may require applicants to meet certain pre-employment qualifications. Some common requirements may include: lack of a criminal record, satisfactory background checks, physical conditions and standards, residency requirements, and emotional stability.

### Program Outcomes

1. Meet or exceed Belmont College's Core Learning Outcomes, including communicate effectively (written, oral, and reading), think critically and creatively, learning actively, and accept accountability, 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 four separate areas of the criminal justice process, including: Institutional Corrections, Unarmed Self Defense and Firearms, Interview and Interrogation, Community Corrections, Law Enforcement, Substance Abuse, Criminal Law, or Ohio Criminal and Vehicle Code.
4. Demonstrate more complex second year college level technical knowledge in four separate areas of the criminal justice process, including: Criminal Investigation, Forensics, Correctional Law, Criminal Procedure, American Court Systems, Private Security, or a Special Topic offered.

		Semester Credit Hours
Year 1	<b>FALL SEMESTER</b>	15
	CJT1____ 1000 Level Course Elective +	3
	CJT1____ 1000 Level Course Elective+	3
	ENG1110 Composition I	3
	PSY1120 General Psychology	3
	Communications Elective	3
	<b>SPRING SEMESTER</b>	15-17
	CJT1____ 1000 Level Course Elective +	3
	CJT1____ 1000 Level Course Elective +	3
	SOC1110 Sociology	3
Year 2	General Education Elective	3
	*Natural & Physical Science or Math or Humanities Elective	3-5
	<b>FALL SEMESTER</b>	15-17
	CJT2____ 2000 Level Course Elective +	3
	CJT2____ 2000 Level Course Elective +	3
	CJT2____ 2000 Level Course Elective +	3
	SOC2130 Criminology	3
	*Natural & Physical Science or Math or Humanities Elective	3-5
	<b>SPRING SEMESTER</b>	15-17
	CJT2____ 2000 Level Course Elective +	3
	CJT2____ 2000 Level Course Elective +	3
	CJT2____ 2000 Level Course Elective +	3
	SOC2140 Juvenile Delinquency	3
	*Natural & Physical Science or Math or Humanities Elective	3-5
<b>Total Credit Hours</b>		<b>60-66</b>

\* Students must take one Natural & Physical Science elective, one math elective, and one Humanities elective during the course of the program.

+ CJT course electives determined by level of interest, enrollment and faculty availability.



# 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.

### 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.

Year 1	FALL SEMESTER		Semester Credit Hours
	BIO2110	Anatomy & Physiology I	4
	EMT1110	Emergency Medical Technician (or any 6 hours of Basic Related Courses listed below)	7
	ENG1110	Composition I	3
	PSY1120	Psychology	3
	SPRING SEMESTER		17
	BIO2112	Anatomy & Physiology II	4
	COM1115	Speech	3
	MAT1120	Statistics	4
	PHL2130	Ethics	3
Year 2	SOC1110	Sociology	3
	SUMMER TERM		8
	EMT2110	Introduction to ALS Care	8
	FALL SEMESTER		13
	EMT2111	Cardiac & Medical Emergencies	13
	SPRING SEMESTER		18
	EMT2112	Pediatrics, Special Populations, and Traumatic Emergencies	12
	EMT2210	ALS Integration	3
	EMT2220	Public Safety Capstone	3
	Total Credit Hours		73

BASIC RELATED COURSES (AT LEAST 6 HOURS)					
BIO1110	Human Biology I	3	ENG1140	Technical Writing	3
BIO1112	Human Biology II	3	MAT1110	Allied Health Math	3
BIO2120	Microbiology	4	NUT1110	Normal Nutrition	2
CHM1110	Chemistry Principles I	4	PHY1110	Physics I	5
CHM1112	Chemistry Principles II	4	PHY1112	Physics II	5
EMT1100	Emergency Medical Responder	3	PSY1130	Human Development	3
EMT1110	Emergency Medical Technician	7	PSY2110	Abnormal Psychology	3
EMT1150	Advanced EMT	12			

*NOTE: All students interested in the paramedic program should meet with the Program Chair prior to registering.*

# 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 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 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.

## **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.

		Semester Credit Hours
Year 1	SPRING SEMESTER	4
	BIO2110      Anatomy & Physiology I	4
	SUMMER TERM	8
	EMT2110      Introduction to ALS Care	8
Year 2		Semester Credit Hours
	FALL SEMESTER	13
	EMT2111      Cardiac & Medical Emergencies	13
	SPRING SEMESTER	18
	EMT2112      Pediatrics, Special Populations, and Traumatic Emergencies	12
	EMT2210      ALS Integration	3
	EMT2220      Public Safety Capstone	3
Total Credit Hours		43

*NOTE: All students interested in the paramedic program should meet with the Program Chair 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](http://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 post-secondary 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 will be evaluated
- 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 must be 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/ems\\_forms.stm](http://www.ems.ohio.gov/ems_forms.stm). Download the BCI&I Webcheck® form at: [http://www.publicsafety.ohio.gov/links/ems\\_hdi\\_webcheck.pdf](http://www.publicsafety.ohio.gov/links/ems_hdi_webcheck.pdf)

### **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 2110.

### ***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 2 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 Executive Dean of Academic Affairs, 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 Records Office
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

Students must successfully complete each course in the paramedic program sequence (EMT 2110, 2111, 2112, 2210, and 2220) in a single cycle. Unsuccessful students are required to resubmit entrance requirements and begin the sequence again starting with EMT 2110.

### ***Graduation Requirements***

The student is responsible for completing all program requirements. A petition for graduation must be completed one semester prior to the semester in which the student expects to graduate. The Program Chair and the Executive Dean of Academic Affairs must approve the petition. Graduation requirements include successful completion of all required courses in general education with a cumulative grade point average of 2.0, and students must have a letter grade of "C" or better in all paramedic courses.

Please see EMS program details and the EMS student handbook for additional information and course specific requirements.





# 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.

### **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.

FIRE ELECTIVES (AT LEAST 6 HOURS)		
FST1116	Workplace Safety	1
FST1160	Emergency Medical for Firefighters	3
- FST1170	Intro to Technical Rescue	2
- FST1171	HazMat Awareness & Confined Space Entry	1
FST2180	Hazardous Material Operations	1
FST2181	Vehicle Rescue I	2
FST2182	Confined Space Rescue	1
FST2183	Rope Rescue I	1

- Recommended

Year 1	FALL SEMESTER		Semester Credit Hours
			18
	ENG1110	Composition I	3
	FST2101	Fire Prevention	3
	PSY1120	General Psychology	3
	SOC1110	Sociology	3
		Arts & Humanities Elective	3
		Natural\Physical Science Elective	3
		Fire Elective (6 hours throughout the program)	
	SPRING SEMESTER		17
FST1150	Firefighter I & II	13	
FST2103	Fire Behavior & Combustion	2	
FST2104	Principles of Emergency Services	3	
	Fire Elective (6 hours throughout the program)		
Year 2			Semester Credit Hours
	FALL SEMESTER		17
	COM1115	Speech	3
	FST2102	Fire Protection Systems	3
	FST2105	Building Construction	2
	FST2106	Principles Fire Safety & Survival	2
	MAT1120	Basic Related Courses (6 hours throughout the program) EMT1110 recommended	7
		Fire Elective (6 hours throughout the program)	
	SPRING SEMESTER		12
	FST2220	Public Safety Capstone	2
	MAT1120	Statistics	4
		Arts & Humanities Elective	3
		Natural & Physical Science Elective	3
		Fire Elective (6 hours throughout the program)	
		6 hours of fire electives	6
	Total Credit Hours		71

# 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	ENG1140	Technical Writing	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
	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			
	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			
	NSC1110	Physical Science I	4			
	NSC1112	Physical Science II	4			
	NSC1120	The Science of Energy	4			
	NSC2110	Global Environment/Energy*	4			
	PHY1110	Physics I	5			
	PHY1112	Physics II	5			

General Education Electives 12-16 Credit Hours	<b>The total General Education Requirement at Belmont for Associate degrees is a minimum of 30 credit hours.</b> 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.



# COURSE DESCRIPTION INFORMATION

*2014 - 2015 Academic Year*





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. Transitional course numbers begin with a zero. Numbers ending in 98 or 99 indicate Special Problems and/or Directed Study courses. Course descriptions are listed in alphabetical order according to the course number.

## ***ACC - Accounting***

### **ACC1105 General Accounting 4 crs.**

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

Schedule: SP - Days

### **ACC1120 Financial Accounting 4 crs.**

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

Schedule: FL, SP - Days & Evenings;  
SU - Online

### **ACC1126 Managerial Accounting 4 crs.**

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

Schedule: FL, SP - Days & Evenings;  
SU - Online

### **ACC2204 Intermediate Accounting I 4 crs.**

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

Schedule: FL - Days & Evenings

### **ACC2205 Intermediate Accounting II 4 crs.**

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

Schedule: SP - Days & Evenings

### **ACC2225 Comp Accounting with Quickbooks 3 crs.**

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: \$68

Schedule: SP - Days & Evenings;  
SU - Evenings

### **ACC2238 Fundamentals of Tax Accounting 4 crs.**

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

Schedule: FL - Days & Evenings

### **ACC2243 Cost Accounting 4 crs.**

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

Schedule: FL - Days & Evenings

### **ACC2300 Oil & Gas Accounting I 4 cr.**

Accounting processes related to the exploration, development, and production activities for domestic operations will be discussed. The course will include financial accounting and two cost methods primarily used in oil and gas accounting, i.e. successful efforts and full cost accounting.

Prerequisites: ACC2204 or Permission

Course fee: \$20

Schedule: TBD

**ACC2400 Oil & Gas Accounting II 4 cr.**  
This course is a continuation of Oil & Gas Accounting I and will include advance accounting processes including: finance, asset retirement obligations, revenues, taxes, joint ventures, and analysis of financial statements.  
Prerequisites: ACC2300  
Course fee: \$20  
Schedule: TBD

## ***ADN – Registered Nursing***

**ADN1110 Nursing I – Foundations of Nursing Practice 8 crs.**  
This fundamental course introduces the student to the profession of nursing. The domains of nursing: people, nursing, and health along with related concepts are introduced. Nursing care of adults is the focus of the course.  
Prerequisites: BIO 2110, MAT 1110, PSY1120, Permission  
Course fee: \$250  
Schedule: FL – Day; SP- Evening

**ADN1120 Nursing II – Pharmacology 2 crs.**  
This course introduces the student to the concepts associated with pharmacology and nursing practice  
Prerequisites: ADN1110  
Course fee: \$45  
Schedule: SP – Day; SU - Evening

**ADN1130 Nursing III – Nursing Care of Adults 7 crs.**  
This course expands on the introduction of concepts related to basic human needs, the nursing process and nursing practice. Nursing care of adults continues to be the focus. Major concepts included in Nursing III are: regulation, immune/inflammatory response, elimination, mobility oxygenation and health, illness and wellness.  
Prerequisites: ADN1110  
Course fee: \$45  
Schedule: FL – Evening; SP - Day

**ADN1140 Paramedic Transitional Nursing 7 crs.**  
Paramedic Transitional Nursing aids in the transition from the role of Certified Paramedic to the role of Registered Nurse. The domains of nursing: people, nursing, and health are introduced. Major concepts in this course are professional role, knowledge acquisition, therapeutic communication, comfort, accident prevention, infection control, oxygenation, tissue perfusion, regulation, mobility, and nutrition. Nursing care of adults is the focus of this course.  
Prerequisites: Permission  
Course fee: \$250  
Schedule: SU – Day

**ADN1150 Transitional Nursing 7 crs.**  
This course aids the Licensed Practical Nurse in role transition to Registered Nurse. The domains of nursing: people, nursing, and health are discussed in relationship to the registered nurse's role. Major concepts in this course are professional role, knowledge acquisition, therapeutic communication, comfort, accident prevention, infection control, oxygenation, tissue perfusion, regulations, mobility, and nutrition. Nursing care of adults is the focus of the course.  
Prerequisites: Permission  
Course fee: \$250  
Schedule: SU – Day

**ADN2140 Nursing IV – Concepts of Family Nursing 9 crs.**  
Nursing 2140 provides an opportunity for students to interact with people throughout the lifespan. Selected concepts will be discussed across the lifespan. Diverse clinical experiences provide opportunities for interaction with individuals, families, and groups.  
Prerequisites: ADN1130 and PSY1130  
Co-Requisite: ADN2150  
Course fee: \$195  
Schedule: FL – Day; SP - Evening

**ADN2150 Nursing V – Nursing Seminar 2 crs.**  
This course examines the history of nursing and issues pertinent to the profession and practice of nursing in the twenty-first century.  
Prerequisites: ADN1130  
Co-Requisite: ADN2140  
Course fee: \$45  
Schedule: FL – Day; SP - Evening

**ADN2160 Nursing VI – Acute Care Concepts 9 crs.**  
Nursing VI deals with people experiencing acute, complex problems and the interrelationship of those problems. This course will discuss the effect of various forms of communication used with people experiencing acute, complex problems. Included within the discussion will be the effect of a person's acute, complex problems on family dynamics. The role of the professional nurse will be emphasized throughout the course.  
Prerequisites: ADN2140 and ADN2150  
Co-Requisite: ADN2170  
Course fee: \$225  
Schedule: SP – Day; SU - Evening

**ADN2170 Nursing VII – Transition to Professional Role 1 cr.**  
This course prepares students for the transition to the professional nurse role. The concepts of role transition, professional behaviors, and accountability for professional development will be explored.  
Prerequisites: ADN2150  
Co-Requisite: ADN2160  
Course fee: \$160  
Schedule: SP – Day; SU – Evening

## ***AHT – Allied Health Technology***

### **AHT1000 Introduction to Health Professions 1 cr.**

This course is designed to introduce students to a variety of Allied Health Careers.

Prerequisites: None

Course fee: \$35

Schedule: TBA

### **AHT1100 Nurse Aide 4 crs.**

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: \$40

Schedule: FL, SU - Evening & Weekends;  
SP - Days, Evenings &  
Weekends

## ***ANT – Anthropology***

### **ANT2110 Cultural Anthropology 3 crs.**

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

Schedule: FL – Online

## ***ART – Art***

### **ART2110 Global Traditions in Art History 3 crs.**

Exploration of the diverse cultural and historical contexts of Western art, from prehistoric cave paintings to modern graffiti. The course will include art forms beyond the European tradition, such as African masks, Chinese pottery, Egyptian tomb art, Australian aboriginal paintings, and Japanese prints.

Prerequisites: Placement

Course fee: \$53

Schedule: SP – Evenings (Even years)

## ***BIO – Biology***

### **BIO1110 Human Biology I 3 crs.**

Structure and function of the human body; includes body organization, biochemistry, the cell and cell metabolism, tissues, and the integumentary, skeletal, muscular and nervous systems.

Prerequisites: Placement

Course fee: \$98

Schedule: FL, SP - Days & Evenings

### **BIO1112 Human Biology II 3 crs.**

A continuation of Human Biology I (BIO1110).

The course provides opportunity for the assimilation of knowledge of human anatomy and physiology for the following systems: cardiovascular, lymphatic, endocrine, digestive, urinary, and reproductive.

Prerequisites: BIO1110

Course fee: \$98

Schedule: SP - Days

### **BIO1120 Life Science 3 crs.**

Geared toward non-biology majors. The topics covered in this course include the scientific method, the origins of life, classification of organisms, genetics and heredity, cellular anatomy and physiology, evolution, and ecology. The course includes a lab component.

Prerequisites: Placement

Course fee: \$98

Schedule: FL - Days & Evenings;  
SP - Days

### **BIO1130 Introduction to Biology I 4 crs.**

Explores general biological problems and processes of living organisms. Major topics of the course are scientific theory, molecular biology, cellular biology, genetics, and evolution. The required laboratory component of the course will utilize the scientific method to align with concepts covered in lecture.

Prerequisites: Placement

Course fee: \$120

Schedule: FL - Days

### **BIO1132 Introduction to Biology II 4 crs.**

Explores general biological problems and processes of living organisms. Major topics of the course are scientific theory, evolution, zoology, botany, and ecology. The required laboratory component of the course will utilize the scientific method to align with concepts covered in lecture.

Prerequisites: Placement

Course fee: \$120

Schedule: SP - Days

### **BIO2110 Anatomy & Physiology I 4 crs.**

First semester of a two-semester sequence covering the study of human anatomy and physiology. This course is designed to provide the student with an overview of the organization of the human body and an appreciation of the relationship between the structure of the body and the way it functions. Topics include the

chemical level of organization, cell structure and metabolism, tissue organization and function, and the integumentary, skeletal, muscular, nervous, and sensory systems. Students must also register for a laboratory section to apply and assimilate information learned in lecture.

Prerequisites: Placement

Course fee: \$120

Schedule: FL, SP - Days & Evenings

### **BIO2112 Anatomy & Physiology II 4 crs.**

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: \$120

Schedule: FL - Days & Evenings;  
SP - Evenings

### **BIO2120 Microbiology 4 crs.**

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

Co-Requisites: For nursing students –  
ADN1130

Course fee: \$120

Schedule: SP - Days

### **BIO2130 Advanced Physiology 2 crs.**

A continuation of the study of human physiology. This course will help to relate that physiology to the health and well-being of the human body. Students will learn some of the underlying

cellular mechanisms of disease and discover how medications and other treatments affect these mechanisms.

Prerequisites: BIO1112

Course fee: \$38

Schedule: SP – Days

### **BIO2140 Special Topics – Biology .5 – 4 crs.**

Provides a way for college credit to be awarded for special topic courses. Some examples might include CEU courses for a variety of professions or science classes for secondary students.

Prerequisites: None

Course fee: \$30

Schedule: TBA

### **BIO2150 Physiological Psychology 4 crs.**

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: \$25

Schedule: SP – Days

## ***BPR – Building Preservation/Restoration***

### **BPR1101 Introduction to Historic Preservation 3 crs.**

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

Schedule: FL - Days

### **BPR1113 Architectural Drafting & Design 3 crs.**

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

Schedule: FL, SP - Days

### **BPR1123 Historic Research & Documentation 3 crs.**

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

Schedule: SP - Days



**BPR1133 Materials and Methods of Construction 3 crs.**

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

Schedule: FL, SP - Days

**BPR1136 Building Pathology 4 crs.**

A study of how and why buildings and their components deteriorate and the various techniques used to rectify deterioration. Basic structural terminology and theory are integrated with material deterioration study to provide the student with a broad understanding of why buildings and materials fail. Labs will focus primarily on restoration techniques on a variety of materials.

Prerequisites: BPR1133

Course fee: \$80

Schedule: FL - Days

**BPR1140 Mechanical Systems 3 crs.**

Examination of mechanical, electrical, plumbing, and insulation systems: their development and applications, and approaches to upgrading, adaptation, and restoration of period systems. Methods of unobtrusively inserting systems into historic buildings are presented. Techniques are applied in the lab and on site when applicable. LEED standards will be reviewed.

Prerequisites: None

Course fee: \$75

Schedule: SP - Days

**BPR1142 Windows and Doors 3 crs.**

Analysis and application of preservation techniques associated with the repair, restoration, and maintenance of historic doors and windows and their associated building hardware. Wooden and metal components will be addressed along with glazing and thermal retrofitting techniques.

Prerequisites: None

Course fee: \$105

Schedule: FL - Days

**BPR1146 Roofing & Flooring 3 crs.**

An examination of the various materials used to provide roof and floor coverings in historic residential and commercial buildings. Slate, wood shingle, clay tile, composite shingle, metal panels, and built-up roofs will be examined. Floor cloths, carpets, terrazzo, ceramic, linoleum, and hardwood techniques like marquetry and parquetry will be examined. In addition, alternate sustainable materials for each system will be discussed. Installation, repair, deterioration problems, and maintenance concerns will be the emphasis of each material.

Prerequisites: None

Course fee: \$135

Schedule: SP - Days

**BPR1150 Construction Management & Estimating 3 crs.**

Introduction to building and zoning codes, safety regulations, contracts, bidding, estimating, scheduling, specifications, job site and shop safety, and the role of unions. The course uses visits to actual construction sites and student participation in a simulated construction firm to orient students to construction industry individual proprietorship.

Prerequisites: None

Course fee: \$20

Schedule: SP - Evenings

**BPR1160-1164 Field Lab - Morristown 1 cr.**

A series of hands-on, project oriented classes designed to provide the student an opportunity to practice learned techniques, fine tune skills, and develop confidence in a real world setting. These experiential based classes are held at the Morristown Field Lab house or in one of the preservation workshops.

Prerequisites: None

Course fee: \$75

Schedule: FL, SP - Days

**BPR1170 Field Lab – Community 1 cr.**

Students will work on a project(s) outside the college designed to provide a significant benefit to a non-profit, community or government organization. The course provides students an opportunity to practice techniques, fine tune skills, and explore experiential learning while learning important lessons in regard to giving back to society.

Prerequisites: None

Course fee: \$75

Schedule: SU - Days

**BPR1198 Special Problems I 3 crs.**

An in-depth study focused on selected preservation topics. Subjects may include, but are not limited to, rehabilitation design for historic houses, restoration of unique items, historic landscaping, architectural design, international preservation, archeology, and maritime preservation.

Prerequisites: None

Course fee: Variable

Schedule: SU - Variable

**BPR1199 Directed Study I 3 crs.**

This course is designed to allow students the opportunity to further pursue their studies in a specific area of interest. Each student will work independently with a faculty member within the department to create a syllabus and develop a



project that fulfills their specific needs. Advance academic standing and instructor permission are required.

Prerequisites: Permission  
Course fee: Variable  
Schedule: As needed

**BPR2241 Material Science: Decorative Finishes 3 crs.**

The study of historic and modern paints, clear finishes, and faux finishes used to imitate various stone and wood finishes in an architectural context. Color theory, history of use, chemical composition, application procedures, and preservation techniques of water, oil and specialty paints, varnish, lacquer, shellac, oils, waxes, urethanes, and other modern finishes will be discussed. Preparation and repair of surfaces, medium selections, and brush techniques will be addressed and practiced in lab. Emphasis will be placed on developing fundamental techniques with experimentation on various surfaces.

Prerequisites: BPR1133  
Course fee: \$140  
Schedule: FL - Days

**BPR2242 Material Science: Wood 3 crs.**

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  
Schedule: SP - Days

**BPR2243 Material Science: Masonry 3 crs.**

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  
Schedule: SU - Days

**BPR2244 Material Science: Plaster & Composition 3 crs.**

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  
Schedule: FL - Days

**BPR2245 Material Science: Metals 3 crs.**

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, resposse, and basic welding.

Prerequisites: None  
Course fee: \$135  
Schedule: SP - Days

**BPR2247 Material Science: Stained Glass 3 crs.**

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  
Schedule: SP - Days

**BPR2275 Preservation Capstone 2 crs.**

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  
Schedule: SP - Days

## ***BUS – Business***

**BUS1111 Introduction to Business 3 crs.**

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: \$38  
Schedule: FL, SP - Days & Evenings

**BUS1116 Business Ethics 3 crs.**

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: \$38

Schedule: FL - Days; SP - Days & Evenings

**BUS1121 Introduction to Marketing 3 crs.**

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: \$38

Schedule: FL - Days & Evenings

**BUS1122 Web Marketing 3 crs.**

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: \$38

Schedule: FL - Online

**BUS1125 Supervision and Management 3 crs.**

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: \$38

Schedule: SP - Days & Evenings

**BUS1141 Small Business Management 3 crs.**

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: \$38

Schedule: SP - Days & Evenings

**BUS2206 Small Business Development 3 crs.**

This course guides the student through the steps necessary to make informed decisions in starting a business – including preparation of the business plan, financing a small business start-up, and marketing the new enterprise. The course also focuses on how to operate a small business.

Prerequisites: BUS1141 or permission

Course fee: \$38

Schedule: SP - Days & Evenings

**BUS2210 Organizational Behavior 3 crs.**

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: \$38

Schedule: FL - Evenings

**BUS2216 Leadership 3 crs.**

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: \$38

Schedule: SP - Days & Evenings

**BUS2230 Project Management 3 crs.**

This introductory and participative course will provide students with the skills, knowledge, and tools needed for project success. The students will learn the essential steps in setting up project plans, scheduling work, exercising appropriate control and monitoring progress to achieve desired project goals.

Prerequisites: None

Course fee: \$38

Schedule: SP - Evenings

**BUS2241 Business Law 3 crs.**

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: \$38

Schedule: FL, SP - Days & Evenings;  
SU - Days

**BUS2251 Human Resources Management 3 crs.**

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: \$38

Schedule: SP - Evenings

**BUS2280 Business Decision Making 2 crs.**

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: \$38

Schedule: SP - Days & Evenings

**BUS2282 Business Plan Preparation 2 crs.**

This two-credit-hour capstone course guides the student through the processes necessary to complete a comprehensive business plan for a start-up business. The business plan will be assigned as a team effort and will entail analysis of the product, the market, operational requirements, and the financial plan.

Prerequisites: Completion of both the Business Management core and the Small Business Administration and Entrepreneurship concentration course requirements or permission.

Course fee: \$38

Schedule: SP - Days & Evenings

**BUS2288 Business Internship 1 cr.**

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the program chair, 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: \$30

Schedule: SP - Days

**BUS2289 Business Seminar 1 cr.**

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: \$30

Schedule: SP - Days

## **CHM – Chemistry**

**CHM1110 Chemistry Principles I 4 crs.**

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.

Prerequisites: MAT1130

Course fee: \$120

Schedule: FL - Days; SP - Evenings

**CHM1112 Chemistry Principles II 4 crs.**

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.

Prerequisites: CHM1110

Course fee: \$120

Schedule: SP - Days

**CHM1130 Chemistry for Conservators 3 crs.**

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

Schedule: SP – Days

## COM – Communications

### COM1110 Interpersonal Communications 3 crs.

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

Schedule: FL, SP - Days & Evenings

### COM1115 Speech 3 crs.

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

Schedule: FL, SP - Days & Evenings

### COM1120 Public Speaking 3 crs.

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

Schedule: FL – Online

## CPT – Computer Technology

### CPT1100 Introduction to Computers & OS 4 crs.

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

Schedule: FL, SP, SU - Days, Evenings & Online

### CPT1101 Computer Concepts & Applications 2 crs.

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

Schedule: As needed

### CPT1117 Visual Basic Programming 4 crs.

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

Schedule: SP - Days & Online

### CPT1119 Multimedia Design & Development 3 crs.

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

Schedule: FL - Days & Online

### CPT1125 Introduction to Media 3 crs.

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

Schedule: FL - Days

**CPT1132 Computerized Spreadsheets 3 crs.**

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

Schedule: FL - Days & Online; SP - Days

**CPT1136 Database Management 3 crs.**

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

Schedule: SP - Days

**CPT1163 HTML/Web Page Design 3 crs.**

The primary purpose of this course is to familiarize the student with HTML Programming and the use of an HTML editing program for the creation of web pages. The editing package used in this course is Adobe Dreamweaver. The student will create web sites using text and graphics, hyperlinks, tables and forms, Style

sheets, frames and frame sets. Adobe Flash software is also used to create small fast loading animations that could be used for animated banners, logos, and interactive buttons on web pages.

Prerequisites: CPT1119

Course fee: \$53

Schedule: SP - Days & Online

**CPT2240 Video Editing 3 crs.**

This course is developed for those who are interested in learning more about video production. Students will gain a basic knowledge and understanding of editing as it relates to production, advertising, television, and multimedia.

Prerequisites: CPT1119

Course fee: \$53

Schedule: FL - Days

**CPT2245 Introduction to Web Programming 3 crs.**

This course provides an overview of the most current programming languages, tools, and techniques used to develop dynamic, data driven, interactive applications for the Web.

Prerequisites: CPT1117 and CPT1163

Course fee: \$53

Schedule: FL - Days

**CPT2247 C++ Programming 3 crs.**

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

Course fee: \$53

Schedule: FL - Days

**CPT2250 Mobile Web Applications 3 crs.**

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

Schedule: SP -Days

**CPT2264 Photo Editing & Illustrations 4 crs.**

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

Schedule: FL - Days & Online

**CPT2283 IT Project Design/Build 2 cr.**

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

Schedule: FL, SP, SU - Days

**CPT2288 IT Internship 1 cr.**

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the program chair, 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: \$53

Schedule: FL, SP, SU - Days



**CPT2289 IT Seminar 1 cr.**

This seminar class is taken with the IT Internship course. This will assist students in identifying and evaluating experiences from the internship course and then relate skills to career expectations.

Prerequisites: Permission

Course fee: \$53

Schedule: FL, SP, SU – Days

## ***CJT – Criminal Justice Technology***

**CJT1100 Corrections Transitional Course 1 cr.**

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

Schedule: TBA

**CJT1111 Introduction to Criminal Justice 3 crs.**

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

Schedule: FL, SP - Days

**CJT1121 Institutional Corrections 3 crs.**

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

Schedule: FL - Days

**CJT1122 Unarmed Self Defense 2 crs.**

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.

Prerequisites: None

Course fee: \$30

Schedule: TBA

**CJT1123 Firearms & the Law 1 cr.**

A study of practical police procedures for weapons management, including legal and ethical implications, nomenclature, an introduction to ballistic sciences, and supervised range work.

Prerequisites: None

Course fee: \$30

Schedule: TBA

**CJT1125 Interview & Interrogation 3 crs.**

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

Schedule: TBA

**CJT1131 Community Corrections 3 crs.**

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

Schedule: FL - Days

**CJT1135 Introduction to Law Enforcement 3 crs.**

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

Schedule: SP - Days

**CJT1141 Substance Abuse 3 crs.**

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

Schedule: TBA

**CJT1151 Introduction to Criminal Law 3 crs.**

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

Schedule: SP - Days

**CJT1152 Ohio Criminal Code 2 crs.**

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

Schedule: TBA

**CJT1153 Ohio Vehicle Code 1 cr.**

This course thoroughly examines the various sections and individual laws that comprise the Ohio Vehicle Code.

Prerequisites: None

Course fee: \$30

Schedule: TBA

**CJT1193 Criminal Justice Transfer Elective 3 crs.**

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

Schedule: TBA

**CJT2241 Criminal Investigation 3 crs.**

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

Schedule: FL - Days

**CJT2242 Forensics 3 crs.**

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

Schedule: FL - Days

**CJT2252 Correctional Law 3 crs.**

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

Schedule: TBA

**CJT2254 Criminal Procedure 3 crs.**

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

Schedule: TBA

**CJT2256 American Court Systems 3 crs.**  
 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  
 Schedule: SP - Days

**CJT2258 Introduction to Private Security 3 crs.**  
 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  
 Schedule: SP - Days

**CJT2261 Ethics in Criminal Justice 3 crs.**  
 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, and the state of 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  
 Schedule: SP - Days

**CJT2271 Criminal Justice Practicum 2 crs.**  
 Students will be assigned to local Criminal Justice agencies for on-site experiences. Must be second-year student, have completed previous work with high academic and professional quality, be approved by CJT faculty,

and must have completed application form.  
 Co-requisite: CJT2281  
 Prerequisites: 12 credit hours of criminal justice coursework or permission  
 Course fee: \$30  
 Schedule: TBA

**CJT2272 Criminal Justice Practicum Elective 1-2 crs.**  
 Supervised field work experience for students at an area Criminal Justice agency. Students are assigned to a site to expand their practical experience.  
 Prerequisites: CJT2271, must have completed application form, and approved by CJT faculty and site  
 Course fee: \$30  
 Schedule: TBA

**CJT2281 Criminal Justice Seminar 1 cr.**  
 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.  
 Prerequisites: 12 credit hours in CJT or permission  
 Co-Requisite: CJT2271  
 Course fee: \$30  
 Schedule: FL, SP - Days

**CJT2291 Current Issues in Criminal Justice 3 crs.**  
 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  
 Schedule: TBA

**CJT2293 Criminal Justice Transfer Elective 3 crs.**  
 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  
 Schedule: TBA

**CJT2299 Special Topics 3 crs.**  
 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  
 Schedule: TBA

## ***CSF – Cyber Security***

**CSF1101 Introduction to Network Security 3 crs.**  
 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  
 Schedule: SP - Evenings

**CSF1112 Cyber Law and Ethics 3 crs.**

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

Schedule: FL - Evenings

**CSF1142 Operating Systems Security 3 crs.**

In this course, we will take an in-depth look at operating system security concepts and techniques. We will examine theoretical concepts that make the world of security unique. Also, this course will adopt a practical hands-on approach when examining operating system security techniques. Along with examining different security strategies, this course will explore the advancement of security implementation, as well as, timeless problem solving strategies.

Prerequisites: CPT1100

Course fee: \$68

Schedule: SP - Evenings

**CSF1152 Web Security 3 crs.**

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

Schedule: SU - Evenings

**CSF1162 Wireless Security 3 crs.**

A hands-on guide to defending wireless networks against attacks. Topics include: wireless LAN vulnerabilities, passive wireless discovery, active wireless attacks, WLAN security models, security in wireless devices, designing a secure wireless network, authentication, monitoring a wireless network, wireless security policy and testing a wireless network.

Prerequisites: CPT1100

Course fee: \$68

Schedule: SU - Evenings

**CSF2201 Computer Forensics & Investigation 3 crs.**

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

Schedule: FL - Evenings

**CSF2210 Ethical Hacking & Network Defense 3 crs.**

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

Schedule: FL - Evenings

**CSF2222 Incident Response and Disaster Recovery 3 crs.**

Provides a comprehensive treatment of contingency planning, including components of Incident Response, Disaster Recovery, Business Continuity, and Crisis Management. It offers a thorough treatment of the planning process for each area and provides students with a focus on managerial issues associated with each area.

Prerequisites: CPT1100

Course fee: \$68

Schedule: SP - Evenings

**CSF2242 Firewalls and Network Security 3 crs.**

Designed for the student and network administrators who need to learn the basics of firewall security. This course covers terminology and basic installation techniques, rules on packet filtering for protecting data, authentication, encryption, and discussions on how to make an intelligent choice of firewall technology.

Prerequisites: CPT1100

Course fee: \$68

Schedule: SU - Evenings

**CSF2252 Collecting Evidence 3 crs.**

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  
Course fee: \$68  
Schedule: SU - Evenings

## ***EDU – Early Childhood Development***

### **EDU1111 Introduction to Early Childhood Education 3 crs.**

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: PSY1120 or Permission  
Course fee: \$60  
Schedule: FL - Days & Evenings

### **EDU1120 Introduction to Child Development 3 crs.**

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  
Schedule: SP - Days & Evenings

### **EDU1131 Child Health, Safety, and Nutrition 3 crs.**

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  
Schedule: FL - Days

### **EDU1135 Creative Experiences for the Young Child 3 crs.**

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  
Schedule: SP - Evenings

### **EDU1145 Introduction to Montessori Philosophy & Principles 3 crs.**

An introduction to the historical development of the Montessori movement and its impact on current early childhood education ages 3-6. The student will learn theory and enrichment activities providing a rationale for the success of this method in educating the whole child. Areas to be addressed will be: sensorial, practical life, music, language, culture, science, art, history, and movement. The student outcome will be to be able to implement this knowledge in their current area of practice to benefit the children they teach.  
Prerequisites: Permission  
Course fee: \$60  
Schedule: SP - Evenings

### **EDU2235 Introduction to Individuals with Exceptionalities 3 crs.**

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  
Schedule: FL - Evenings

### **EDU2239 Administration of Child Care Centers 3 crs.**

Introduction and exposure to the political, social, and economic contexts of child care programs, agencies and centers; organization and administration of child care centers; developing and operating child care facilities, including licensure laws, program development, and management.  
Prerequisites: EDU1131 and EDU1111 or Permission  
Course fee: \$60  
Schedule: SP - Evenings

### **EDU2240 Families, Communities, and Schools 3 crs.**

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

Schedule: FL - Days

#### **EDU2245 Observation and Assessment 3 crs.**

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

Schedule: FL - Evenings

#### **EDU2250 Positive Guidance and Behavior Management 2 crs.**

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

Schedule: SP - Evenings

#### **EDU2260 Educational Technology 3 crs.**

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

Schedule: SU - TBA

#### **EDU2270 Children's Literature 3 crs.**

Teaches students how to present the various genres of children's literature. It presents an in-depth understanding of genres and how children from various cultural and ethnic backgrounds relate to the varieties of literature within each genre. Children's literature goes beyond reading a story to a child. It encompasses morals, social issues,

art, science, and other cultures. The world of literature displays both fascinating facts and the far corners of an author's imagination. It also teaches us how children become good readers themselves.

Prerequisites: EDU1111

Course fee: \$40

Schedule: SU - TBA

#### **EDU2295 Foundations of Early Literacy 3 crs.**

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

Schedule: FL, SU - Evenings

#### **EDU2280 Educational Psychology 3 crs.**

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

Schedule: SU - TBA

**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

Schedule: SP - TBA

**EDU2295 Early Childhood Seminar 2 crs.**

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: \$53.00

Schedule: SP – Evening

## ***ECE – Civil Engineering Technology***

**ECE1101 Introduction to Civil Engineering 1 cr.**

Discussion of civil engineering and civil engineering technology as a career. Preview of program courses. Field trips, guest speakers, and videos highlighting various civil engineering works.

Prerequisites: None

Course fee: \$45

Schedule: FL - Days

**ECE1120 CAD 4 crs.**

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

Schedule: FL - Days & Evenings

**ECE1160 Hydraulics & Hydrology 4 crs.**

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

Schedule: SP - Days

**ECE1170 Computing for Engineers 3 crs.**

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

Schedule: FL - Days

**ECE2121 Surveying 4 crs.**

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 (or taken concurrently)

Course fee: \$170

Schedule: FL - Days

**ECE2216 Statics 3 crs.**

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

Schedule: FL - Days

**ECE2221 Strength of Materials 3 crs.**

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

Schedule: SP - Days

**ECE2230 Engineering Materials/  
Concrete Design 4 crs.**

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

Schedule: SP - Days

**ECE2241 Soil Mechanics 4 crs.**

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.

Prerequisites: PHY1110

Course fee: \$80

Schedule: SP - Days

**ECE2251 Construction Estimating 4 crs.**

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

Schedule: FL - Days

**ECE2261 Environmental Science 3 crs.**

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

Schedule: SP – Days

**ECE2271 Construction Estimating 3 crs.**

The focus of this course is on 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

Schedule: SP – Days

**ECE2282 Civil Engineering  
Capstone 2 crs.**

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 (or ECE2271)

Co-requisite: ECE2271

Course fee: \$80

Schedule: SP – Days

**ECE2288 Civil Engineering  
Internship 1 cr.**

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the program chair 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

Schedule: TBA

**ECE2289 Civil Engineering  
Seminar 1 cr.**

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

Schedule: TBA

## ***ECN – Economics***

**ECN1110 Macroeconomics 3 crs.**

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

Schedule: FL - Days & Evenings;  
SP - Evenings

**ECN1120 Microeconomics 3 crs.**

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

Schedule: FL - Days; SP - Days & Evenings

## ***EMT – Emergency Medical Technician***

### **EMT1100 Emergency Medical Responder 2 crs.**

This course follows the Ohio Emergency Medical Responder curriculum as defined by the Ohio Division of EMS and the Ohio Revised Code. The class is a combination of specialized classroom material and laboratory experiences designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Instruction includes patient assessment, airway management, CPR, automated external defibrillation, epinephrine auto-injector administration, illness and injury management, and delivery and newborn care. The class includes laboratory time and a clinical internship. Successful students will be eligible for NREMT and state certification testing.

Prerequisites: None

Course Fee: \$30

Schedule: FL, SP, Flex

### **EMT1110 Emergency Medical Technician 7 crs.**

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: \$50

Schedule: FL, SP, Flex

### **EMT1150 Advanced EMT 12 crs.**

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: \$75

Schedule: FL, SP – Day & Evening

### **EMT2110 Introduction to ALS Care 8 crs.**

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, 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 paramedic, anatomy and pathophysiology, advanced principles of pharmacology, venous circulation access, and medication administration. Instruction also includes patient assessment, communication and documentation, and airway management and ventilation techniques.

Prerequisites: BIO 2110 & Ohio EMT or AEMT certification

Course Fee: \$75

Schedule: SU - Day & Evening

### **EMT2111 Cardiac and Medical Emergencies 13 crs.**

The second course 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, laboratory, clinical, and vehicle experiences designed to prepare students to assess, treat, and manage patients with various cardiac, respiratory, and other medical emergencies. Emphasis is placed on neurologic, endocrine, allergic, gastrointestinal, urologic, toxicologic, behavioral, hematologic, and environmental emergencies.

Prerequisites: EMT 2110

Course Fee: \$75

Schedule: FL - Day & Evening



**EMT2112 Pediatrics, Special Populations, and Traumatic Emergencies 12 crs.**

The third course 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, laboratory, clinical, and vehicle experiences designed to prepare students to assess, treat, and manage special population patients and patients with various traumatic emergencies. Emphasis is placed on pediatric, geriatric, obstetric, gynecologic, chronic care, and special needs patients. Instruction also includes trauma systems, mechanisms of injury, pathophysiology of shock, and soft tissue, burn, head, spinal, thoracic, abdominal, and other traumatic injuries. Abuse, neglect, and assault will also be covered.

Prerequisites: EMT 2110

Course Fee: \$75

Schedule: SP - Day & Evening

**EMT2210 ALS Integration 3 crs.**

This is one of 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, laboratory, clinical, and vehicle experiences covering ambulance operations, incident command, triage, rescue operations, hazardous materials, crime scene awareness, and terrorism and weapons of mass destruction. Exit interviews, program requirements and evaluations, and final program written and practical testing will occur.

Prerequisites: EMT 2110

Course Fee: \$25

Schedule: SP - Day & Evening

**EMT2220 Public Safety Capstone 3 crs.**

This is one of 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, laboratory, clinical, and vehicle experiences designed to allow students to integrate the knowledge and skills learned in the paramedic program. 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 2110

Course Fee: None

Schedule: SP - Day & Evening

## ***ENG – English***

**ENG0095 Writing 1 crs.**

Covers paragraph writing and essay writing to include determining the main idea, outline organization, topic sentences and thesis statements, development strategies, unity, clear usage and coherence, transitional devices, and the writing process. The course must be taken in conjunction with a paired section of Composition I. Note: This class meets immediately after the paired Composition I course, and both courses are taught by the same instructor.

Prerequisites: Students who test within eight points of college-level (Accuplacer score of 80-87) are eligible to take this course.

Course fee: \$45

Schedule: FL & SP - Days

**ENG1110 Composition I 3 crs.**

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 Writing II and Reading II as evidenced by a letter grade of "C" or better in one of the following courses: MDS0091, MDS0093, MDS0094, or MDS0096.

Course fee: \$53

Schedule: FL, SP - Days, Evenings & Online

**ENG1120 Composition II 3 crs.**

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

Schedule: FL - Online; SP - Days, Evenings & Online

**ENG1125 Critical Writing 3 crs.**

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

Schedule: SP - Day



**ENG1140 Technical Writing 3 crs.**  
 Memos, letters, resumes, proposals, feasibility reports, progress reports, mechanism and technical process descriptions, procedures, oral reports, et al.  
 Prerequisites: ENG1110  
 Course fee: \$53  
 Schedule: FL - Online; SP - Evenings & Online

**ENG1150 Experiencing Literature 3 crs.**  
 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  
 Schedule: FL - Days & Online;  
 SP – Evenings & Online

**ENG2105 Introduction to Literature 3 crs.**  
 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  
 Schedule: FL - Days; SP - Days & Evenings

**ENG2110 Survey of British Literature I 3 crs.**  
 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  
 Schedule: TBA

**ENG2112 Survey of British Literature II 3 crs.**  
 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  
 Schedule: TBA

**ENG2120 Survey of American Literature I 3 crs.**  
 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  
 Schedule: TBA

**ENG2122 Survey of American Literature II 3 crs.**  
 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  
 Schedule: TBA

**ENG2130 Classics of World Literature I 3 crs.**  
 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: ENG2105  
 Course fee: \$53  
 Schedule: TBA

**ENG2132 Classics of World Literature II 3 crs.**

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: ENG2105

Course fee: \$53

Schedule: TBA

**ENG2140 Fantasy Worlds 3 crs.**

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

Schedule: FL - Days

**ENG2150 The Novel 3 crs.**

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

Schedule: FL, SP – Online or Hybrid

**ENG2160 Global 20th-Century Literature 3 crs.**

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

Schedule: SP – Days

***ETC – Electronic Technology***

**EIE1101 DC Circuits 4 crs.**

Basic electrical symbols, fundamental units of measure, and metric prefixes. Fundamental electrical laws will be used to solve circuits, such as Ohm's Law, Watt's Law, Kirchhoff's Current Law, and Kirchhoff's Voltage Law. Concepts of the Voltage Divider for series circuits and the Current Divider for parallel circuits will be used in circuit analysis. The response of capacitors and inductors to DC voltage and current will be studied. Bench test equipment and circuit assembly will be applied in the hands-on lab experiments.

Prerequisites: MAT1130 (or taken concurrently)

Course fee: \$80

Schedule: FL - Days; SU - Evenings

**EIE1102 AC Circuits 4 crs.**

Inductor, capacitor, and transformer response to AC current. Magnetism and electro-magnetism as it relates to electricity will be covered. Properties of various waveforms will be introduced, both sinusoidal and non-sinusoidal. RC, RL, and RLC circuits in series, parallel, and series-parallel will be studied. RLC circuits will be analyzed in both series and parallel resonant circuits. Basic passive filters will be covered, such as band-pass, band-stop, high-pass, and low-pass. Superposition and Thevenin's theorems will be applied to AC circuit analysis. Bench laboratory experiments will provide hands-on experience with the devices and circuits studied in the classroom. Multism electronic simulation software will also be used in the labs.

Prerequisites: EIE1101, MAT1130, and MAT1140 (or taken concurrently)

Course fee: \$80

Schedule: SU - Days

**EIE1201 Digital Electronics 4 crs.**

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

Schedule: FL - Days; SU - Evenings

**EIE1205 Network Infrastructure 4 crs.**

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

Schedule: SP - Days

**EIE2105 Analog Electronics 4 crs.**

An introduction to semiconductor devices and linear integrated circuits, and their applications. Topics include diodes, transistors, amplifiers, oscillators, timers, filters, and power supplies. Laboratory experiments provide hands-on experience with the devices and circuits studied in the classroom.

Prerequisites: EIE1102

Course fee: \$80

Schedule: FL - Days; SP - Evenings

**EIE2120 NEC 2 crs.**

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 and 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

Schedule: FL, SP – Days & Evenings

**EIE2190 Electronics Capstone 2 crs.**

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

Schedule: FL, SP - Days

**EIE2210 Programmable Logic Controllers 4 crs.**

An introduction to the Allen-Bradley series of programmable controllers, such as SLC-500, Micrologix 1000, and Micrologix 1200. Numbering systems, memory organization, I/O addressing, and programming instructions will be covered. Also, the development of ladder logic diagrams as related to hardware applications in industry will be studied. Hardwiring real I/O will be stressed on Micrologix 1200 controlled electrical panels. Programming and operation of the SLC-500 Programmable Controller using RSLogix500 Advanced Programming Language will be employed to develop programs using block formatted programming instructions in a graphical environment. Programming instructions are studied in detail and used in a variety of lab programming assignments. Hands on programming problems are solved using a Micrologix1000 PLC controlled conveyor system.

Prerequisites: Permission

Course fee: \$160

Schedule: SP - Days

**EIE2288 Engineering Technology Internship 1 cr.**

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the program

chair 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

Schedule: As Needed

**EIE2289 Engineering Technology Seminar 1 cr.**

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

Schedule: SP - Flexible

**EIE2301 DC & AC Machinery 4 crs.**

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

Schedule: FL - Days

**EIE2305 Power Distribution 4 crs.**

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

Schedule: SP - Days

### **EIE2310 Hydraulics & Pneumatics 4 crs.**

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 through 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

Schedule: FL - Days

### **EIE2315 Instrumentation 4 crs.**

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.

Prerequisites: EIE1102

Course fee: \$80

Schedule: SP- Days

## ***FST – Fire Safety***

### **FST1100 Ohio Volunteer Firefighter 2 crs.**

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

Schedule: Flex

### **FST1110 Ohio Firefighter I Transition Course 5 crs.**

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

Schedule: Flex

### **FST1116 Workplace Safety 1 cr.**

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

Schedule: FL, SP – Days & Evenings

### **FST1120 Ohio Firefighter I 7 crs.**

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

Schedule: Flex



**FST1130 Ohio Firefighter II Transition Course 6 crs.**

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 Ohio Firefighter Level 1 & 2 13 crs.**

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  
Schedule: Flex

**FST1160 Emergency Medical for Firefighters 3 crs.**

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  
Schedule: FL - Day & Evening

**FST1170 Introduction to Technical Rescue 2 crs.**

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  
Schedule: FL - Day & Evening

**FST1171 HazMat Awareness/Confined Space Entry 1 cr.**

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  
Schedule: SP - Day & Evening

**FST2101 Fire Prevention 3 crs.**

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  
Schedule: FL - Day & Evening

**FST2102 Fire Protection Systems 2 crs.**

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  
Schedule: FL - Day & Evening

**FST2103 Fire Behavior & Combustion 2 crs.**

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  
Schedule: SP - Day & Evening



**FST2104 Principles of Emergency Services 3 crs.**

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

Schedule: SP - Day & Evening

**FST2105 Building Construction 3 crs.**

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

Schedule: FL - Day & Evening

**FST2106 Principles of Fire Safety & Survival 2 crs.**

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

Schedule: FL - Day & Evening

**FST2180 Hazardous Material Operations 1 cr.**

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

Schedule: SP - Day & Evening

**FST2181 Vehicle Rescue I 2 crs.**

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

Schedule: SP - Day & Evening

**FST2182 Confined Space Rescue 1 cr.**

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

Schedule: SP - Day & Evening

**FST2183 Rope Rescue I 1 cr.**

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

Schedule: FL - Day & Evening

**FST2220 Public Safety Capstone 2 crs.**

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

Schedule: SP - Day & Evening

***FYE – First Year Experience***

**FYE1110 Student Learning and Success 1 cr.**

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

Schedule: FL - Days & Evenings;  
SP - Days

**FYE1120 Success in Online Learning 2 crs.**

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

Schedule: FL, SP - Online

## ***GEO – Geology***

### **GEO1110 Geology 4 cr.**

This course introduces the student to the basic concepts of geology, including plate tectonics, minerals, rock types, volcanoes, geologic time, mass wasting, groundwater, glaciation, earthquakes, and climate change. Laboratory experiments provide hands-on experience with the concepts and applications.

Prerequisites: None

Course fee: None

Schedule: FL, SU – Online

### **GEO1120 Geology for Coal, Oil and Gas 3 crs.**

Introductory course in the geology of coal, oil, and gas. Students will gain insight into how and where hydrocarbons are formed and deposited. Both physical and environmental geology concepts are presented and discussed.

Prerequisites: None

Course fee: \$30

Schedule: TBD

## ***GIS – Geographic Information Systems***

### **GEO1100 Introduction to GIS 3 crs.**

Introduces the Geographic Information Systems. GIS is the merging of cartography, statistical analysis, and database technology. The student will learn the design, operation, and uses of GIS. Geographic Information Systems are capable of integrating, storing, editing, analyzing, sharing, and displaying geographically reference information. If the location of a person, thing, or event can be fixed on the earth, then it can be placed on a map, and that map can be used to search, organize and analyze that information.

GIS applications and careers are discussed. The hardware and software used in GIS are introduced.

Prerequisites: None

Course fee: \$100

Schedule: FL, SP – Evenings

## ***HAC – Heating & Air Conditioning***

### **HAC1100 Welding Fundamentals 2 crs.**

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

Schedule: FL - Days

### **HAC1110 Basic Refrigeration I 3 crs.**

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.

Prerequisites: None

Course fee: \$120

Schedule: FL - Days

### **HAC1113 Electricity 3 crs.**

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.

Prerequisites: None

Course fee: \$105

Schedule: FL - Days

### **HAC1120 Refrigeration Control Systems 4 crs.**

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: \$105

Schedule: SP - Days

### **HAC1123 Heating Systems I 3 crs.**

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

Schedule: SP - Days

**HAC1126 Refrigerant Handling 2 crs.**

This course trains students on federal EPA laws to prepare for the EPA Certification Test required to handle refrigerant. Class is required prior to students receiving a Certificate or Associates Degree.

Prerequisites: None

Course fee: \$90

Schedule: SP - Days

**HAC1128 Installation Fundamentals 3 crs.**

This course is designed to provide a basic experience in all fabrication processes in HVAC such as: solder, braze, install drain lines and gas lines, cut thread pipe, and figure the materials needed to do a specific job.

Prerequisites: None

Course fee: \$173

Schedule: SP - Days

**HAC2130 Basic Refrigeration II 3 crs.**

This course is a continuation of HAC1110. Advanced study of various states of matter; theory of refrigeration cycle and system sequences. Presents and covers further types of refrigerant and compressors.

Prerequisites: HAC1110

Course fee: \$50

Schedule: FL - Days

**HAC2133 Heating Systems II 3 crs.**

This course is a continuation of HAC1123. It covers design-and-operation fundamentals of advanced heating systems: gas, oil, electric, and heat pumps. 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: HAC1123

Course fee: \$80

Schedule: FL - Days

**HAC2136 Duct Layout and Prints 2 crs.**

This course is the design of central systems for air-conditioning, both for heating and cooling. Emphases are air distribution, duct design, and supply-and-exhaust fan systems. Provided is hands-on training in building ductwork and fittings in sheet metal shop.

Prerequisites: None

Course fee: \$105

Schedule: SP - Days

**HAC2140 Climate Control 4 crs.**

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

Schedule: SP - Days

**HAC2146 Design Project HVAC 3 crs.**

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

Schedule: SP - Days

**HAC2148 Capstone 2 crs.**

The student will choose one of the following three paths at the time of registration: 1. Capstone project, 2. HVAC internship, 3. Specialized HVAC area of study. Topics of chosen path are discussed regularly with instructor throughout the semester. This course

may, include an internship at a local HVAC facility or entail the design and fabrication of an HVAC project on site or selecting an official certification test and pass an unofficial HVAC certification test that best suits the student's career.

Prerequisites: HAC2130 or HAC2133 or HAC2140

Course fee: \$50

Schedule: SP - Days

**HAC2288 HAC Internship 1 cr.**

A cooperative work experience that provides students an experiential learning practice. Under the supervision of the program chair, 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

Schedule: TBD

**HAC2289 HAC Seminar 1 cr.**

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

Schedule: TBD

## ***HIS - History***

### **HIS1110 Western Civilization I 3 crs.**

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

Schedule: FL - Days & Evenings

### **HIS1112 Western Civilization II 3 crs.**

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

Schedule: SP - Days & Evenings

### **HIS1120 Eastern Civilization I 3 crs.**

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

Schedule: TBA

### **HIS1122 Eastern Civilization II 3 crs.**

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

Schedule: TBA

### **HIS1124 Eastern Civilization III 3 crs.**

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

Schedule: TBA

### **HIS1130 History of American Architecture I 3 crs.**

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

Schedule: FL - Days

### **HIS1132 History of American Architecture II 3 crs.**

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

Schedule: SP - Days

### **HIS2110 American History I 3 crs.**

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

Schedule: FL - Days, Evenings & Online;  
SP - Online

### **HIS2112 American History II 3 crs.**

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

Schedule: FL - Online; SP - Evenings & Online

### **HIS2120 International Studies 3 crs.**

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

Schedule: TBA

### **HIS2130 Intellectual World History 3 crs.**

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

Schedule: SP – Evenings

## ***HUM – Humanities***

### **HUM2110 Humanities 3 crs.**

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

Schedule: FL, SP – Days

## ***LGL – Legal Office***

### **LGL1130 Legal Terminology and Transcription 3 crs.**

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

Schedule: FL - Days

### **LGL1136 Legal Machine Transcription 3 crs.**

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

Schedule: SP - Days

## ***LIS – Library Information Services***

### **LIS1101 Foundations of Library Services 3 crs.**

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

Schedule: SP - Online

### **LIS1104 Communication & Teamwork 3 crs.**

This course covers basic concepts in interpersonal communication, customer service, team work and decision-making. Students will explore, reflect and apply concepts individually and in a team environment. This course is approved by ALA-APA for LSSC national certification.

Prerequisite: FYE1120 or permission

Course fee: \$35

Schedule: FL - Online

### **LIS1105 Reference and Information Services 3 crs.**

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

Schedule: SP - Online



**LIS1110 Youth Services in Libraries 3 crs.**

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

Schedule: As needed - Online

**LIS1111 Access Services In Libraries 3 crs.**

This course presents essential aspects of library public service that relate to linking library users to essential information resources in both physical and digital formats. This includes an understanding of classification and organization schemes for collections, collection maintenance basics, circulation functions and systems including special aspects such as interlibrary loan, reserves, special programming, copyright and related policies and procedures. An emphasis is placed on providing quality customer service that meets individual user needs while ensuring their safety and privacy. Managing financial transactions, recordkeeping, and data collection will also be included. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS1112 Adult Readers' Advisory Services 3 crs.**

Readers' Advisory services consist of recommending titles of potential interest to the user to match the user's interests and experience as well as promoting the library collection. This course gives an overview of Reader's 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

Schedule: As needed - Online

**LIS2103 Technology in Libraries 3 crs.**

This course develops technology skills and knowledge required for library work. The course also addresses the role of libraries in providing access to and educating their customers in using technologies for information seeking, access, and use. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: FL - Online

**LIS2110 Cataloging and Classification 3 crs.**

This is a course about the organization of materials and equipment in libraries and the use of integrated library systems. It emphasizes cataloging, classifying, and the basics of subject headings and authority control. It includes organizational procedures, processing, and basic storage and retrieval principles. Formats covered will include print materials such as books and periodicals; non-book media such as videos, 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

Schedule: As needed - Online

**LIS2111 Collection Management 3 crs.**

This course introduces the concept of collection management which includes assessing the library community, evaluating the current collection, selecting, acquiring, managing, maintaining, displaying materials and making them accessible to library users. It also explores the publishing industry, collection policies and procedures, and addresses the concepts of intellectual freedom, censorship, and the process of handling complaints about the collection. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2112 Supervision and Management 3 crs.**

This course focuses on the key competencies library staff must know to assume supervisory and management positions. Areas covered include regulations and laws governing employment and other regulations; policies and procedures; community outreach; budgeting, fundraising and grant writing; collaboration; marketing; and staff management, supervision and discipline. This course is approved by ALA-APA for LSSC national certification.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2113 Digitizing Information 3 crs.**

This course examines the digitization of analog materials, preservation of digital materials, and effects of the technological shift from analog to digital materials relevant to working in libraries.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2221 Info. Services Special Topic Course: Business Resources on the Internet 2 crs.**

This course reviews and explores online sources for business information including, but not limited to, corporate, government, financing, and investment sites. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2223 Info. Services Special Topic Course: Government Resources on the Internet 2 crs.**

This course reviews and explores online government sources for business, education, and general information. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2224 Info. Services Special Topic Course: Medical Resources on the Internet 2 crs.**

This course reviews and explores online medical information sources for personal information. Emphasis will be placed on the evaluation of resources for currency, accuracy, and authoritativeness.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2225 Info. Services Special Topic Course: Financial Record keeping using Excel 2 crs.**

This course introduces students to simple spreadsheet development for maintenance of financial data and records. Students will become familiar with the common menu selections in Excel, review selected automated financial functions, create simple formulas, and construct a sample budget and expense report.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2227 Info. Services Special Topic Course: Intro to Privacy & Intellectual Freedom 2 crs.**

This course introduces basic constitutional and ethical information issues regarding privacy, confidentiality, First Amendment rights, copyright, and other legal issues regarding access and use of information, especially those related to providing access to electronic information and sources. Information access issues as a provider or gateway organization, especially issues related to minors, will also be covered. Organizational liability, policy development, and legal challenges will be reviewed. Emphasis will be in the library environment with applicability to other profit and nonprofit organizations, including internet service providers and web content providers.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2228 Info. Services Special Topic Course: Intro to Basic Technical Services in the Library 2 crs.**

This course introduces the variety and scope of the technical support services necessary for library operations. Students are introduced to the skills necessary for the selection, removal, and organization of print and non-print resources in all types of libraries. Materials selection policies, weeding, organizational methods, machine

readable cataloging, authority files, and other basic cataloging concepts are covered.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2229 Info. Services Special Topic Course: History & Genealogy Services on the Internet 2 crs.**

This course reviews and explores online sources for genealogy and local history research, including but not limited to, government, library, and for-profit sites. Emphasis will be placed on the evaluation of resources for usefulness, currency, accuracy, and authoritativeness.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2230 Info. Services Special Topic Course: Overview of American Women's Literature 2 crs.**

This course introduces the study of literature written by American women. Students will read and analyze short fiction, poetry, essays, plays, and other works of literature.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2232 Info. Services Special Topic Course: Overview of Communication 2 crs.**

This course introduces fundamental communication skills necessary for employees of business and nonprofit organizations. Learning styles, personality types, professional written and oral communication, interpersonal interactions, customer service skills, working in teams, communicating through organizational levels, and electronic communication including - netiquette will be covered.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2236 Info. Services Special Topic  
Course: Literature Services for  
Children 2 crs.**

This course provides students with the knowledge required to plan, implement, and evaluate library programs and other literature services for children aged birth to twelve.

Prerequisites: FYE1120 or permission

Course fee: \$10

Schedule: As needed - Online

**LIS2237 Web Technologies 3 crs.**

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.

Prerequisite: FYE110, FYE1120 or CPT1100

Course fee: \$10

Schedule: As needed - Online

**LIS2271 Info. Cooperative Work  
Experience I 1 cr.**

In consultation, the student, program coordinator, and faculty define job objectives and learning goals and plan an applicable work experience based on these. Students then select or are placed in an applicable and approved organizational environment for at least 10 hours per week where the learning objectives, activities and concrete, appropriate evaluation criteria and measurements are determined in conjunction with the assigned supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.

Prerequisite: FYE1120 or permission

Co-requisites: LIS2280 or LIS2281

Course fee: \$10

Schedule: As needed

**LIS2272 Info. Cooperative Work  
Experience II 1 cr.**

In consultation, the student, program coordinator, and faculty define job objectives and learning goals and plan an applicable work experience based on these. Students then select or are placed in an applicable and approved organizational environment for at least 10 hours per week where the learning objectives, activities, and concrete, appropriate evaluation criteria and measurements are determined in conjunction with the assigned supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.

Prerequisite: FYE1120 or Permission

Co-requisite: LIS2280 or LIS2281

Course fee: \$10

Schedule: As needed

**LIS2280 Information Services  
Seminar 1 cr.**

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.

Prerequisites: FYE1120 or Permission

Co-requisites: Students are required to register for LIS2271 or LIS2282 or LIS2291 concurrently

Course fee: \$35

Schedule: As needed - Online

**LIS2281 Information Services  
Seminar II 1 cr.**

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.

For students who have completed Seminar I, this course expands on issues related to the cooperative work, practicum, or capstone experience: furthering development of a portfolio to document accomplishments from the culminating experience; using a mentoring network to complete portfolio reviews; selecting and completing activities to achieve their career goals.

Prerequisites: FYE1120 or permission

Co-requisite: Students are required to register for LIS2272 or LIS2282 or LIS2292 concurrently

Course fee: \$10

Schedule: As needed - Online

**LIS2282 Information Services  
Capstone & Project 2 crs.**

Students, in consultation with their instructor, will design, research, and develop a project that showcases their skill level in the three primary focus areas of the program—technical, communication, and information literacy. Students may focus on some problem, concept, issue, or practical research related to their work experience, or an independent product or service integral to their program of study. Students are encouraged to select and develop a project that will have an ongoing, practical application. A portfolio documenting project activities and the final product is required. It is recommended that students complete all formal coursework, especially technical coursework, prior to enrolling in this course.

Prerequisites: FYE1120 or Permission  
Co-requisites: LIS2280 or LIS2281  
Course fee: \$10  
Schedule: As needed - Online

**LIS2291 Information Practicum I 1 cr.**

In consultation, the student, program coordinator, and faculty define job objectives and learning goals and plan an applicable work experience based on these. Students then select or are placed in an applicable and approved organizational environment for at least 7 hours per week where the learning objectives, activities and concrete, appropriate evaluation criteria and measurements are determined in conjunction with the assigned supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.

Prerequisites: FYE1120 or Permission.  
Co-Requisite: LIS2280 or LIS2281  
Course fee: \$10  
Schedule: As needed - Online

**LIS2292 Information Practicum II 1 cr.**

Students participate in an approved organizational environment for 7 hours per week where the learning objectives, activities, and concrete evaluation criteria are determined in conjunction with the assigned supervising faculty and organization-based supervisor. Project-based activities are encouraged. Students will develop a portfolio documenting attainment of goals and objectives.

Prerequisites: FYE1120 or Permission  
Co-Requisite: LIS2280 or LIS2281  
Course fee: \$10  
Schedule: As needed - Online

***MAT - Math***

**MAT1110 Allied Health Math 3 crs.**

Intended for health technology students and others with the need to use mathematics in the solution of pharmacological problems. Topics include a review of basic arithmetic skills and systems of measurement. Topics include a review of basic arithmetic skills and systems of measurement. Problems related to dosage calculations include oral, parenteral, and intravenous, as well as specialized calculations.

Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of "C" or better in DEM0100.

Course fee: \$53  
Schedule: FL, SP - Days, Evenings & Online

**MAT1112 Advanced Health Math 1 cr.**

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  
Schedule: TBA

**MAT1115 College Business Math 3 crs.**

Percent, base and percentage; sales and property tax; payroll; simple and compound interest; amortization; annuities and sinking funds; trade and cash discounts; markup and markdown; the metric system; applications using spreadsheet software.

Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of "C" or better in DEM0100.

Course fee: \$53  
Schedule: FL, SP - Days & Evenings

**MAT1120 Statistics 4 crs.**

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 Introductory Algebra as evidenced by a letter grade of "C" or better in DEM0100.

Course fee: \$53  
Schedule: FL, SP - Days, Evenings & Online



**MAT1125 Technical Mathematics I 3 crs.**

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 Intermediate Algebra as evidenced by a letter grade of "C" or better in DEM0100.

Course fee: \$53

Schedule: FL - Days & Evenings

**MAT1128 Math for the Liberal Arts 3 crs.**

A survey course in Mathematics designed to improve problem solving, critical thinking, and quantitative reasoning skills. While this course is designed for students not intending to continue on to higher-level mathematics courses, the course does examine diverse applications of contemporary mathematics and provides an understanding of the role of mathematics in society and daily life. This understanding is accomplished by studying selected topics from Set Theory, Number Theory, Algebra, Math of Finance, and Probability.

Prerequisites: Placement or successful completion of Introductory Algebra as evidenced by a letter grade of "C" or better in DEM0100.

Course fee: \$53

Schedule: FL, SP - Days

**MAT1130 College Algebra 4 crs.**

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 Intermediate Algebra as evidenced by a letter grade of "C" or better in DEM0110.

Course fee: \$53

Schedule: FL, SP - Days & Evenings

**MAT1140 Trigonometry 3 crs.**

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

Schedule: SP- Days & Evenings

**MAT1150 College Algebra and Trigonometry Accelerated 5 crs.**

Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, piece-wise defined functions, trigonometric, and inverse trigonometric functions, their graphs, properties,

symmetries, and applications; real roots of polynomial functions; angles in both degrees and radians; right and oblique triangles and applications; trigonometric equations and applications; graphs of trigonometric functions utilizing amplitude, period, and displacement; trigonometric identities; vector operations; polar and rectangular coordinates; vector equations; conic sections, systems of linear equations in 2 and 3 variables; matrix operations; matrix methods of solving systems of equations; sequences; series.

Prerequisites: Placement or successful completion of Intermediate Algebra as evidenced by a letter grade of "C" or better in DEM0110.

Course fee: \$53

Schedule: FL - Days

**MAT2110 Business Calculus I 3 crs.**

Introduction to differential calculus with a strong focus on applications in a business environment; limits, continuity; differentiation; curve sketching; extrema.

Prerequisites: MAT1130

Course fee: \$53

Schedule: TBA

**MAT2112 Business Calculus II 3 crs.**

Introduction to integral calculus with a strong focus on applications in a business environment; definite and indefinite integrals; average value; area between curves; improper integrals; functions of several variables; partial derivatives; optimization; Lagrange multipliers.

Prerequisites: MAT2110

Course fee: \$53

Schedule: TBA



**MAT2120 Calculus I 4 crs.**

Introduction to differential calculus; limits, continuity, explicit and implicit differentiation of algebraic functions with applications; curve sketching; related rates and optimization applications; linear approximation using differentials; Mean Value Theorem and L'Hôpital's Rule; introduction to integral calculus; antiderivatives, definite and indefinite integrals; areas; Fundamental Theorem of Calculus; integration by substitution.

Prerequisites: MAT1150 or MAT1130 and MAT1140

Course fee: \$53

Schedule: FL - Evenings; SP - Days

**MAT2122 Calculus II 4 crs.**

Integral calculus; application to arc length, area, and volumes of solids of revolution; integration techniques including integration by parts, trig substitution, and partial fraction decomposition; L'Hôpital's Rule; improper integrals; differential equations; sequences/series and their convergence; Taylor polynomials; conics and parametric equations; polar coordinates; vectors in the plane and space.

Prerequisites: MAT2120

Course fee: \$53

Schedule: FL, SP - Evenings

**MAT2124 Calculus III 4 crs.**

Vector valued functions, parameterized curves and surfaces, differentiation of functions of several variables, optimization, integration of functions of two and three variables, line integrals, flux integrals, and calculus of vector fields.

Prerequisites: MAT2122

Course fee: \$53

Schedule: SP - Evenings

**MAT2130 Linear Algebra 4 crs.**

Study of vectors, systems of linear equations and matrices, vector spaces, linear transformations, and eigenvalue problems, with both proofs of concepts and applications.

Prerequisites: MAT2122

Course fee: \$53

Schedule: TBA

**MAT2135 Differential Equations 4 crs.**

Solving first-order differential equations that are separable, linear, or exact; solving first-order differential equations using substitutions; applications of first-order linear and nonlinear differential equations; slope fields and solution curves; numerical methods; solving higher-order differential equations with the method of reduction of order, constant coefficients, undetermined coefficients, and variation of parameters; applications of higher-order differential equations; power series solutions; Laplace transformations.

Prerequisites: MAT2124

Course fee: \$53

Schedule: TBA

**MAT2140 Finite Mathematics 4 crs.**

Study of the foundations of formal mathematics, including propositional logic, the nature of proof, sets and functions, structure of the number system, and an introduction to algebraic structures, algorithms, the growth function, and counting principles.

Prerequisites: MAT2120

Course fee: \$53

Schedule: TBA

**MED – Medical Assisting****MED1105 Medical Terminology 2 crs.**

Spelling and usage of medical terms and measurement systems. Basic prefixes, suffixes and root words will be emphasized.

Prerequisites: None

Course fee: \$45

Schedule: FL, SP - Days & Evenings

**MED1110 Medical Assisting I 5 crs.**

Introduction to health and illness, the health care delivery system, interviewing, history taking and recording skills, vital signs and medical asepsis, and patient needs. Preparing patients for physical exams and assisting the doctor. Diagnostic and procedural codes, insurance and government health programs. Lab- practicing and demonstrating principles of medical asepsis and hand washing, taking and recording of vital signs, recognizing and meeting patient needs, and using proper body mechanics. Also, the disease process is introduced, along with care of aged and cancer patients and diseases and treatments of skin and reproductive systems.

Prerequisites: None

Co-Requisites: BIO1110 and MAT1110

Course fee: \$100

Schedule: FL - Days

**MED1120 Medical Assisting II 5 crs.**

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: MED1110; MAT 1110; health requirements must also be met.

Course fee: \$100

Schedule: SP - Days

**MED1130 Medical Transcription Fundamentals 4 crs.**

Course provides basic training for students with no prior transcription experience. Students will learn to transcribe medical dictation with emphasis on language arts and proofreading skills. Transcription machine units, software, and computers will be used to produce documents from dictation of notes on the body systems. For Medical Transcription Certificate students the emphasis at the end of the term will be placed on increasing speed and accuracy in transcribing dictation related to the health fields. This course is designed to assist students in mastering skills in transcribing letters, chart notes, patient histories, physical exams, and consultations.

Prerequisites: None

Co-Requisites: OAM 1111, BIO1110, and MED1105

Course fee: \$75

Schedule: FL - Evenings

**MED1142 Basic Phlebotomy 3 crs.**

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

Course fee: \$100

Schedule: FL, SP, SU - Days Only

**MED1151 Medical Office Procedures 3 crs.**

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

Schedule: SP - Evening

**MED1160 Basic Pathophysiology 3 crs.**

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

Schedule: FL, SP - Days & Evenings

**MED2205 Special Medical Terminology 2 crs.**

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

Schedule: SP - Evenings

**MED2230 Medical Assisting III 5 crs.**

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

Schedule: SU - Days

**MED2235 Medical Office Practices 4 crs.**

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.

Prerequisites: OAM1127, MED1105, MED2256 or has taken all coding courses

Course fee: \$83

Schedule: SU - Days

#### **MED2240 Medical Assisting IV 7 crs.**

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.

Prerequisites: MED2230

Course fee: \$133

Schedule: FL - Days

#### **MED2245 Medical Law and Ethics 2 crs.**

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

Schedule: FL - Days; SP - Days & Evenings

#### **MED2247 First Aid and CPR 1 cr.**

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

Schedule: FL, SP, SU - Days

#### **MED2256 Introduction to Coding Systems 3 crs.**

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

Schedule: SP - Days

#### **MED2258 Introduction to ICD-10CM Coding 3 crs.**

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

Schedule: FL - Evenings

#### **MED2260 Introduction to Medical Billing 2 crs.**

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

Schedule: SP - Evenings

#### **MED2262 Advanced Medical Transcription 6 crs.**

Continuation fundamentals of medical transcription with focus on enhancing the student's ability to transcribe dictated medical reports while becoming proficient in medical terminology and the knowledge of anatomy and physiology. Students will continue to practice formatting, style, and shortcuts for speed and accuracy. Also, proofreading skills will be enhanced. The student will complete a practicum/clinical experience outside the classroom, if possible. Simulated lab experience is included, with a total of at least 30 hours of office based clinical experience divided between simulated and outside classroom experience.

Prerequisites: MED1130

Co-Requisites: BIO1112, MED1151, and MED2205

Course fee: \$75

Schedule: SP - Evenings

#### **MED2265 Introduction to CPT-4 Coding 3 crs.**

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

Schedule: FL - Evenings

**MED2268 Intermediate ICD-10CM & CPT-4 Coding 3 crs.**

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 30 hours of facility experience outside the classroom.

Prerequisites: MED2258 and MED2265  
Course fee: \$83  
Schedule: SP - Evenings

**MED2271 Medical Practicum 2 crs.**

Supervised work experience required for students in health technologies. 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 form. All physical exam and immunization requirements must be met.

Course fee: \$45  
Schedule: SP - Days

**MED2281 Medical Seminar 3 crs.**

Course taken in conjunction with externship. Includes discussions of students' extern experiences, principles of employment practices, and improvement of employee traits.

Prerequisites: All Medical Assisting courses I, II, III, & IV

Course fee: \$140  
Schedule: SP - Days

## ***MHT – Mental Health Technology***

**MHT1110 Introduction to Social Services 3 crs.**

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: \$45  
Schedule: FL – Days

**MHT1120 Counseling Theory & Techniques 3 crs.**

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  
Schedule: FL - Days

**MHT1130 Interviewing Techniques & Casework 3 crs.**

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  
Schedule: SP - Days

**MHT1140 Activity Therapy 3 crs.**

The course covers the organization, content, and application of activity therapy techniques in various agency settings. Emphasis is placed on creative-expressive activities. Includes lab.

Prerequisites: None  
Course fee: \$53  
Schedule: SP - Days

**MHT2230 Principles of Addiction 3 crs.**

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  
Schedule: FL - Days

**MHT2250 Group Dynamics 3 crs.**

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: \$45

Schedule: FL - Days

**MHT2260 Mental Health Practicum 2 crs.**

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

Schedule: SP - TBA

**MHT2270 Mental Health Seminar 2 crs.**

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

Schedule: SP – Days

**MIN - Mining****MIN1100 Introduction to Mining 3 crs.**

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

Schedule: FL, SP - Evenings

**MIN2200 Mining Law and Safety 3 crs.**

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

Schedule: FL, SP - Evenings

**MUS - Music****MUS2110 Traditions in World Music 3 crs.**

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

Schedule: SP – Days (Odd years)

**NET - Networking****NET1141 PC Hardware 3 crs.**

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

Schedule: FL - Days & Evenings



**NET1142 Networking Systems 3 crs.**

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

Schedule: SP - Days & Evenings

**NET1143 Fundamentals of UNIX 3 crs.**

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

Schedule: FL - Evenings; SP - Days & Evenings

**NET1151 Networking Basics 3 crs.**

This is the first of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes basic network design and industry standards. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures. Must complete dual Belmont and Cisco registration.

Prerequisites: None

Course fee: \$220

Schedule: FL - Days; SP - Evenings

**NET1152 Routers and Routing 3 crs.**

This is the second of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes routers and router configuration, routed and routing protocols. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.

Prerequisites: NET1151

Course fee: \$220

Schedule: SP - Days; SU - Evenings

**NET1153 Switching Basics 3 crs.**

This is the third of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes Data Link Layer (Layer 2) switch configuration and Wireless Network Configuration. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.

Prerequisites: NET1152

Course fee: \$220

Schedule: FL - Days & Evenings

**NET1154 WAN Technologies 3 crs.**

This is the fourth of four courses leading to the CCNA (Cisco Certified Network Associate) certification. Includes Layer 2 WAN Configuration, Frame Relay, PPP and Network Security, Access Controls Lists and DHCP. Laboratory exercises provide practical hands-on experience with the concepts and devices covered in the lectures.

Prerequisites: NET1153

Course fee: \$220

Schedule: SP - Days & Evenings

**NET1161 Microsoft® Windows® Professional 3 crs.**

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. This course was

developed for students entering the information technology (IT) profession, and it teaches the fundamentals of configuring, supporting, and administering Windows 7 systems. It is also designed to help individuals preparing to take Exam 70-680: Windows 7, Configuring.

Prerequisites: NET1151

Course fee: \$180

Schedule: SP - Days & Evenings

**NET1166 MS Server 2008 3 crs.**

This three-credit course teaches through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to implement, configure and manage Active Directory on Windows Server 2008 in complex computing environments of medium-sized to large companies. This Microsoft Official Academic Course prepares the student for the new Microsoft Certified Technology Specialist examination, 70-640. It is a complete program of textbook, lab manual and software, and provides the beginning information and hands-on practice students need to build the knowledge and skills needed for Microsoft Certified Technology Specialist.

Prerequisites: NET1161

Course fee: \$180

Schedule: SU - Days & Evenings

**NET2251 Advanced Routing Configuration 3 crs.**

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

Schedule: TBA

**NET2253 Configuring LAN Switches 3 crs.**

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 scaleable 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

Schedule: TBA

**NET2270 MS Server 08 Network Infrastructure 3 crs.**

This three-credit course teaches through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary for configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services. This Microsoft Official Academic Course prepares the student for the new Microsoft Certified Technology Specialist examination, 70-642. It is a complete program of textbook, lab manual and software, and provides the beginning information and hands-on practice students need to build the knowledge and skills needed for Microsoft Certified Technology Specialist.

Prerequisites: NET1166

Course fee: \$180

Schedule: FL - Days & Evenings

**NET2271 MS Server 08 Administration 3 crs.**

This three-credit course teaches through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary for planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory® replication; scheduling server deployments; and designing a rollback contingency plan. This Microsoft Official Academic Course prepares the student for the new Microsoft Certified Technology Specialist examination, 70-646. It is a complete program of textbook, lab manual and software, and provides the beginning information and hands-on practice students need to build the knowledge and skills needed for Microsoft Certified Technology Specialist.

Prerequisites: NET1166

Course fee: \$180

Schedule: SP - Days & Evenings

**NGT – Natural Gas Technology****NGT1100 Introduction to Oil and Gas 3 crs.**

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

Schedule: FL, SP – Evenings

**NSC – Natural Science****NSC1110 Physical Science I 4 crs.**

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

Schedule: FL – Days

**NSC1112 Physical Science II 4 crs.**

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

Schedule: FL - Online; SP - Days & Online

**NSC1120 The Science of Energy 4 crs.**

Introduction to the basics 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

Schedule: TBA

**NSC2110 Global Environment/  
Energy 4 crs.**

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

Schedule: TBA

## ***NUT - Nutrition***

**NUT1110 Normal Nutrition 2 crs.**

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

Schedule: TBD

## ***OAM – Office Administration***

**OAM1127 Applied Word Processing 3 crs.**

An entry level course in word processing applications using personal computers with emphasis on command and capabilities of software in the production of documents.

Prerequisites: CPT1101 or permission

Course Fee: \$53

Schedule: FL – Days & Evenings

**OAM1135 Records Management 3 crs.**

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

Schedule: FL - Days

**OAM1136 Machine Transcription 3 crs.**

Transcription of dictated material using transcription machine units, word processing software, and computers to produce mailable documents with emphasis on language arts and proofreading skills.

Prerequisites: OAM1127

Course Fee: \$53

Schedule: SP - Days

**OAM1150 Document Design and  
Formatting 3 crs.**

Students will learn a word processing program (Microsoft Word) in which they will incorporate features use in personal and business settings with emphasis on skills such as: creating, editing, and formatting documents; creating tables, columns, and graphics; mail merge process; creating reports, including endnotes and footnotes; and using writing tools.

Prerequisites: None

Course Fee: \$53

Schedule: FL, SP - Evenings

**OAM2160 Document Design and  
Presentation 3 crs.**

This course provides students with opportunities to develop skills using word processing and desktop publishing software. By utilizing software packages, students will create and design

business and personal documents; prepare promotional documents and newsletters; and create a variety of PowerPoint presentations.

Prerequisites: Placement

Course Fee: \$53

Schedule: SP – Evenings

**OAM2251 Executive Office Practice 3 crs.**

Simulated office projects with emphasis on integrating office skills learn to perform daily office duties. Students will apply decision making skills in completing the various assigned projects.

Prerequisites: None

Course Fee: \$53

Schedule: SP - Days

## ***PHL - Philosophy***

**PHL2110 Logic/Critical Thinking 3 crs.**

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

Schedule: FL - Days

**PHL2120 Philosophy 3 crs.**

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

Schedule: FL - Days & Evenings;  
SP - Days

**PHL2130 Ethics 3 crs.**  
Discussion of classic and modern philosophical views of human values, ideals, and morality.  
Prerequisites: ENG1110  
Course fee: \$53  
Schedule: FL, SP - Days & Evenings

## ***PHY – Physics***

**PHY1110 Physics I 5 crs.**  
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  
Course fee: \$150  
Schedule: FL - Days & Evenings;  
SP - Days

**PHY1112 Physics II 5 crs.**  
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  
Schedule: SP – Evenings

## ***PNP – Practical Nursing***

**PNP1110 Nursing I - Foundations of Practical Nursing 8 crs.**  
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, MAT1112, and Admission to program  
Course fee: \$150  
Schedule: FL – Days; SP – Evenings

**PNP1120 Nursing II – Pharmacology for Practical Nurses 2 crs.**  
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 client 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  
Schedule: FL – Evening; SP - Day

**PNP1130 Nursing III – Family Nursing Across the Lifespan 8 crs.**  
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 clients, newborns, toddlers, school-age children, adolescents, adults, and geriatric clients. Emphasis will be placed on the care of children and families experiencing alterations in health.  
Prerequisites: PNP1110  
Co-Requisite: PNP1120  
Course fee: \$75  
Schedule: FL – Evening; SP – Day

**PNP2140 Nursing IV – Advanced Concepts in Practical Nursing 8 crs.**  
Deals with the holistic care of clients 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: \$160  
Schedule: SP – Evening; SU - Day

**PNP2150 Nursing V – Seminar for Practical Nurses 1 cr.**  
Deals with the concepts of legal and ethical aspects of nursing, career opportunities, communication, leadership, functions of the Ohio Board of Nursing, and facilitation of the transition from student to graduate nurse. Applications, job interviews, and current trends and issues in nursing are emphasized. Personal and professional adaption to the working world is addressed.  
Prerequisites: PNP1130  
Co-Requisite: PNP2140  
Course fee: \$275  
Schedule: SP – Evening; SU - Day



## ***POL – Political Science***

### **POL2110 American National Government 3 crs.**

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

Schedule: FL - Days

### **POL2120 State and Local Government 3 crs.**

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

Schedule: SP – Days

## ***PSY - Psychology***

### **PSY1120 General Psychology 3 crs.**

A study of human behavior, including: processes concerning growth and development, aptitudes, perceptions, learning, and self-awareness.

Prerequisites: Placement

Course fee: \$45

Schedule: FL, SP - Days, Evenings, Online

### **PSY1130 Human Development 3 crs.**

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

Schedule: FL - Days, Online; SP - Days, Evenings, Online

### **PSY1140 Theories of Personality 3 crs.**

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

Schedule: SP - Days & Online

### **PSY2110 Abnormal Psychology 3 crs.**

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: \$45

Schedule: FL - Days, Online; SP - Evening, Online

### **PSY2130 Psychology of Adolescence 3 crs.**

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: \$45

Schedule: SP - Days

## ***REL – Real Estate***

### **REL2207 Real Estate Appraisal 1.5 crs.**

Introduction to the methodology and techniques of residential real estate appraisal. It will cover the three approaches to value (cost, market and value) in depth to allow for a basic understanding of property evaluation. This course is required for licensure in the State of Ohio.

Prerequisites: None

Course fee: \$20

Schedule: SP - Evenings & Saturdays

### **REL2211 Real Estate Law 3 crs.**

Covers all areas of law commonly concerned with the typical real estate practitioner/consumer. Among the topics that will be covered are agency law, common law as it applies to real estate ownership, license laws in the State of Ohio, contract law, fixtures, and other topics that are part of real estate law. This course is required for licensure in the State of Ohio.

Prerequisites: None

Course fee: \$20

Schedule: SP - Evenings & Saturdays



**REL2213 Real Estate Principles and Practices 3 crs.**

Designed as an introduction to real estate economics and administration covering the elementary, physical, legal, geographical, and economical characteristics of real estate, as well as the real estate market. This course is required for licensure in the State of Ohio.

Prerequisites: None

Course fee: \$20

Schedule: SP - Evenings & Saturdays

**REL2215 Real Estate Finance 1.5 crs.**

Teaches the practitioner of real estate the role of financing as it applies to conventional loans, government loan programs, and how underwriting a loan is accomplished in the marketplace. The nature of the mortgage market will be covered along with the effects of monetary policy and fiscal policies on real estate finance. This course is required for licensure in the State of Ohio.

Prerequisites: None

Course fee: \$20

Schedule: SP - Evenings & Saturdays

## ***RLG – Religion***

**RLG2110 World Religions 3 crs.**

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

Schedule: SP - Days

## ***SOC – Sociology***

**SOC1110 Sociology 3 crs.**

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

Schedule: FL, SP - Days, Evenings, Online

**SOC1120 Social Problems 3 crs.**

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

Schedule: SP - Days, Evenings

**SOC2130 Criminology 3 crs.**

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: \$30

Schedule: FL - Days

**SOC2140 Juvenile Delinquency 3 crs.**

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: \$30

Schedule: SP - Days

**SOC2150 Marriage and the Family 3 crs.**

Basic family structure and the predictable dynamics that emerge and affect individual behaviors. The course explores personal and interactive aspects of the family as it is affected by social problems and society, and communication and structural theories for understanding family dysfunction and its impact on individuals.

Prerequisites: PSY1140

Course fee: \$30

Schedule: SP - Days & Evenings

**SOC2160 Cultural/Diversity Studies 3 crs.**

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

Schedule: SP – Days

## **WAF – Welding**

### **WAF1110 Oxyacetylene Fuel Practices 4 crs.**

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

Schedule: FL - Days & Evenings

### **WAF1116 Shielded Metal Arc Welding I 4 crs.**

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

Schedule: FL - Days & Evenings

### **WAF1118 Welding Symbols 2 crs.**

A study of the standard welding symbol and its application in welding blueprint interpretation.

Prerequisites: None

Course fee: None

Schedule: FL - Days

### **WAF1120 Metallic Inert Gas Welding – MIG I 3 crs.**

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

Schedule: SP - Days

### **WAF1123 Tungsten Inert Gas Welding – TIG I 3 crs.**

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

Schedule: SP – Days

### **WAF1128 Weld Testing & Metallurgy 3 crs.**

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

Schedule: SP - Days

### **WAF2130 Metallic Inert Gas Welding – MIG II 3 crs.**

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

Schedule: FL - Days

### **WAF2133 Tungsten Inert Gas Welding – TIG II 3 crs.**

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

Schedule: FL - Days

### **WAF2136 Shielded Metal Arc Welding II 4 crs.**

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

Schedule: FL - Days

**WAF2140 Welding Fabrication 2 crs.**

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

Schedule: SP - Days

**WAF2146 Shielded Metal Arc Welding III 3 crs.**

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

Schedule: SP - Days

**WAF2148 Capstone 2 crs.**

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

Schedule: SP Days

**WAF2288 WAF Internship 1 cr.**

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the program chair, 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

Schedule: TBD

**WAF2289 WAF Seminar 1 cr.**

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

Schedule: TBD





# GENERAL INFORMATION

*2014 - 2015 Academic Year*





## Board of Trustees

	Member Since
<b>Elizabeth F. Gates</b> , Chair Belmont	1995
<b>William D. Hunkler</b> , Vice Chair Belmont	2003
<b>Marcia E. Bedway</b> Harrison	1998
<b>T. Owen Beetham</b> Harrison	2012
<b>Cory M. DelGuzzo</b> Belmont	2010
<b>Dr. Mark A. Macri</b> Belmont	2011
<b>Pandora J. Neuhart</b> Monroe	2008

## Foundation Board of Directors

**Janet Jacobs**, Chair  
**Marcia Bedway**, Vice Chair  
**Vincent Gallagher**, Secretary  
**Paul Stecker, Jr.**, Treasurer  
**Susan Adams**  
**Kelly Bettem**  
**Staci Butkus**  
**Steve Fortunato**  
**Mark Hrutkay**  
**Diana Kennon**  
**Philip L. Lewis, P.E.**  
**Jack McKeever**  
**David Pilcher**  
**Judge Edmund Sargus**  
**Dan Stephens**  
**Tim Thompson**  
**John Timko**  
**Mayor Robert Vincenzo**  
**Carolyn Sue White**  
**Richard A. Yoss, Esq.**

## Executive Administration

**Laura Doty**  
 Executive Director of Enrollment Services and Strategic Communications  
 B.B.A., Ohio University  
 M.B.A., Wheeling Jesuit University  
  
**Matt Kendall**  
 Executive Director of Human Resources and Organizational Development  
 B.S., Franklin University  
  
**John S. Koucoumaris**  
 Vice President of Administrative Affairs  
 A.A.B., Belmont Technical College  
 B.S.B.A., Wheeling College

**Rebecca J. Kurtz**  
 Vice President of Learning and Student Success  
 B.S.N., University of Pittsburgh  
 M.S.N., West Virginia University  
 Ph.D., Duquesne University

**Matthew Tarbett**  
 Executive Director of Information Systems  
 B.S., Marshall University  
 M.S., Marshall University

## Administrative Staff

**Dirk DeCoy**  
 Director of Industrial Trades and Contract Training  
 B.S., Ohio University

**Jane Evans**  
 Dean of Institutional Research & Planning  
 B.A., Ohio Wesleyan University  
 M.Ed., Ohio University  
 M.A., The Ohio State University  
 Ph.D., The Ohio State University

**Alicia Frey**  
 Associate Dean of Student Financial Aid  
 B.A., Mount Union College  
 M.A., West Virginia University

**Robert Guentter**  
 Director of Workforce and Economic Development  
 B.S., The Pennsylvania State University  
 M.P.A., The Pennsylvania State University

**Nancy Haynes**  
 Director of Child Care Services  
 B.L.A., Wheeling Jesuit University  
 M.S., Capella University

**Timothy L. Houston**  
 Dean of Off-Campus Operations  
 Interim Dean of Student Services  
 B.S., Ohio University  
 M.S., Mountain State University

**R.J. Konkoleski**  
 Director of Development and External Affairs  
 B.A., Wheeling Jesuit University

**Brenda Lohri-Posey**  
 Executive Dean of Academic Affairs  
 A.D.N., West Virginia Northern C.C.  
 B.S.N., West Liberty State College  
 M.S.N., West Virginia University  
 Ed.D., West Virginia University

**Stephen Morgan**  
 Director of Facilities Management  
 B.S., Fairmont State College

**Judy Sandstead**  
 Director of Marketing Research & Development  
 A.A.B., Kent State University  
 B.S. Ed., Kent State University  
 M.B.A., Ashland University

**Janet Sempkowski**  
 Controller  
 A.A.B., Belmont Technical College  
 B.S.B.A., Wheeling Jesuit University

**Elayne Stupak**  
 Director of Educational Services  
 A.A.S., Belmont Technical College  
 B.S.B.A., Wheeling College

**Glenn Trudo**  
 Director of Operations  
 B.S.Ed., The Ohio State University  
 B.S., University of Cincinnati  
 M.S., Columbia Southern University

**Carolyn Sue White**  
 Assistant Director of Nursing  
 Program Chair: Practical and Registered Nursing  
 R.N., Ohio Valley General Hospital  
 School of Nursing  
 B.S.N., Ohio University  
 M.S.N., Wheeling Jesuit University

## Professional Staff

**Lisa Baker**  
 Learning Commons and Library  
 Operations Coordinator  
 A.A.B., Belmont Technical College

**Jane Black**  
 Transfer, Articulation and Academic Advisor  
 B.A., University of Steubenville  
 M.S., University of Dayton



**Joy Blair**

E-Communications Coordinator  
A.T.S., Belmont Technical College  
B.S., Franklin University  
M.O.U.S. Certification

**Troy Caldwell**

System Administrator  
B.S., Ohio University  
M.I.S., University of Phoenix

**Stacey Cannon**

Learning & Student Success Coordinator  
A.A.B., Belmont Technical College

**Marjorie Carrothers**

Student Advising and Counseling  
Coordinator  
B.A., Kent State University  
M.S., University of Dayton

**Janell Comstock**

Off Campus Coordinator  
A.A., Columbus State Community  
College  
B.S., The Ohio State University

**Jackee Elmore**

Graphic Designer and Photographer  
B.F.A., Columbus College of Art & Design

**Susan Galavich**

Financial Aid Counselor & Loan  
Coordinator  
A.A.B., Belmont Technical College  
B.S.B.A., Wheeling College

**Jason Huffman**

Human Resources Coordinator  
A.A.S., West Virginia Northern  
Community College  
B.S., Ohio Valley University  
M.B.A., University of Findlay

**Rebecca Hunkler**

Academic Advisor  
B.A., Muskingum College  
M.A., West Virginia University

**Mary Kakascik**

Developmental Education Coordinator  
B.S., Ohio University  
M.S., University of South Carolina  
Ph.D., West Virginia University

**Patricia King**

Analyst/Programmer  
A.A.S., Washington State Community  
College

**Amy E. Leoni**

E-Learning Coordinator  
B.A., West Liberty State College  
M.L.I.S., Kent State University

**Lona Lewis-Sorge**

Database Server Administrator  
A.A.B., Belmont Technical College  
B.S.B.A., Wheeling College

**Julie Mamie**

Public Relations Coordinator  
B.A., Bethany College  
M.S., West Virginia University

**Doreen May**

Student Account Coordinator  
A.A.B., Belmont College

**Erin Neely**

Coordinator of Development  
B.A., Case Western Reserve University

**Courtney Nign**

B.S., Ohio Northern University  
M.S., Valparaiso University

**Jennifer Nippert**

Assistant to the President  
B.A., Arizona State University  
M.A., Ohio University

**Joseph Nocera**

Community Education & Professional  
Development Program Coordinator  
B.A., Waynesburg College  
M.A., University of Phoenix  
Ed.D., University of Phoenix

**Beth Perzanowski**

Manager of Bookstore Operations  
A.A., Ohio University

**Belinda Porter**

Administrative Affairs and Policy  
Coordinator  
A.A.S., Belmont Technical College

**Juanita Roxby**

Senior Recruitment Counselor  
B.S.S.W., Freed-Hardeman University  
M.S., Wheeling Jesuit University

**Colleen Seckman**

Registrar  
A.A.B., Belmont Technical College

**Meralin Sullivan**

Financial Aid Advisor  
A.A.B., Belmont Technical College

**Ailsa Vogelsang**

EMS/Fire Safety Coordinator  
Program Chair: EMT/Fire Science  
A.A.S., Belmont Technical College  
B.A.S., Ohio University

**Doug Walsh**

Learning Commons User Services  
Coordinator  
B.A., Rutgers University  
M.L.I.S., Florida State University

## ***Support Staff***

**Debra Bader**

Human Resources Secretary

**David Baker**

Maintenance Staff  
Certified IAQ Service Technician

**Kathryn Baugh**

Secretary, Harrison County Center  
A.T.S., Belmont Technical College

**Sally Butterworth**

Academic Specialist – Math, Engineering  
and Industrial Skills  
A.A.S., West Virginia Northern  
Community College

**Gail Callahan**

Testing Center Specialist  
A.A.S., Belmont Technical College

**Dianna Ciancone**

Academic Specialist – Business and  
Information Technology  
A.A.B., Belmont Technical College

**Charles Fithen**

Maintenance Staff

**Clyde Fuller**

Maintenance Staff

**Barbara Graham**

Academic Specialist - Health & Public  
Service Programs  
A.A.B., Belmont Technical College

**David Kurucz**

Maintenance Staff

**Amanda Lekanudos**

Payroll Accountant  
B.S., Franklin University

**John McCort**

Custodian  
A.A.B., Belmont College

**Debbie Montgomery**

Workforce Development/Community  
Education Secretary  
B.S., West Liberty University

**Wesley Neal**

Maintenance Staff

**Michael Poss**

Desktop Support Technician  
A.A.S., Lamar University  
A.A.S., Belmont Technical College

**Debbie Saffell**

Records Office Specialist  
A.A.B., Belmont Technical College

**Sandra Sheppard**

Bookstore Supply Buyer/Head Cashier  
A.A.S., Belmont Technical College

**Sandra Stachyra**

Custodian  
A.A.S., Belmont Technical College

**Chad Stevens**

Computer Programmer  
A.A.S., Belmont College

**Denis Stewart**

Custodian

**Scott Tanley**

Financial Aid Specialist  
A.A.S., ITT Technical Institute

**Michaelann Tedrick**

Student Services Secretary  
A.A.B., Belmont Technical College  
A.T.S., Belmont Technical College

**Philip Titus-Glover**

Support and Process Coordinator  
B.A., Wheeling Jesuit University

**Ryan Tremblay**

Network Technician  
A.A.B., Belmont Technical College  
A.A.S., Belmont Technical College  
Microsoft Certified Professional  
CompTIA A+ Certification

**Sharon Whitacre**

Accounting Assistant/Accounts Payable  
A.A.B., Belmont Technical College  
A.A.S., Belmont Technical College

**Faculty****Rosita Briggs**

Associate Professor of Nursing  
B.S.N., West Liberty University  
M.S.N., Marshall University

**Amanda Burkhardt**

Instructor of Mathematics  
B.S., Ohio University  
M.A., Muskingum University

**Malissa Campbell**

Assistant Professor of Nursing  
A.A.S., Belmont College  
B.S.N., Muskingum University

**Henry Cardello**

Associate Professor of Information  
Technologies  
B.A., West Virginia Wesleyan College  
C.C.N.A., C.C.A.I., A+

**Cheryl Cassis**

Professor of Nursing  
B.S.N., Capital University School of  
Nursing  
M.S.N., West Virginia University

**Christopher Clantz**

Professor of Natural Sciences  
B.S., The Ohio State University  
B.S., Kent State University  
M.A., Kent State University

**Marianne Clouston**

Instructor of Nursing  
B.A., Otterbein College  
M.S.N., Wheeling Jesuit University

**Suzanne Clutter**

Assistant Professor of Natural Sciences  
B.S., West Liberty University  
Ph.D., West Virginia University

**Heather Davis**

Assistant Professor of Mental Health  
Program Chair: Mental Health/Social  
and Behavioral Sciences  
B.S., University of Pittsburgh  
M.A., Seton Hall University  
Ph.D., Capella University

**Charles Dawson**

Professor of Engineering  
B.S., The Pennsylvania State University  
M.B.A., Wheeling College

**Jacqueline Driscoll**

Associate Professor of Information  
Technologies  
A.A.B., Belmont Technical College  
B.A., Wheeling Jesuit University  
Microsoft Certified Systems Engineer  
(MCSE)  
Microsoft Certified Professional (MCP)  
Microsoft Certified Professional  
+ Internet (MCP+I)

**Rita Fulton**

Professor of Biology  
B.S., Alderson-Broadus College  
M.Ed., Ohio University  
M.S., Youngstown State University

**Jesse Gipko**

Associate Professor of English  
B.A., Kent State University  
M.A., Duquesne University

**Ronald Graham**

Assistant Professor of Civil/Mechanical  
Engineering  
B.S.M.E., West Virginia University

**Margaret Henry**

Associate Professor of Nursing  
B.S.N., University of Akron

**Jonne Herman**

Associate Professor of Nursing  
B.S.N., Ohio University

**Paul Huffman**

Instructor of Industrial Trades  
A.A.S., Belmont College

**Christina Jacobs**

Associate Professor of Nursing  
A.D.N., Morehead State University  
B.S.N., Graceland University  
M.S.N., Walden University

**Carter Kaplan**

Professor of English  
B.A., The University of Toledo  
M.A., The University of Toledo  
Ph.D., The University of North Dakota

**Paulette Kendzora**

Assistant Professor of Business  
Business Management, and Real Estate  
B.S., Wheeling Jesuit University  
M.B.A., Wheeling Jesuit University

**William Knox**

Assistant Professor of Accounting/  
Business  
B.A., Marietta College  
M.B.A., Wheeling Jesuit University  
Certified Public Accountant

**Mark Mangficio**

Instructor of Industrial Trades  
B.S., Penn State University

**Jodi McFarland**

Associate Professor of Mathematics  
B.S.Ed., Ohio University  
M.A., Muskingum College

**David McLeod**

Professor of Information Technologies  
Program Chair: Information Technology  
& Computer Science Programs  
A.A.B., Belmont Technical College  
B.L.A., Wheeling Jesuit College  
M.Ed., Ohio University  
C.C.N.A., C.C.A.I.

**Elaine B. McLeskey**

Professor of Child Development  
R.N., Ohio Valley General Hospital  
School of Nursing  
B.S.N., West Liberty State College  
M.S., University of America  
American Nurses Association Psychiatric  
Mental Health Nursing Certification  
Pre-K Montessori Certification

**David R. Mertz**

Professor of Building Preservation and  
Restoration  
Program Chair: Building Preservation  
and Restoration Program  
B. Arch., Kansas State University  
M. Arch., Kansas State University

**Cathleen Senter**

Instructor of Building Preservation and  
Restoration  
A.A.S., Belmont Technical College

**Loreane Sheets**

Assistant Professor of Medical Assisting  
Program Chair: Medical Assisting,  
Medical Coding and Medical  
Transcriptionist Programs  
Certified Medical Assistant  
A.A.S., Belmont Technical College  
B.S.H., Ohio University

**Jon Stansell**

Associate Professor of English  
B.A., University of Oklahoma  
M.Ed., University of Illinois at  
Urbana-Champaign  
Ph.D., University of Illinois at  
Urbana-Champaign

**Erin Susick**

Assistant Professor of Mathematics  
B.S., University of Pittsburgh  
M.S., University of Pittsburgh

**Brenda Wallner**

Assistant Professor of Nursing  
A.D.N., West Virginia Northern  
Community College  
B.S.N., West Liberty State College

**Cynthia H. Yanez**

Professor of English  
B.B.A., William Paterson University  
M.A., Pace University

**Rita Zaborek**

Associate Professor of Mathematics  
B.S., Ohio University  
M.S., University of Dayton

***Part-time Staff*****Jessica Atkins**

Lead Preschool Teacher  
B.A., University of Akron

**Lee Ann Blair**

Learning and Information/Technical  
Services Specialist

**Penny Bowerstock**

Custodian

**Christine Brokaw**

Child Care Teacher

**Caitlin Brown**

Child Care Teacher

**Karen Burge**

BPR Lab Aide

**Cynthia Butera**

EMS-Fire Safety Program Assistant

**Randa Causby**

Lead Preschool Teacher

**Clarissa D'Aquila**

High School Enrollment Services  
Associate

**Toni Gentile**

Operator/Receptionist

**Diana Graham**

Bookstore Sales Clerk

**Susan Guthrie**

Learning & Information/ Technical  
Services Specialist

**Melody Hoskinson**

Operator/Receptionist

**Cheryl Howells**

Student Success Center Lab Aide

**Diane Jefferis**

Support Desk Technician

**John Jurovcik**

Lab Aide – Industrial Skills/Substitute  
Maintenance

**Patricia Kirkpatrick**

Learning Commons Aide

**Curtis Kyer**

EMS Fire Safety Program Assistant

**Robertta Mertz**

LC Outreach & Access Services  
Specialist

**Edward Mowrer**

Operations Manager, Energy Institute

**Annmarie O'Grady**

Tech Prep Coordinator

**Pamela Robinson**

Admissions Counselor

**Marion Ruminski**

Student Success Center Lab Aide

**William Williams**

Custodian

***Emeriti*****Thomas Atkinson**

Professor Emeritus

**Lois Barr**

Professor Emeritus

**Wilbert Briggs**

Trustee Emeritus (deceased)

**Annette Butler**

Professor Emeritus

**John F. Clymer**

Vice President Emeritus

**George Cowen**

Professor Emeritus (deceased)

**Michael Cox**  
Dean Emeritus

**William J. Davies**  
Trustee Emeritus (deceased)

**Eleanor DiCarlo**  
Associate Professor Emeritus

**Gus Evangelinos**  
Instructor Emeritus

**Bonita Fador**  
Professor Emeritus

**Carol Goclan**  
Professor Emeritus (deceased)

**Marge Hawthorne**  
Executive Director Emeritus

**Sally Hindman**  
Professor Emeritus

**Barbara Holstein**  
Professor Emeritus

**Dennis Huffman**  
Director Emeritus

**Cindy Jones**  
Director Emeritus (deceased)

**Lucile J. Kennedy**  
Trustee Emeritus (deceased)

**Barbara Kish**  
Associate Professor Emeritus

**Charles W. Kocher**  
Dean Emeritus (deceased)

**Carole Krebs**  
Dean Emeritus

**Anna Marie Kubovich**  
Professor Emeritus

**Diane Kulazenka**  
Professor Emeritus

**Mary Jane Lofton**  
Professor Emeritus

**Terry Loy**  
Director Emeritus

**Dr. Howard McLeskey**  
Professor Emeritus (deceased)

**Patricia Milhoan**  
Professor Emeritus

**Diane Morris**  
Professor Emeritus

**Jean Nankivell**  
Professor Emeritus (deceased)

**Marshall J. Piccin**  
Dean/Trustee Emeritus (deceased)

**Patricia Pontia**  
Professor Emeritus

**Terry Puperi**  
Associate Professor Emeritus

**Milton Ronsheim**  
Trustee Emeritus (deceased)

**Francis Sebring**  
Dean Emeritus (deceased)

**John J. Shannon**  
President Emeritus (deceased)

**Kathy Shutler**  
Associate Professor Emeritus (deceased)

**William Street**  
Professor Emeritus

**Thomas J. Tarowsky**  
Dean Emeritus

**Ralph Ulman**  
Professor Emeritus

**Robert Walker**  
Professor Emeritus (deceased)

**Marilyn Wildman**  
Professor Emeritus

## ***Advisory Committees***

**Business/Accounting**  
Steve Bohach  
VP, Chase Bank  
Wheeling, West Virginia

Don Cash  
District Manager, Mendelez International  
Bridgeport, Ohio

Brad Hudson  
Owner, ArtWorks  
Barnesville, Ohio

John Jefferis  
Project Manager, PCS, Inc.  
Barnesville, Ohio

Dr. Kenneth Knox  
Business Program Director, Eastern  
Gateway Community College  
Steubenville, Ohio

Larry Merry  
Director, Belmont County Port Authority  
St. Clairsville, Ohio

Mark Nicholson  
VP, Progressive Bank  
Wheeling, West Virginia

Greg Wehr  
President, PCS, Inc.  
Pickerington, Ohio

### **Building Preservation Technology**

Gordon H. Bock  
Writer, Contributing Editor  
Old House Journal Magazine  
Silver Spring, Maryland

Bryan Blundell  
Owner, Preservation Resource  
Group, Inc.  
Rockville, Maryland

John Canning, Decorative Painter  
John Canning & Co., Ltd.  
Southington, Connecticut

Robert Loversidge, Jr., A.I.A.  
Schooley Caldwell Associates  
Columbus, Ohio

Phil Mark (Alumni Representative)  
Director of Preservation  
Stratford Hall Plantation  
Stratford, Virginia

Moss Rudley  
Masonry Division Supervisor  
National Park Service  
Historic Preservation Training Center  
Frederick, Maryland

Betty Woods Nutting  
Wheeling Preservationist  
Wheeling, West Virginia

Michael A. Tomlan  
Director  
Graduate Program in Historic  
Preservation  
Cornell University  
Ithaca, New York

### **Civil Construction**

Fred Bennett, PE  
Belmont County Engineer  
St. Clairsville, Ohio

Mark Esposito  
Belmont County Water and Wastewater  
Superintendent  
St. Clairsville, Ohio

Jim Holland  
Retired Engineer  
Martins Ferry, Ohio

Val Roxby  
Civil Engineer  
Beallsville, Ohio

Peter Clarke  
Hammontree & Associates Ltd.  
St. Clairsville, Ohio

### **Criminal Justice**

Dawn Barack  
Sargus Juvenile Center  
St. Clairsville, Ohio

Michelle Eberlin, Warden  
Belmont Correctional Institute  
St. Clairsville, Ohio

Dave Lucas, Sheriff  
Belmont County  
St. Clairsville, Ohio

John Rowan, Executive Director  
Oakview Juvenile Residential Center  
St. Clairsville, Ohio

**Early Childhood Education**

Richelli Blair, Director  
Marshall County Starting Points  
McMechen, West Virginia

Brenda Green, Program Manager/HR  
Belmont County Head Start  
St. Clairsville, Ohio

Michelle Hamilton, Director  
Kid's Club Childcare  
Wheeling, West Virginia

Nancy Haynes  
Director of Child Care Services  
Belmont College  
St. Clairsville, Ohio

Traci Kinney, Director  
Childcare Resource Center  
Moundsville, West Virginia

Peggy Miller, HR Manager  
Northern Panhandle Head Start  
Wheeling, West Virginia

Shauna Parsons, Director  
Creative Learning Childcare Center  
St. Clairsville, Ohio

Che Che Price, Education/Training Mgr.  
Northern Panhandle Head Start  
Wheeling, West Virginia

Kristie Turner  
Special Education Teacher  
Woodsfield, Ohio

Leslie Vassilaros  
Harmony House Child Advocacy Center  
Wheeling, West Virginia

Rachel Harvey  
Belmont College  
Child Development Student

**Electrical/Electronics**

John Chuchiak, Electrical Engineer  
Bayer Corporation  
New Martinsville, West Virginia

Carlo Krenzela  
Prosperity, Pennsylvania

Tom McLaughlin, Project Manager  
Office of Law Enforcement Technology  
Commercialization  
Wheeling, West Virginia

Robert Pokwatka, Electrical Planner  
Mobay Chemical Corporation  
New Martinsville, West Virginia

Edward Mowrer, PE  
Operations Manager, Energy Institute  
Belmont College  
St. Clairsville, Ohio

Robert Guentter, Jr.  
Director of Workforce and Economic  
Development  
Belmont College  
St. Clairsville, Ohio

**EMS Programs**

Shelly Briggs, RN  
ER Preceptor  
Ohio Valley Medical Center  
Wheeling, West Virginia

Kenny Brooks, FF II, NREMT-P  
Fire/EMS Instructor  
Orange Township Fire Department  
St. Clairsville, Ohio

Cyndy Butera, RN, NR Paramedic  
ER Nurse/Paramedia/EMSI  
Ohio Valley Medical Center  
Wheeling, West Virginia

Darby Copeland, Ed.D., RN, Paramedic  
Director – ITLS  
WVACEP  
Wheeling, West Virginia

Robert L. Cross, M.D., FACS  
Wheeling Surgical Associates, Inc.  
Valley Professional Center  
Wheeling, West Virginia

Mark Doerfler, Paramedic  
EMS Instructor  
United Ambulance Service  
Cambridge, Ohio

Carol Eddy, RN  
EMSTAR Outreach Coordinator  
Ohio Valley Medical Center  
Wheeling, West Virginia

Jeff Gazdik  
Resource Officer  
St. Clairsville School District  
St. Clairsville, Ohio

Christopher Gooch, D.O.  
Co-Medical Director  
OVMC/EORH  
Wheeling, West Virginia

Lisa D. Hrutkay, D.O. FACEP  
Medical Director  
Belmont College  
St. Clairsville, Ohio

Kyle Jones, NR Paramedic  
Graduate/AEMSI  
Barnesville EMS  
Barnesville, Ohio

Kelly Matuski, BS, NR Paramedic  
AHA Training Center Coordinator  
Wheeling Hospital  
Wheeling, West Virginia

Geri L. Slivinski, NREMT-P  
EMS Chief  
Dillonvale EMS  
Dillonvale, Ohio

Brock Snedecker, Paramedic  
Principal, Fire/EMS Instructor  
Parkway West Career & Technology Ctr.  
Oakdale, Pennsylvania

Staci L. Trudo, RN, Paramedic  
Chief Quality Officer  
OVMC/EORH  
Wheeling, West Virginia

Kristen Vilkoski, RN  
ER Preceptor  
Ohio Valley Medical Center  
Wheeling, West Virginia

Aimee Washington, D.O.  
Resident Physician  
Ohio Valley Medical Center  
Wheeling, West Virginia

Jeff Wodarczyk, BSC, BSEd  
EMT, FF Instructor  
Western Area Career and Technology Ctr.  
Cannonsburg, Pennsylvania

One first-year student to be  
appointed each year.

**Firefighter**

Donald Bell, Fire Chief  
Pottery Addition Volunteer Fire Dept.  
Steubenville, Ohio

Cyndy Butera, RN, NR Paramedic  
ER Nurse/Paramedia/EMSI  
Ohio Valley Medical Center  
Wheeling, West Virginia



Darby Copeland, Ed.D., RN, Paramedic  
Director – ITLS  
WVACEP  
Wheeling, West Virginia

Jeff Gazdik, EMT-I  
Resource Officer  
St. Clairsville School District  
St. Clairsville, Ohio

Tim J. Hall, EMT-P, FF  
Assistant Chief  
Barnesville Fire Department  
Barnesville, Ohio

Dan Ignatious, NREMT-P  
Firefighter/Paramedic  
Quaker City Fire Department  
Quaker City, Ohio

Jim Jackson, RN, EMT-P, FF Instructor  
Mingo Fire Department  
Mingo Junction, Ohio

Aaron Petersen, EMT-I, FF II  
Fire Captain  
Colerain Fire Company  
Colerain, Ohio

William Pittis, Fire Chief  
Freeport Volunteer Fire Department  
Freeport, Ohio

Jack Regis, Fire Chief  
Martins Ferry Fire Department  
Martins Ferry, Ohio

Kirk Smolenak, Fire Chief  
Barton Volunteer Fire Department  
Barton, Ohio

Mark Sommers, Assistant Chief  
Cumberland Train Fire District  
St. Clairsville, Ohio

Jeff Wodarczyk, BSC, BSEd  
EMT, FF Instructor  
Western Area Career and Technology Ctr.  
Cannonsburg, Pennsylvania

**Industrial Trades - Heating,  
Ventilation, and Air Conditioning**  
Bryan Clark, Instructor  
Belmont Career Center  
St. Clairsville, Ohio

Bill Herman  
H.E. Neumann Company  
Wheeling, West Virginia

Sid Loudin  
Rumer-Loudin, Inc.  
Barnesville, Ohio

Marty Morrison  
Fireplaces 'n' Fixin's, Inc.  
Martins Ferry, Ohio

Jerald Whipkey  
Whipkey Heating and Air Conditioning  
Moundsville, West Virginia

**Industrial Trades - Welding**  
Brian Dierkes  
Ironworkers Union Local #549  
Wheeling, West Virginia

Bryan Dawes, Manager  
James C. Dawes Company, Inc.  
Martins Ferry, Ohio

Roy Fatula, Bridge Dept. Supervisor  
Belmont County Engineers  
St. Clairsville, Ohio

Derick Hall  
Bucyrus America, Inc.  
Washington, Pennsylvania

Steve Kerr  
Ohio Valley Steel Company  
Wheeling, West Virginia

**Information Technology -  
Computer**  
Jim Behl, Operations Manager  
Enchanted Sound & Video  
St. Clairsville, Ohio

Carl D. Burkland III  
Chief Security Officer  
WesBanco Bank, Inc.  
Wheeling, West Virginia

Jeremy Campbell  
Belmont County Sheriff's Office  
St. Clairsville, Ohio

Neal Cleaver  
Peoples National Bank  
Mt. Pleasant, Ohio

Elizabeth Gates, President  
HGO Technology, Inc.  
Wheeling, West Virginia

John Grindley  
Grindley Productions  
Wheeling, West Virginia

Dennis Huffman, Retired  
Belmont College  
St. Clairsville, Ohio

John Klayko  
Telecommunications Specialist  
Coal Services Group  
St. Clairsville, Ohio

Russell Larsen  
Technology Engineer  
Imi Fabi, LLC  
Benwood, West Virginia

Rob Materkoski  
Vice President/Senior Analyst  
Technology Services Group  
Wheeling, West Virginia

Craig McLeod  
Coordinator of Tech Ministries  
East Richland Friends Church  
St. Clairsville, Ohio

Joe Monahan  
Shooters Productions, Inc.  
Martins Ferry, Ohio

David Orthner  
Global Operations Center  
Orrick, Harrington & Sutcliffe LLP  
Wheeling, West Virginia

Josh Parsons  
Director of Operations/Senior IT  
Consultant  
Technical Solutions  
St. Clairsville & Bridgeport, Ohio

Terry Rataiczak  
CEO  
Kinetic Networking  
Caldwell, Ohio

Susan Riel  
IS Operations Manager  
Wheeling Hospital  
Wheeling, West Virginia

Marilyn Wildman, Retired  
Belmont College  
St. Clairsville, Ohio

Don Winland  
Infrastructure Specialist  
State Library of Ohio  
Caldwell, Ohio

**Information Technology -  
Information Services**

Mary Beth Aust-Keefer  
Dean of Library and Educational  
Resources  
Clark State Community College (Retired)  
Belmont College Adjunct Faculty  
Springfield, Ohio

Joyce Baker  
Director of Library and Learning  
Resource Operations  
Belmont College (Retired)  
Belmont College Adjunct Faculty  
St. Clairsville, Ohio

Cathy Bennett  
Associate Dean of Learning, Information  
Services & Technology  
Belmont College (retired)  
Belmont College Adjunct Faculty  
Middlebourne, West Virginia

Cherie Bronkar  
Director, Regional Libraries  
Kent State Tuscarawas Campus  
Belmont College Adjunct Faculty  
New Philadelphia, Ohio

Jay Burton, Director  
Southeast Regional Library Systems  
Wellston, Ohio

Connie Burke  
Library Acquisitions Assistant  
Muskingum University  
New Concord, Ohio

Beth Deger  
Director Library Services  
Clark State Community College  
Springfield, Ohio

Susan Guthrie  
Learning Commons Instructional and  
Learning Support Specialist  
Belmont College  
Belmont College Adjunct Faculty  
St. Clairsville, Ohio

Nancy Kirkland, Library Media Specialist  
East Guernsey Local Schools  
Old Washington, Ohio

Diane Kovacs  
Kovacs Consulting  
Brunswick, Ohio

Amy Leoni  
E-Learning Coordinator  
Belmont College  
St. Clairsville, Ohio

Adele Mason  
Twin Lakes Academy Middle School  
Belmont College Adjunct Faculty  
Cadiz, Ohio

Sheila Perkins, Director (Retired)  
St. Clairsville Public Library  
Belmont College Adjunct Faculty  
St. Clairsville, Ohio

Dave Savastone, M.L.S.  
INFOhio Manager  
OME-RESA  
Steubenville, Ohio

Thomas Sink, Dean of Library Services  
Owens Community College  
Toledo, Ohio

Sandi Thompson, Director  
Puskarich Public Library  
Cadiz, Ohio

Doug Walsh  
Learning & Information Services Librarian  
Belmont College  
St. Clairsville, Ohio

**Medical Assisting**

Donna Folmar, BSN, CMA  
Alternative Home Health  
St. Clairsville, Ohio

Joseph A. Gabis, MD  
Medical Assisting Program Advisor  
Martins Ferry, Ohio

Judy Kidd, LPN  
Office Manager  
Dr. Lee Wood (OHHS)  
Barnesville, Ohio

Lana Melanko  
Wheeling Hospital Practice Division  
Wheeling, West Virginia

Amanda Piegan, CMA, AAS  
Adjunct Faculty  
Belmont College  
St. Clairsville, Ohio

Diane Richardson, MA, AAS  
Dr. Douglas Trubiano's Office  
Tiltonsville, Ohio

Carla Sleime  
Office Manager  
Khoury's Surgical Group  
Wheeling, West Virginia

Cheryl Spano, CMA  
Dr. Gary DeGuzman  
Wheeling, West Virginia

Valerie Duck  
Patient Representative  
Bridgeport, Ohio

Kelly Wright, RN  
Dr. Batra's Office  
Martins Ferry, Ohio

**Medical Coding and Medical  
Transcriptionist**

Korene Atkins  
Professor HIT  
West Virginia Northern Community  
College  
Wheeling, West Virginia

Mary Auten, Transcriptionist  
Cardiopulmonary  
Ohio Valley Medical Center  
Wheeling, West Virginia

Joan Busby, St. Clairsville Director  
River Health Enterprises, Inc.  
East Ohio Medical Complex  
St. Clairsville, Ohio

Tammy Craig, Transcriptionist  
Medical Records  
Wheeling Hospital  
Wheeling, West Virginia

Vikki Fogle, LNP, RMA  
Cumberland Pointe  
St. Clairsville, Ohio

Shirley Lambert, MHSA  
Lambert Insurance  
St. Clairsville, Ohio

Diane Slavik  
Transcriptionist  
Wheeling Medical Park  
Wheeling, West Virginia

Marissa Talkington, CMA  
Transcriptionist  
Dr. Howard L. Picken's Office  
Martins Ferry, Ohio

**Mental Health Technology**

Cathy Campbell, Clinical Coordinator  
Tri-County Help Center, Inc.  
St. Clairsville, Ohio

Molly Faulk, LISW  
Licensed Independent Social Worker  
Private Practice

Sandra Nicholoff, Director  
Crossroads Counseling Services  
St. Clairsville, Ohio

Paula Planey, Community Ed.  
Coordinator  
Tri-County Help Center, Inc.  
St. Clairsville, Ohio

Rev. Virginia Loew/Shelhammer,  
MA, LPC  
Footsteps Christian Counseling  
Wheeling, West Virginia

Holly Weatherson, Personnel Director  
Belmont County Board of Mental  
Retardation & Developmental  
Disabilities  
St. Clairsville, Ohio

Vicki Hovanick  
Belmont College Student  
Mental Health Technology

#### **Office Administration**

Lisa Baker  
Learning Commons Coordinator  
Belmont College  
St. Clairsville, Ohio

Tammy Bostic  
Administrative Assistant  
WesBanco  
St. Clairsville, Ohio

Sharon DaRe  
Administrative Assistant  
American Electric Power  
St. Clairsville, Ohio

John R. Estadt, Esq.  
Hanlon, Estadt, McCormick &  
Schramm Co. LPA  
St. Clairsville, Ohio

Melissa Flynn  
College Tech Prep Secretary  
Eastern Gateway Community College  
Steubenville, Ohio

Stephanie Mendelson  
Business Teacher  
Bridgeport High School  
Bridgeport, Ohio

Jennifer Nippert  
Assistant to the President  
Belmont College  
St. Clairsville, Ohio

Judy Sandstead  
Director of Marketing Research &  
Development  
Belmont College  
St. Clairsville, Ohio

Judy Wright  
Human Resources Director  
Riesbeck's  
St. Clairsville, Ohio

#### **Registered Nursing and Practical Nursing**

Tia Baker, RN, C  
Administrative Director of Nursing  
Heartland-Lansing  
Bridgeport, Ohio

Carol Banal, RN, BSN  
Corporate Nurse Recruiter  
East Ohio Regional Hospital  
Martins Ferry, Ohio

Carol Davolio  
Director of Nursing  
Barnesville Health Care Center  
Barnesville, Ohio

Anita Cordery  
Director of Nursing  
Shadyside Care Center  
Shadyside, Ohio

Mr. Roger Davis, Administrator  
New Martinsville Health Care Center  
New Martinsville, West Virginia

Linda Dietrich  
Director of Nursing  
Cambridge Behavioral Hospital  
Cambridge, Ohio

Patsy George, RN, MSN, MBA, CNA  
Director of Nursing  
OVMC  
Wheeling, West Virginia

Donna Guthrie, RN  
Health Services Manager  
ResCare/VOCA  
St. Clairsville, Ohio

Carol Hunter, LPN  
Licensed Practical Nurse Association  
Springfield, Ohio

Kathleen Jefferis, BSN, RN  
Education Instructor  
Southeastern Ohio Regional Medical  
Center  
Cambridge, Ohio

Chris Kerwood, BSN, MSN, NE-BC  
Chief Nursing Officer  
EORH  
Martins Ferry, Ohio

Darla Kuri, RN  
Director of Nursing Service  
Belmont Community Hospital  
Bellaire, Ohio

Hope Kurtz  
Valley Hospice  
Steubenville, Ohio

Linda Kurtz, RN  
Director of Nursing  
Woodsfield Nursing and Rehabilitation  
Woodsfield, Ohio

Angie Long, RN, MSN, MBA, HC  
VP/Nursing Services  
Southeastern Ohio Regional Medical  
Center  
Cambridge, Ohio

Michael G. Maistros  
St. Clairsville, Ohio

Joyce Paglialunga  
Upper Ohio Valley Health Plan  
St. Clairsville, Ohio

Josann Richards, RN  
ADON/Staff Development  
Carriage Inn  
Cadiz, Ohio

Kathy Stahl  
Interim VP/CNO  
Wheeling Hospital  
Wheeling, West Virginia

Daniel Vincent  
Project Consultant  
Genesis Healthcare  
Zanesville, Ohio

# GLOSSARY

*Every college has different terminology, but most use similar terms. Students are urged to contact a college representative with any questions about words being used of which they are unsure. Listed below are some of the most commonly used terms at Belmont College.*

## **Add/Drop**

These terms refer to your class schedule. If you want to add another class to your schedule or if you want to drop a class from your schedule, you will complete a form with an Academic Advisor in the Student Services Department to indicate which class you want to add or drop.

## **Admission**

The process taken to be accepted into a college. Several steps are involved in the process. For example, at Belmont, you will fill out an application for admission, submit your high school transcript and take the placement exam. Every college will have a unique admission process. Make sure you find out what you must do to be accepted into the college of your choice. Most importantly, find out what the deadlines are for application materials.

## **Advisor**

An academic or faculty advisor will be assigned to you and will assist you in selecting the classes that you should take.

## **Assessment/Placement**

A test designed to determine (assess) your English, reading, and algebra skills. Based on the results, the College will place you in the most appropriate level of coursework.

## **Associate Degree**

A degree that is awarded by a two-year college for specified study beyond high school. Plan to study about two years as a full-time student. Associate Degree programs combine classroom and hands-on experience learning.

## **Associate of Arts Degree**

A degree 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.

## **Associate of Science Degree**

A degree 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 Science Degree program.

## **Associate of Technical Study Degree**

An Associate Degree that allows students with specific career objectives to custom-design a degree program utilizing existing courses within one of the College's academic departments and possible credit for work or other academic experiences.

## **ATIC**

Applied Technology Innovation Center (ATIC) refers to the section of classrooms attached to the Main Building on the west side. Most Engineering courses are taught in this area. The reading and English labs are also housed in this section. The Engineering faculty offices are located there, as well as the Workforce Development and Community Education Department, Human Resources Department and Strategic Communications. Designated as A on the schedule.

## **Audit**

By auditing a class, the class will be for informational purposes only and no college credit will be earned. You must complete and sign a request to audit a class.

## **Bachelors (Baccalaureate) Degree**

A degree that is awarded after approximately four years of study in a liberal arts, science, professional, or pre-professional program.

## **College**

A college awards bachelors and associate degrees. No graduate degrees are awarded at a college. (See also University.)

## **Credit Hours**

Credit hours are awarded for classes taken at a college. Each college has a unique calculation for assigned credit. At Belmont College, one hour of lecture plus two hours of homework equals one credit hour.

## **Curriculum**

A curriculum outlines the classes in a particular field of study. The curriculum lists in the catalog include class names, credit hours, and the recommended order of completion.

## **Dean**

A dean is an administrator of a faculty or other college service office.

## **Dependent/Independent Student**

These financial aid designations indicate whether a student depends on support of parents (dependent) or supports him/herself (independent).

## **Developmental Education**

Classes that provide students opportunities to become better prepared in reading, grammar, writing and math. Enrollment in these classes is based on pre-admission placement test scores. May also be referred to as Basic Skills or remedial classes.

## **Dismissal**

Disciplinary dismissal from a college occurs when a student's actions have infringed upon other students' ability to benefit from instruction provided or for violations of civil or college regulations. Academic dismissal from a college occurs because of a lack of an academic achievement. The student must sit out for a certain time period. Financial Aid dismissal (suspension) means the termination of financial aid.

## **Doctorate Degree**

The highest degree awarded in research-oriented academic descriptions. It usually requires three to six years of full-time study after earning a bachelors degree.

## **Enroll**

To register or sign-up for classes at a college or university.

## **Faculty**

The teaching staff at a college or university.

## **Financial Aid**

There are many forms of financial aid. Scholarships are awards for which the college (or public/private source) chooses the recipient and uses funds under its control. Loans are received from a banking institution. Loans must be paid back upon quitting or graduating from college. Work Study is a federal program that enables students to earn money by working on or off campus. Grants are federal (Pell) or state (Ohio Instructional Grant) funds. Application must be made by filling out the Free Application for Federal Student Aid (FAFSA).

## **Four-Year College**

A four-year college awards bachelors degrees and may also award associate degrees. (See also University.)

## **Full-Time Student**

The status of a student depends on the number of credit hours taken. Students enrolled in 12 credit hours or more are considered full-time.

## **GPA**

Grade point average (GPA) is the average grade the student receives for attending classes, transfer credit and credit by exam. The GPA is figured both per semester and cumulative (the average grade for all courses taken).

## **Harrison County Center**

Belmont's satellite center in Cadiz, Ohio. Offers transitional, first-year, and community education courses in selected programs and majors. Designated as NC on the schedule.

## **Horizon Hall**

The multipurpose facility on the west side of the courtyard. This facility serves as classroom space for Rooms 222 through 225 in addition to performance and public event space. Designated as HH on the schedule.

## **Major**

A major is the primary subject that you want to study.

## **Master's Degree**

The first post-bachelors degree in liberal arts and sciences and certain professional fields, usually requiring one to three years of full-time study.

## **Monroe County Center**

Belmont College offers credit and noncredit classes in selected programs at the Swiss Hills Career Center in Woodsfield, Ohio through the Community Education Department. Designated as MC on the schedule.

## **Natural Science Building**

The building directly across Route 331 from the main campus that houses the classroom and lab space for the biological science courses taught at Belmont. Designated as NS on the schedule.

## **Orientation**

One or more meetings prior to the beginning of each semester for familiarizing incoming students with the college or university to which they are enrolled. Orientation can include groups of many students or individualized appointments.

## **Part-Time Student**

The status of a student depends on the number of credit hours taken. Students enrolled in 11 credit hours or less are considered part-time. This status will affect Financial Aid.

## **Post-Secondary Enrollment Option**

This opportunity has been established to permit Ohio high school students in grades 11 and 12 to earn college and high school graduation credit through successful completion of college courses.

## **Probation**

Disciplinary probation is invoked if actions reflect unfavorably upon college individuals. Academic probation occurs when grades drop below expected levels. Probation may lead to dismissal. Financial Aid probation is a warning that the student is in danger of losing the use of aid.

## **Proficiency**

Proficiency is also known as "credit by examination." A proficiency test is administered. Upon successful completion of the exam, the proficiency is determined. This may allow a student to earn credit without taking the related course.

## **Quarter**

A college that uses the quarter system divides the year into four academic terms. A quarter generally lasts 10-12 weeks.

## **Registration**

Registration is signing up or enrolling in classes.

## **Repeated Courses**

Those courses with the same course number taken more than once. At Belmont, the grade from the most recent attempt is counted in the GPA. This procedure varies from college to college.

## **Schedule**

A schedule includes times, days, room numbers, and instructors of the classes offered in a specific semester. Your individual schedule identifies information about the classes for which you are registered.

## **Science & Engineering Building**

The facility located behind the Ohio University Eastern campus that houses the Building Preservation and Welding programs. Designated as SE on the schedule.

## **Sections**

Indicates the specific day and time a class is offered. For example, "General Psychology" may be offered several days/times per semester. Each day/time is assigned a section number.

## **Semester**

A college that uses the semester system divides the year into halves. A semester typically lasts 15-18 weeks.

## **Syllabus**

The course outline distributed by the instructor of each individual course taken at Belmont. The syllabus will outline the instructor's policies and specific expectations of the course.

## **Transfer**

To transfer is to attend a college for a time period and then attend another college for a time period, taking credits earned at the first institution with you to the second.

## **Tuition**

Tuition is the charge or fee for instruction.

## **Tutor**

A tutor is a person employed to instruct another. At colleges, tutors often are students who have already excelled in a specific course(s).

## **Two-Year College**

Two-year colleges award associate degrees which are arranged to be completed in two years if you are a full-time student. Also, two-year colleges award certificates which provide skills needed for employment. Certificates are usually earned in one-half the time of an associate degree.

## **University**

A university offers four or five years of undergraduate work plus graduate degrees. (See also College.)

## **Withdraw**

To withdraw, a student must see an academic advisor. Unless officially withdrawn, you may end up with an "F" for the class.



# INDEX

## A

Absence of Instructor	55
Academic Advising	37
Academic Assistance	38
Academic Calendar	1
Academic Forgiveness Policy	54
Academic Honors	58
Academic Misconduct	50
Academic Policies/Procedures	46
Academic Probation/Dismissal	48
Academic Progress	31
Access to Student Records	43
Accounting Degree Program	70
Accreditations	5
Activities – Student	36
Activities with Other Institutions	37
ADA Compliance	39
Additional Program Costs	21
Administrative Staff	183
Admissions Procedures	13
Admissions Information	13
Advisory Committees	187
AITP	36
Alcohol Policy	40
Alternative Grades	47
Alumni Association	37
Appeal of Financial Aid Probation	32
Appeal – Grade	49
Appeals Process - Transfer	54
Application Procedure	14
Applying for Financial Aid	24
Articulation Agreements	54
Associate of Arts Degree Program	62
Associate of Science Degree Program	64
Attendance	55

## B

Board of Trustees	183
Bookstore	38
Breakage Deposit	21
Belmont - It's Close to Home	9
Building Preservation/Restoration Program	66
Building Preservation (BPR) Student Association	36
Bulletin Boards	37
Business Administration Degree Program	71

## C

Cafeteria	39
Campus Tour	14
Career Services	40
Change in Program of Study	56
Change in Schedule	56
Change of Student Data	43
Charles W. Kocher Student Success Center	38
Child Care Services	38
Children on Campus	38
Civil Engineering Degree Program	91
Class Cancellation	55
Classroom Hour	51
Clinical Laboratory Hour	51
Code of Conduct	41
College Credit	50
College Personnel	183
College Policies	40
College Scholarships	27
Commons and Lounge	37
Community Education	11
Community Service Projects	37
Computer Applications Certificate Program	80
Confirmation Tests	16
Contract Training	11
Cooperative Work Experience	52
Core Learning Outcomes	7
Course Descriptions	133
Course Fee	19
Credit by Examination	51
Credit for Experience	52
Credit Transfer: Acceptance	53
Credit Transfer: To Other Institutions	53
Crime Awareness/Campus Security	43
Criminal Justice Degree Program	123
Cross-Registration	16
Cyber Security & Computer Forensics Degree Program	81
Cyber Security Certificate Program	82

## D

Dean's List	48
Deferred Tuition Payment Plan	20
Degree Audit	58
Degrees and Certificates	56
Deposits	15

Directed Study - Practicum	52
Disabilities/Special Needs	39
Disclaimer Statement	199
Distance Education	52
Dress Code	40
Driving Directions - Off-Campus	199
Drug and Alcohol Policy	40

## E

Early Childhood Ed Degree Program	86
Electronic Media Degree Program	83
Emergencies – Who to Contact	44
Emergency Agencies Serving Belmont	44
Emergency Mass Notification System	45
Emergency Medical Degree Program	124
Emergency Medical Certificate Program	125
Emeriti	186
Energy Institute	12
Executive Administration	183
Expenses	31

## F

Faculty	185
Federal Supplemental Educational Opportunity Grant (FSEOG)	25
Fees	19
Final Grades	47
Financial Aid	22
Financial Aid Warning/Probation	32
Firearms Policy	40
Firefighter Degree Program	129
First Year Experience	15
Flag Football Team	36
Flexibly Scheduled Classes	51
Food Services	39
Forgiveness Policy - Academic	54
Foundation Board of Directors	183

## G

General Bookkeeping Certificate Program	72
General Education Courses	130
General Education Requirements	55
General Fee	19
Glossary	192
Grade Appeal	49
Grade Changes	48

Grades – Final	47
Grade Point Averages	47
Grade Scale	47
Grade Scale (ADN)	117
Grade Scale (LPN)	113
Grade Transcripts	43
Grading Policy	47
Graduation Degree Audit	58
Graduation Fee	21
Graduation Requirements	58
Grievance Procedure	42
Gun Policy	40

## H

Harrison County Center – Cadiz	10
HVAC Certificate Program	98
HVAC Degree Program	97
Help	196
High School Students	16
History and Accreditations	5
How to Find Us	197

## I

Illness/Absence of Instructor	55
Incomplete	47
Independent Study	52
Industrial Electronics Degree Program	92
In-State Residency	14
Instructional Fee	19
International Students	17

## L

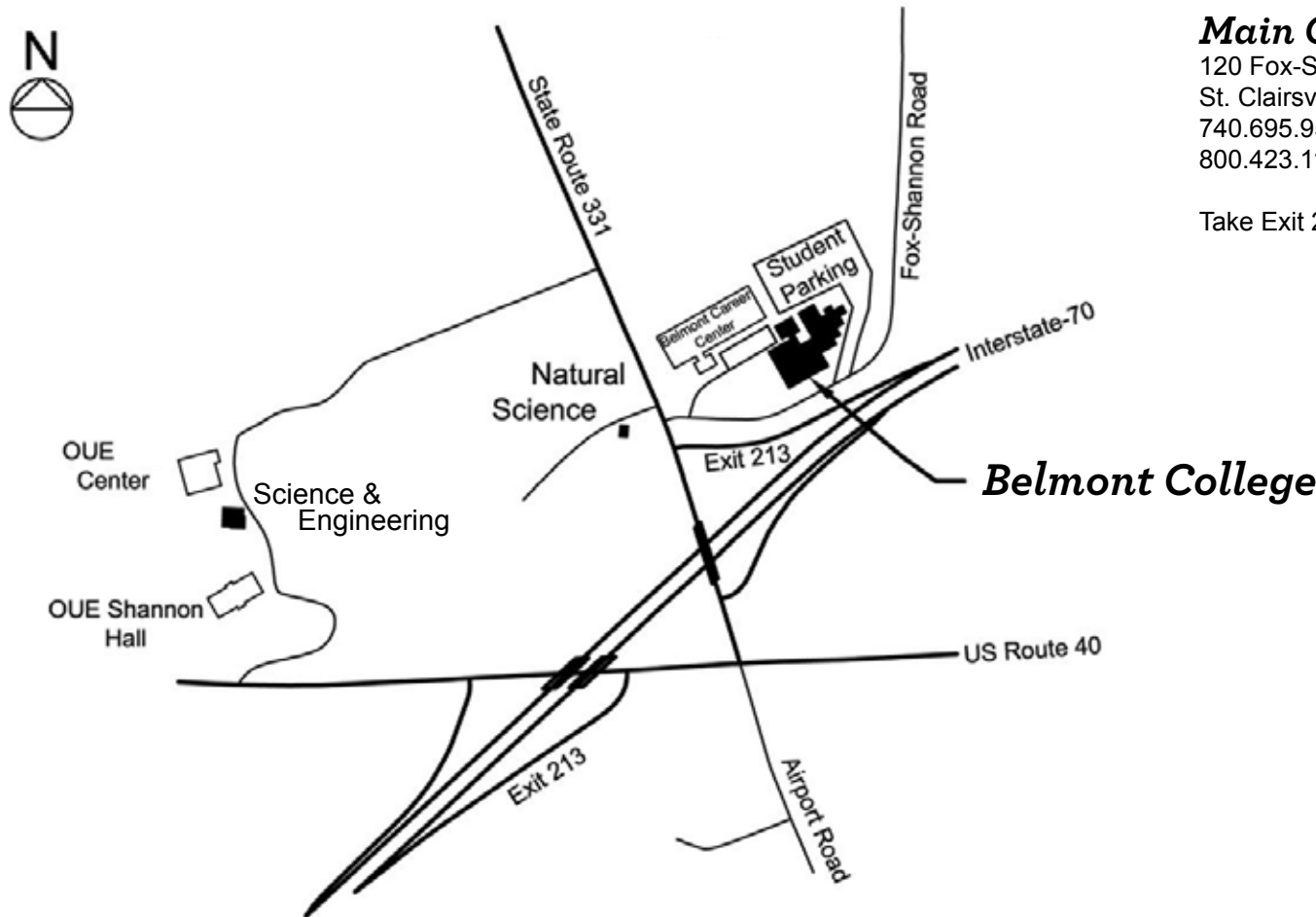
Laboratory Hour	51
Law Enforcement/Emergency Agencies	
Main Campus	44
Harrison County Center	44
Learning Philosophy	6
Learning Commons/Library	38
Learning/Student Success Model	8
Legal Office Specialist Certificate Program	73
Library	38
Library Paraprofessional Degree Program	84
Licensed Practical Nurse Association of Ohio (LPNAO)	36
Location of Student Records	43
Location of Campus and Buildings	197

<b>M</b>		Program Descriptions and		Security	43	<b>U</b>	
Makeup Exams	47	Course Requirements	59	Child Care	39	Utilization of College Students	
Main Campus Location	197	Program Policies/Procedures:		Social Events	36	and/or Faculty for Research	56
Main Campus Rooms	198	Emergency Medical Program	126	Small Business Management Degree		<b>V</b>	
Medical Assisting Program	102	Medical Assisting Program	103	Program	78	Valedictorian Status	58
Medical Coding Certificate Program	104	Mental Health Program	109	Smoking Policy	40	Values - Belmont	5
Medical Insurance – Students	39	Practical Nursing Program	113	Special Needs	39	Vehicle Registration	39
Medical Transcriptionist Certificate		Registered Nursing Program	117	Stafford Loan (Federal)	25	Verification - Financial Aid	24
Program	105			Standards of Satisfactory Academic		Veterans' Benefits	31
Mental Health Degree Program	108	<b>R</b>		Progress (Financial Aid)	31	Vision - Belmont	5
Miscellaneous Costs	20	Radiologic Technology Degree		Student Activities	36	Vocational Rehabilitation Programs	31
Mission - Belmont	5	Program	106	Student Classification	16		
Monroe County – Woodfield	10	Readmission Policy	17	Student Commons	37	<b>W</b>	
<b>N</b>		Real Estate Degree Program	77	Student Expenses	31	Waiting Lists	15
Networking Degree Program	85	Refund of Tuition and Eligible Fees	20	Student Government Association	36	Waiting Policy	55
Nontraditional Credit	51	Refund Policy - Financial Aid	33	Student Life	35	Weather - Class Cancellation	55
Normal Progress - Academic	57	Registered Nursing Degree Program	115	Student Life Fee	19	Welding Certificate Program	100
Nursing Application Requirements	121	Registration and Fees	18	Student Loans:		Welding Degree Program	99
<b>O</b>		Registration Process	19	Federal Stafford Subsidized	25	Who Can Apply	14
Off-Campus Directions	197	Release of Data	43	Federal Stafford Unsubsidized	25	Who to See - Where to Go	
Off-Campus Operations	10	Repayment of Student Loans	26	Federal Plus	26	If You Need Help	196
Office Administration Degree Program	75	Repeating Courses	33; 56	Ohio Nurse Education Assistance	26	Withdrawal	48
Office Clerk Specialist Certificate		Residence Requirement	51	Student Medical Insurance	39	Work and the Academic Load	56
Program	76	Resident Status	14	Student Organizations	36	Workforce Development	11
Ohio Nurse Education Assistance		Responsibilities of Students	54	Student Records:		Workforce Investment Act (WIA)	31
Loan Program (NEALP)	26	Rights and Responsibilities—Student	34	Access and Location	43	Work-Study Program (Federal)	25
Ohio War Orphans Scholarship	27	Rooms - Main Campus	198	Change of Student Data	43	Writing Across the Curriculum (WAC)	56
Online Processes - Registration	19	<b>S</b>		Grade Transcripts	43		
Out-of-State Residency	14	Safety	45	Release of Data	43		
Out-of-State Students	17	Salutatorian Status	58	Student Rights/Responsibilities	34		
<b>P</b>		Schedule Change	56	Student Success Center	38		
Paramedic Transitional Nursing	119	Scholarships:	23	Study Habits	37		
Parking and Vehicle Registration	39	AEP Scholarship	27	Support Staff	184		
Part-time Staff	186	Allegheny Restoration Scholarship	27	<b>T</b>			
Pass/Fail Option	48	Angelina Stone & Marble Scholarship	27	TAGs	54		
Payment of Tuition and Fees	20	Belmont Savings Bank	28	Technology Fee	19		
Pell Grant (Federal)	25	Donna M. Bukowski Scholarship	28	Textbooks	21		
Personnel	183	Hilda Burrows	28	Title IV Refund Policy	33		
Phi Theta Kappa (PTK)	36	Clay Family Memorial	28	Tobacco Use Policy	40		
Placement Testing	15	CONSOL Energy, Inc.	28	Trade Adjustment Allowance (TAA)	31		
Policies - College	40	Employee	28	Traditional Credit	50		
Policies and Procedures – Academic	46	Gust Maistros	28	Transcripts – Grade	43		
Post-secondary Enrollment Options	30	Hess Corporation	29	Transfer - Credits	53		
Practical Nursing Certificate Program	112	Nita C. Lewis Scholarship	29	Transfer Module	53		
Practicum	52	ME-MMA	29	Transfer Students	16		
Practicum Hour	51	Project Best, Inc.	29	Transient Students	16; 51		
Prerequisites	56	Elizabeth J. Rubloff	29	Transitional for Certified Paramedics			
Professional Staff	183	Senior Citizens	30	Degree Program	119		
Program Costs	21	St. Clairsville Rotary	30	Transitional for Practical Nursing			
		Kim Taylor Memorial	30	Degree Program	120		
		Trustees	30	Trustees Scholarship	30		
		Russell J. & Eleanor M. Woolman	30	Tuition	19		

# WHO TO SEE & WHERE TO GO IF YOU NEED HELP

ADA .....	Director, Human Resources/ Access Advisor	Pay Fees .....	Business Office
Academic Advising .....	Academic Advising Staff	Photocopies.....	Learning Commons
Add or Drop a Class .....	Academic Advising Staff	Physical/Mental/Learning Disability .....	Access Advisor Student Services Department
Application for Graduation.....	Records Office	Physical Plant/Building Maintenance.....	Director of Maintenance
Buying Books/Supplies.....	Bookstore	Pick Up Grant Checks .....	Business Office
Change of Address .....	Records Office/Financial Aid	Placement Testing .....	Testing Center Specialist/ Charles W. Kocher Student Center (Room 275)
Change of Program of Study .....	Records Office	Reasonable Accommodations.....	Access Advisor Student Services Department
College Work Study .....	Financial Aid Office	Receiving an Incomplete .....	Records Office
Community Education/Special Offerings .....	Director of Workforce Development/Community Education	Recreation Equipment.....	Director of Student Engagement
Child Care/Night Watch .....	Child Care Center	Research Information .....	Learning Commons
Deferred Tuition Payment Plan.....	Business Office	Report Accidents .....	Security Guard or Director of Operations
Economic Development.....	Director of Workforce Development/Community Education	Report Stolen Property .....	Security Guard or Director of Operations
Financial Aid/Financial Aid Transcripts .....	Financial Aid Office	Request for Public Records.....	Assistant to the President
Food Service .....	Cafeteria Personnel	Student Activities .....	Director of Student Engagement
GED Testing .....	GED Chief Examiner Student Services Department	Student Grievances .....	Dean of Student Services
Grade Appeal.....	Instructor/Academic Advisor	Study Skills .....	Academic Advising Staff
Grade Transcripts .....	Records Office	Transcript Evaluation .....	Records Office
Grievance Procedure.....	Instructor/Academic Advisor	Transcript of Grades.....	Records Office
Guaranteed Student Loans .....	Financial Aid Office	Tutorial Assistance .....	Instructor/ Charles W. Kocher Student Center (Room 275)
Handicapped Parking Stickers .....	Access Advisor Student Services Department	Unemployment/Insurance Forms Signed .....	Records Office
Health Emergencies .....	911 from College phone	Vehicle Lights On.....	Security Guard or Director of Operations
Help with Car Trouble .....	Maintenance	Vending Machine Concerns.....	AVI Vending Staff, Business Office or Front Desk
Information about Other Colleges.....	Career & Transfer Coordinator LRC/Advising Staff	Veterans Benefits .....	Registrar
Loan Deferments/Enrollment Verification .....	Records Office	WIA Checks .....	Financial Aid Processor/ WIA Clerk
Lost and Found.....	Director of Operations	WIA Program Information .....	Financial Aid Processor/ WIA Clerk
Job Placement.....	Director of Student Engagement		
Parking Questions .....	Director of Maintenance		
Parking Sticker – Student.....	Business Office		

# HOW TO FIND US



## **Main Campus**

120 Fox-Shannon Place  
St. Clairsville, OH 43950  
740.695.9500  
800.423.1188 (in Ohio)

Take Exit 213 from Interstate 70

## **Harrison County Center**

1 College Way  
Cadiz, OH 43907  
740.942.2222  
800.423.1188 (in Ohio)

## **Monroe County Center**

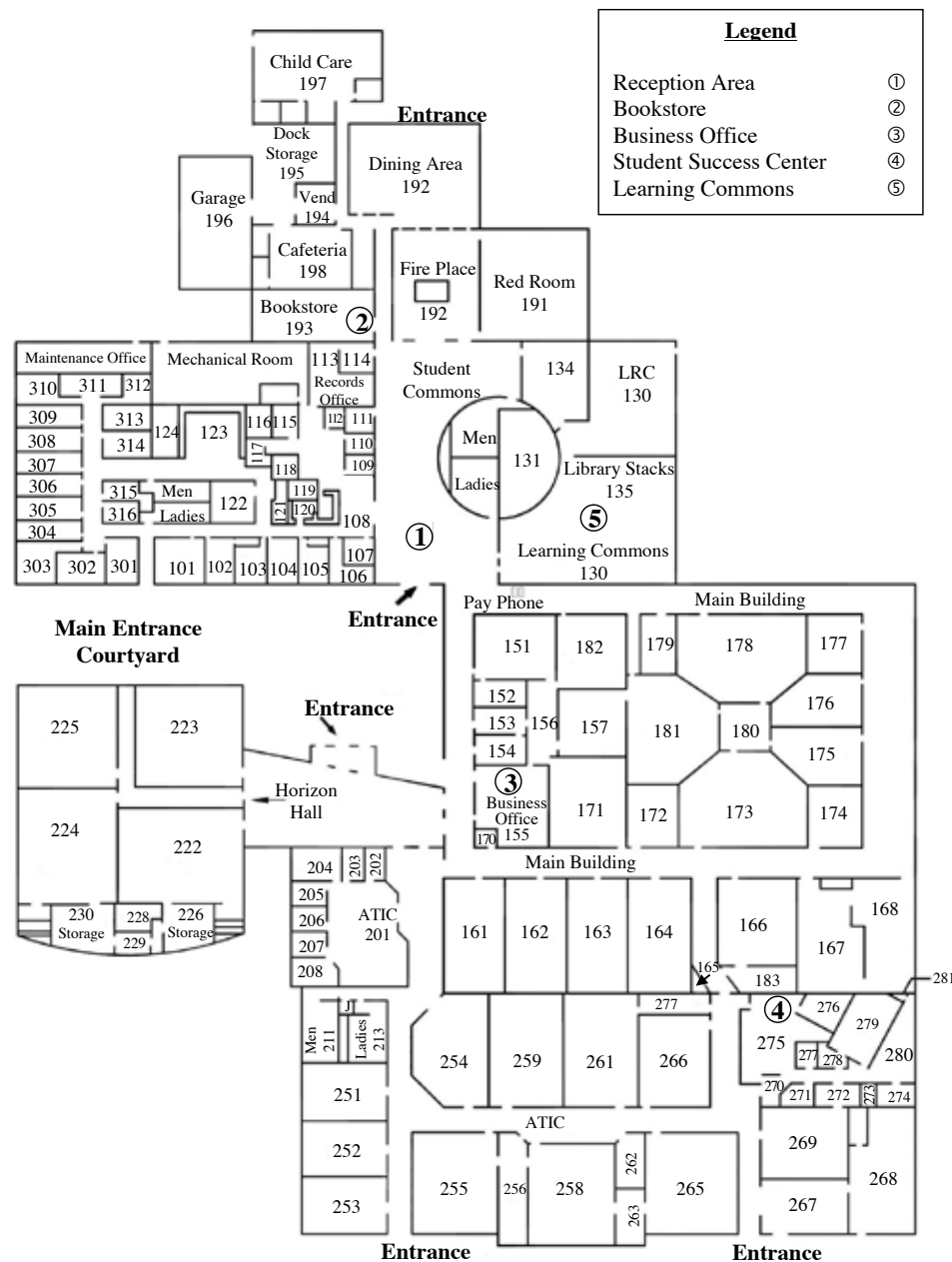
47084 Black Walnut Parkway  
Woodsfield, OH 43793  
740.472.5468

## **Swiss Hills Career Center**

46601 Ohio 78  
Woodsfield, OH 43793  
740.472.5468

Rt. 9 between Sally Buffalo Park and the  
Fairgrounds

# MAIN CAMPUS ROOM MAP





# DRIVING DIRECTIONS TO OFF-CAMPUS LOCATIONS

*For directions from other locations, contact the Main Campus at 740.695.9500 or toll-free in Ohio 800.423.1188.*

## **To the Harrison County Center in Cadiz:**

- From the Main Campus in St. Clairsville,\* turn right onto OH Route 331
- At approximately 8.5 miles, turn right at the intersection of OH Routes 331 and 149
- Continue toward New Athens (approximately 5 miles)
- Continue on OH Route 9 North toward Cadiz (approximately 6 miles)
- Before entering Cadiz, turn left at the Sally Buffalo Park entrance and make a right at the “Y” intersection
- The Belmont College Harrison County Center is on the right

## **To the Swiss Hills Career Center in Woodsfield:**

- From the Main Campus in St. Clairsville,\* turn left toward OH Route 40
- At the traffic light, turn right onto OH Route 40. Merge onto I-70 West
- Continue approximately 12.5 miles to the OH Route 800 exit (#202)
- Turn left onto OH Route 800 South toward Barnesville, Ohio
- Continue approximately 24.5 miles to Woodsfield
- Turn onto OH Route 78 East
- Continue approximately 5.8 miles to the Swiss Hills Career Center (located on the right)

## **To the Monroe County Center in Woodsfield:**

- From the Main Campus in St. Clairsville,\* turn left toward OH Route 40
- At the traffic light, turn right onto OH Route 40. Merge onto I-70 West
- Continue approximately 12.5 miles to the OH Route 800 exit (#202)
- Turn left onto OH Route 800 South toward Barnesville, Ohio
- Continue approximately 24.5 miles to Woodsfield
- Turn left on Main Street
- Continue onto Moore Ridge Rd
- Turn Left into Industrial Park and Follow Black Walnut Parkway around, building is on left hand side of road. (across From Safe Auto Building)

## DISCLAIMER

This catalog contains official information for the 2014-2015 academic year. The College reserves the right to repeal, change or amend rules, regulations, tuition and fees, and may withdraw, add to, or modify courses listed herein.

Belmont College provides equal admission, educational, and employment opportunities without regard to race, age, color, national origin, sex, religion, disability or other protected classification. The following persons and offices are responsible for compliance for the areas indicated:

### **Title IX Coordinator**

(nondiscrimination on the basis of sex)

### **Executive Director of Human Resources**

740.699.3836

### **Title VI Coordinator**

(nondiscrimination on the basis of race, age, color or national origin)

### **Executive Director of Human Resources**

740.699.3836

### **Section 504 Coordinator**

(nondiscrimination on the basis of disability)

### **Dean of Student Services**

740.699.3804

### **ADA Compliance Coordinator**

### **Executive Director of Human Resources**

740.699.3836

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

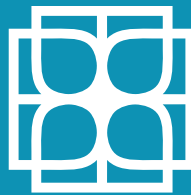
The listing of courses contained in any College catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The College expressly reserves the right to: (1) add or delete courses from its offerings; (2) change times or locations of courses or programs; (3) change

academic calendars without notice; (4) cancel any course for insufficient registrations; or (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other policy or regulation affecting students, including, but not limited to evaluation standards, whenever the same is considered to be in the best interest of the College.

Each catalog corresponds to the academic year. Students should keep the catalog for referral 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						



**BELMONT**  
COLLEGE

[www.belmontcollege.edu](http://www.belmontcollege.edu)

**Main Campus**

120 Fox-Shannon Place  
St. Clairsville, Ohio 43950

**740 695 9500**

**Harrison County Center**

One College Way  
Cadiz, Ohio 43907

**740 942 2222**

**Monroe County Center**

47084 Black Walnut Pkwy  
Woodsfield, Ohio 43793

**740 472 5468**