



**BELMONT**  
COLLEGE

# COURSE CATALOG & Student Handbook

 **2025 – 2026 Academic Year**

**2025 – 2026**

# ACADEMIC CALENDAR 2025-2026

SUMMER TERM	June 2 - July 25, 2025
Summer registration begins	March 17
Summer term tuition and fees due	May 27
<i>College Closed – Memorial Day</i>	May 26
<b>Summer term begins</b>	<b>June 2</b>
Last day to add classes or drop a class without record*	June 9
Last day to drop a full-term class and get a 100% refund*	June 16
<i>College Closed – Juneteenth</i>	June 19
Summer mid-term	June 27
<i>College Closed – Independence Day</i>	July 4
Last day to withdraw from full-term class with a “W”	July 11
Summer Nurse Pinning Ceremony	July 24
<b>Summer term ends</b>	<b>July 25</b>
Summer term grades due	July 28

FALL SEMESTER	Aug. 25 – Dec. 12, 2025
Fall semester registration begins	April 1
Fall semester tuition and fees due	August 18
Fall Forum	August 18-22
Faculty work days	August 19-21
<b>Fall semester begins</b>	<b>August 25</b>
<i>College Closed – Labor Day</i>	September 1
Last day to add or drop a class without record without faculty approval; Last day to drop classes without a “W”	September 8
Last day to drop a full-term class and get a 100% refund*	September 8
Fall semester midterm	October 17
<i>College Closed – Veteran’s Day</i>	November 11
<i>College Closed – Thanksgiving</i>	November 27-28
Last day to withdraw from full semester classes with a “W”	December 1
<b>Fall semester ends</b>	<b>December 12</b>
Fall semester grades due	December 15
<i>College Closed – Holiday Break</i>	December 22 – January 5

<b>FALL TERM 1</b>	<b>Aug. 25 – Oct. 17, 2025</b>
Fall term 1 tuition and fees due	August 18
<b>Fall term 1 begins</b>	<b>August 25</b>
Last day to add/drop 1 <sup>st</sup> term classes	August 29
<i>College Closed – Labor Day</i>	<i>September 1</i>
Last day to withdraw from 1 <sup>st</sup> term classes with a “W”	October 10
<b>Last day of 1<sup>st</sup> 8-week classes</b>	<b>October 17</b>

<b>FALL TERM 2</b>	<b>Oct. 20 – Dec. 12, 2025</b>
Fall term 2 tuition and fees due	August 18
<b>First day of 2<sup>nd</sup> 8-week classes</b>	<b>October 20</b>
Last day to add/drop 2 <sup>nd</sup> 8-week classes	October 25
<i>College Closed – Veteran’s Day</i>	<i>November 11</i>
<i>College Closed – Thanksgiving</i>	<i>November 27-28</i>
Last day to withdraw from 2 <sup>nd</sup> term classes with a “W”	December 5
<b>Fall term ends</b>	<b>December 12</b>

<b>SPRING SEMESTER</b>	<b>JAN. 12 – MAY 8, 2026</b>
Spring semester registration begins	October 20
Spring semester tuition and fees due	January 5, 2026
Faculty Work Days	January 7-9
Spring Forum	January 5-9
<b>Spring semester begins</b>	<b>January 12</b>
Last day to add or drop a class without record without faculty approval; Last day to drop classes without a “W” *	January 26
Last day to drop a full-term class and get a 100% refund*	January 26
<i>College Closed – President’s Day</i>	<i>February 16</i>
Spring semester midterm	March 6
<i>College Closed – Spring Break</i>	<i>March 8-14</i>
Last day to withdraw from full-term semester classes with a “W”	April 24
Nurse Pinning Ceremony	May 7
<b>Spring semester ends</b>	<b>May 8</b>
Spring graduation	May 7 & 8
Spring semester grades due	May 11

<b>SPRING TERM 1</b>	<b>Jan. 12 – March 6, 2026</b>
Spring semester term 1 tuition and fees due	January 5, 2026
<b>Spring term 1 begins</b>	<b>January 12</b>
Last day to add/drop 1 <sup>st</sup> term classes	January 16
<i>College Closed – President's Day</i>	<i>February 17</i>
Last day to withdraw from 1 <sup>st</sup> term classes with a "W"	February 27
<b>Last day of 1<sup>st</sup> 8-week classes</b>	<b>March 6</b>

<b>SPRING TERM 2</b>	<b>Mar. 16 – May 8, 2026</b>
Spring term 2 tuition and fees due	January 5, 2026
<b>First day of 2<sup>nd</sup> 8-week classes</b>	<b>March 16</b>
Last day to add/drop 2 <sup>nd</sup> 8-week classes	March 20
Last day to withdraw from 2 <sup>nd</sup> term classes with a "W"	May 1
<b>Last day of 2<sup>nd</sup> spring term classes</b>	<b>May 8</b>

\* Dates will be adjusted accordingly for flex classes.

All dates are subject to change. Please contact admissions at 740-699-3810 for orientation dates and times.

The Belmont University logo is a stylized, grey, geometric emblem. It consists of a central square with rounded corners, overlaid with a grid of lines that form a pattern of smaller squares and circles. The logo is positioned in the upper right quadrant of the page, partially overlapping the dark blue header and the white body.

# BELMONT INFORMATION

*2025 – 2026 Academic Year*



# TABLE OF CONTENTS

<b>BELMONT INFORMATION.....</b>	<b>4</b>
Mission & Values .....	15
History & Accreditations.....	15
Learning Philosophy .....	16
Core Learning Outcomes.....	17
Belmont is Your Community’s College .....	18
Workforce Development & Community Education .....	19
 <b>ADMISSIONS INFORMATION.....</b>	 <b>24</b>
Applying to Belmont .....	25
Resident Status .....	25
In-State Tuition for Qualified Veterans from Across the Country.....	26
Campus Tour .....	26
Application Procedure .....	26
Waiting Lists .....	28
Placement Testing.....	28
Confirmation Tests.....	29
Student Classification .....	30
High School Students .....	30
College Credit Plus (CCP).....	30
Transfer Students .....	31
Transient Students .....	31
Cross-Registration .....	31
Veterans Benefits .....	32

Readmission Policy.....	32
<b>REGISTRATION FEES .....</b>	<b>34</b>
Registration Process.....	35
Tuition and Fees .....	35
Payment of Tuition and Fees.....	37
Refund of Tuition and Eligible Fees* .....	37
Miscellaneous Costs .....	38
<b>FINANCIAL AID .....</b>	<b>40</b>
Applying for Financial Aid .....	41
How to Apply for Financial Aid .....	41
Federal Aid Programs .....	42
Federal Pell Grant Program (Pell Grant).....	42
Federal Work-Study Program .....	42
Federal Supplemental Educational Opportunity Grant (FSEOG).....	43
Federal Direct Loans .....	43
State Aid Programs .....	45
Vocational Rehabilitation Programs .....	46
Workforce Innovation and Opportunity Act (WIOA) / Trade Adjustment Assistance (TAA).....	47
Other Sources of Financial Aid .....	47
What is Verification? .....	47
Cost of Attendance.....	47
Satisfactory Academic Progress (SAP) forFinancial Aid Recipients .....	48
Repeat Courses .....	50
Attendance .....	50

<b>Disbursement of Financial Aid Awards .....</b>	<b>50</b>
<b>Refund Policies.....</b>	<b>51</b>
<b>Title IV Return Policy (Federal Aid Programs).....</b>	<b>51</b>
<b>Courses Not Covered by Financial Aid .....</b>	<b>53</b>
<b>Student Rights and Responsibilities .....</b>	<b>53</b>
<b>Institutional Waivers, Scholarships &amp; Foundation Scholarships .....</b>	<b>56</b>
Belmont Savings Bank Scholarship .....	57
Clay Family Memorial Nursing Scholarship.....	57
CONSOL Energy Inc. Scholarship .....	57
Elizabeth J. Rubloff Scholarship.....	58
Employee Scholarship.....	58
Francis J. & Edith Jackson Family Scholarship.....	59
Gus Maistros Scholarship .....	59
Hilda Burrows Door of Opportunity Scholarship.....	59
Mining Electro-Mechanical Maintenance Scholarship.....	60
Nita C. Lewis Pathway to Nursing Scholarship .....	60
Senior Citizen Tuition Waiver .....	61
St. Clairsville American Legion Citizenship Scholarship .....	61
St. Clairsville Rotary Scholarship .....	61
Trustees Scholarship.....	62
Russel J. and Eleanor M. Woolman Scholarship .....	62
<b>STUDENT LIFE .....</b>	<b>63</b>
<b>Student Organizations .....</b>	<b>64</b>
<b>Social Events .....</b>	<b>65</b>
<b>Community Service Projects.....</b>	<b>65</b>
<b>Activities with Other Institutions .....</b>	<b>65</b>
<b>Belmont Alumni Association.....</b>	<b>65</b>
<b>Regulations for Posting and Sharing Materials on Campus .....</b>	<b>66</b>
<b>Solicitation/Distribution of Literature .....</b>	<b>66</b>
<b>Student Commons and Lounge Areas .....</b>	<b>66</b>



Academic Advising .....	66
Study Habits .....	66
Library .....	67
Charles W. Kocher Student Success Center .....	67
Academic Assistance.....	67
Campus Shop .....	67
Food Service .....	68
Accessibility Services .....	68
Student Medical Insurance .....	68
Parking and Vehicle Registration .....	69
Career Services .....	69
College Policies .....	69
Code of Conduct.....	71
Academic Grievance Procedure .....	73
Student Records .....	74
Change of Student Data.....	74
Crime Awareness and Campus Security.....	75
Room Safety Information.....	76
Fire Safety Guidelines.....	76
Emergencies/Incidents .....	77
Evening and Weekend Safety/Security .....	77
<b>ACADEMIC POLICIES &amp; PROCEDURES.....</b>	<b>79</b>
Grading Policy .....	80
Academic Misconduct.....	87
College Credit .....	88

<b>PROGRAM INFORMATION</b> .....	<b>103</b>
Accounting (ACC).....	105
General Bookkeeping (BKP).....	107
Bookkeeper I (BKO).....	109
Bookkeeper II (BKT) .....	111
Payroll Clerk (PRC).....	113
Business Administration & Leadership Concentration (BAL) Business Management	114
Computer Applications (CAC).....	116
Cyber Security & Computer Forensics (CSF) .....	117
Cyber Security (CCF) .....	119
Electronic Media (ITT) .....	121
Networking (ITX) .....	123
PC/Network Technician (NTC).....	125
CISCO Certified Support Technician (CST) .....	126
CISCO Certified Networking Associate (CNA).....	127
Civil Engineering (CET).....	128
Energy and Natural Resources (ENR) .....	130
Engineering Applications (EAC) .....	132
Industrial Electronics Technology (IET).....	133
Water Quality Technician (WQT).....	136
Instrumentation and Control (INC).....	138
Maintenance Technician I (MTO).....	140
Maintenance Technician II (MTT) .....	141
Natural Resources (NRC).....	143
Process Control Certificate (PCC) .....	145
Emergency Medical Services (EMS) Paramedic.....	148

Emergency Medical – Paramedic Policies and Procedures .....	151
Building Preservation/Restoration (BPR) .....	161
Cleanroom Technology (CLT) .....	165
Heavy Equipment Technician (HET) .....	167
Heating, Ventilation, and Air Conditioning Technology (HVC) .....	169
Heating, Ventilation, and Air Conditioning Technology (INH).....	171
Pipeline Welder Helper I (WHO) .....	173
Pipeline Welder Helper II (WHT) .....	175
Welding Fabricator (WLF) .....	177
Welding Technology (WLD).....	179
Welding Technology (INW) .....	181
Associate of Arts Degree (AAG) .....	184
Associate of Arts Degree (AAG) .....	191
Allied Health Administration .....	199
Medical Assisting/Phlebotomy Technician Policies & Procedures .....	201
Medical Assisting Technician (MAC) .....	205
Medical Assistant Technician (MED) .....	206
Medical Coding (MCB) .....	208
Phlebotomy Technician (PTC).....	210
Practical Nursing (PNP) .....	212
Traditional Registered Nursing (ADN) .....	214
Transitional (TAN) Registered Nursing .....	216
Registered Nursing .....	218
Computed Tomography (CTC) .....	222
Radiologic Technology (RAD).....	224
Mental Health (MHT) .....	227

Mental Health Technology (MHT) Policies & Procedures.....	229
Early Childhood Education (EDU).....	232
Early Childhood Education (EDU) Policies & Procedures.....	234
Certified Chemical Dependency Assistant (CDA) .....	237
Teacher Education (TED).....	238
Lab Technician (LAB).....	241
Massage Therapy (MSG).....	243
<b>COURSE DESCRIPTION INFORMATION.....</b>	<b>245</b>
General Education Courses .....	246
ACC – Accounting .....	252
ADN – Registered Nursing.....	255
AHT – Allied Health Technology .....	261
ANT – Anthropology.....	261
ART – Art .....	262
BIO – Biology .....	262
BPR – Building Preservation/Restoration .....	266
BUS – Business .....	272
CHM – Chemistry .....	275
CLT – Cleanroom Technology.....	276
COM – Communications .....	277
CTC – Computed Tomography.....	278
CPT – Computer Technology .....	279
CSF – Cyber Security .....	283
EDU – Early Childhood Education .....	285
ECE – Civil Engineering Technology.....	289
ECN – Economics .....	294

EMT – Emergency Medical Technician.....	294
ENG – English.....	301
ETC – Electronic Technology.....	307
FST – Fire Safety .....	312
FYE – First Year Experience.....	313
FLA – Foreign Language ASL .....	314
FLI – Foreign Language Italian.....	315
FLS – Foreign Language French.....	317
FLS – Foreign Language Spanish.....	318
GEO – Geology .....	320
GIS – Geographic Information Systems.....	320
HAC – Heating & Air Conditioning.....	321
HQT – Heavy Equipment Technician .....	329
HIS – History .....	332
HUM – Humanities .....	335
LAB – Lab Technician .....	336
MSG – Massage Therapy .....	338
MAT – Math .....	341
MED – Medical Assisting .....	347
MHT – Mental Health Technology .....	353
MIN – Mining .....	355
MUS – Music .....	356
NET - Networking.....	357
NGT – Natural Gas Technology.....	360
NSC – Natural Science .....	360
NUT – Nutrition .....	362

OAM – Office Administration.....	362
PHL – Philosophy .....	363
PHY – Physics.....	365
PNP – Practical Nursing.....	365
POL – Political Science .....	367
PSY – Psychology .....	368
RAD – Radiology .....	369
RLG – Religion .....	374
SOC – Sociology.....	375
WAF – Welding .....	376
<b>GENERAL INFORMATION .....</b>	<b>381</b>
College Directory .....	382
Board of Trustees .....	382
Foundation Board of Directors .....	383
Executive Administration .....	383
Administrative Staff.....	384
Professional Staff .....	385
Support Staff .....	386
Faculty .....	387
Part-time Staff .....	388
Emeriti .....	389
<b>WHO TO SEE &amp; WHERE TO GO IF YOU NEED HELP .....</b>	<b>392</b>
<b>TUITION AND FEES .....</b>	<b>394</b>
Payment of Fees .....	395
Description of Charges and Fees .....	396



<b>CAMPUS MAPS .....</b>	<b>397</b>
<b>TITLE IX COMMUNITY .....</b>	<b>400</b>
<b>Gender Discrimination/Sexual Misconduct Complaint Process .....</b>	<b>400</b>
<b>DISCLAIMER.....</b>	<b>402</b>

## Mission & Values

### Mission

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

### Vision

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

### Values

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

## History & Accreditations

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

In 1978, the College was accredited for the first time by The Higher Learning Commission ([www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or 800-621-7440), a regional accrediting body, and has maintained accreditation since that time. In addition, the College is approved and/or accredited by the following agencies: United States Department of Education; Ohio Approving Agency for Veterans Training; Ohio Department of Higher Education; Ohio Bureau of Vocational Rehabilitation; Ohio Board of Nursing; Commission on Accreditation of Allied Health Education Programs (CAAHEP); American Heart Association; and the Ohio Department of Public Safety, Division of EMS/Fire.

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

Initially, the College offered three associate degree programs in business and now offers more than 24 associate degrees and 24 certificates in Business, Engineering, Industrial Trades, Nursing/Allied Health,

Public Service, Building Preservation/Restoration, Information Technology, Early Childhood Education, and pre-baccalaureate studies. The College grants two-year applied associate degrees and certificates, as well as Associate of Arts (AA) and Associate of Science (AS) pre-baccalaureate degrees. Through articulation agreements with four-year colleges and universities, the Ohio Transfer 36, and the Ohio Transfer Assurance Guides, many courses in these programs are transferable to public four-year institutions. The AA and AS degrees potentially constitute the first two years of a bachelor's degree.

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

## Accreditation Commission for Education in Nursing

Effective August 30, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on August 30, 2025. Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 <http://www.acenursing.com/candidates/candidacy.asp> *Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.*

## Learning Philosophy

Belmont College is a dynamic organization which is sensitive and responsive to the changing educational needs of individual learners and stakeholders. Belmont College strives for excellence in attaining teaching and learning goals. The environment fosters personal and professional growth with a commitment to the intellectual, emotional, and cultural development of students, employees, and community.

Learning is an active, participatory process. 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 capable. An institutional culture of self-reflection and evaluation, team building, positive and constructive reinforcement, and accountability supports the learning process.

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

*Help students develop a foundation for written and oral communications skills.*

1. Produces clear, correct, and coherent written and oral material
2. Produces material adapted to purpose, occasion, and audience
3. Retrieves, organizes, interprets, and analyzes information from a variety of sources
4. Uses technology to gather, process, and/or communicate information

### II. Think Critically and Creatively

*Help students develop a foundation for critical and creative thinking.*

1. Adapts and applies knowledge and methodologies gained in one situation to new situations
2. Sees a problem or issue from a variety of perspectives
3. Thinks logically, analytically, and systematically to problem-solve
4. Demonstrates critical and creative thinking skills in discipline-specific and/or employment situations

### III. Learn Actively

*Help students develop a foundation active learning.*

1. Engages in individual and team learning
2. Develops professional expertise and competencies
3. Integrates and uses basic technology throughout the educational experience

**IV. Accept Accountability**

*Help students develop a foundation for accepting personal/professional accountability.*

1. Takes responsibility for current learning
2. Develops accountability for learning through self-evaluation
3. Demonstrates personal and professional integrity and ethics

**V. Build Global/Multicultural Diversity Awareness**

*Help students develop a foundation for global, multicultural, and diversity awareness.*

1. Develops global, contemporary, or sociopolitical literacy
2. Demonstrates knowledge of cultural issues and values
3. Demonstrates awareness of the global community and multicultural issues

## Belmont is Your Community's College

The Academic Technical Center, located at Exit 213 off Interstate 70, accommodates programs, classes, and pre-baccalaureate studies in the Business, Engineering, Nursing, Allied Health, and Public Service Programs. It also houses the Applied Technology and Innovation Center (ATIC), Dowler Hall, Student Affairs, Library, Business Office, computer laboratories, administrative services, student lounge area, a full-service Campus Shop, and the Belmont Cafe. The Charles W. Kocher Success Center provides the college community with a multitude of services in one location. Services provided are testing, make-up testing, general tutoring, e-tutoring, an open computer lab, classrooms, and meeting rooms.

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

The Mechanical Technology Center's (MTC) address is 68633 Hammond Road and is easily accessible from St. Rt. 331.

The Morristown Field Lab for the BPR 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 BPR faculty and performed by the students.

**Belmont College Academic Technical Center**

68094 Hammond Road  
St. Clairsville, Ohio 43950  
740.695.9500

**Health Sciences Center**

68410 Hammond Road

St. Clairsville, Ohio 43950

**Mechanical Technology Center**

68633 Bannock Road - St. Rt. 331

St. Clairsville, Ohio 43950

## Workforce Development & Community Education

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

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

Broad-based training, addressing the latest in business and industry issues, can be provided at our campuses, at any jobsite, or online with a schedule and customized training that meets any business's specific needs.

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

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

### Safe Sitter®

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

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

### Ohio's Adult Diploma Program

Ohio's Adult Diploma Program is brought to you by the Ohio Department of Education, in partnership with educational providers in southeastern Ohio. This program offers a high school diploma to Ohio residents, 20 and older. Graduates of this program will receive a state-issued high school diploma as well as credentials and training for an in-demand career field. Choose from Commercial Drivers License (CDL),



medical careers and skilled trades. Best of all, it's free! Belmont College is approved for the following programs: State Tested Nursing Assistant (STNA), Emergency Medical Technician (EMT) Basic, EMT Advanced, CDL, and the Welding Fabricator Certificate program. Other programs may be added in the future. For more information, please contact the Belmont College Workforce Development Department at 740.699.3969.

## CDL Commercial Driver's License

The Belmont College Truck Driving Academy (BCTDA) offers a comprehensive program that exceeds maximum state requirements for obtaining a Class A commercial driver's license. Highly qualified, experienced instructors will provide the most comprehensive, affordable training in the state. Students will receive practice time behind the wheel from state-certified instructors, licensed with the Ohio Division of Public Safety and with a minimum of three years' experience. BCTDA will provide one week of classroom instruction and four weeks of theoretical and practical instruction for the purpose of truck driving training. Over-the-road training will be conducted on roads and highways within a 100-mile radius of St. Clairsville, Ohio. The CDL course is a five-week, full-time day course, which meets Monday through Friday from 8:00 a.m. to 4:30 p.m.

## Home Inspection Program

The 80-hour Home Inspection Certification class is designed to satisfy the educational requirements needed to be a licensed home inspector in the State of Ohio. The course is based on Ohio Licensure curriculum recommendations and covers the home inspection business, report writing, ethics, and building deterioration processes. Students will be required to complete a number of home inspections during the course and have their reports critiqued by the instructor. Each student will be supplied with the course textbook and home inspection toolkit along with a 90-day subscription to Palm-Tech Home Inspection Report Writing software. The course meets Monday through Friday from 8:00 am – 5:00 pm for two weeks.

## Online Real Estate Classes

Belmont College has partnered with Hondros College to offer our Online Real Estate Program. For more details on this partnership, please visit our webpage: <http://www.belmontcollege.edu/workforce-community-ed/online-real-estate-classes/>.

## Pharmacy Technician

The program provides both technical and practical training which will help to enable students to function as a competent entry-level pharmacy technician.

Students who complete the program will receive a Pharmacy Technician Certificate of Completion from Belmont College. In addition, this course prepares students to take the Pharmacy Technician Certification Board (PTCB) exam. Upon completion of the PTCB exam, students' qualifications will meet or exceed Pharmacy Technician employment requirements in Ohio, Pennsylvania, and West Virginia.

For more information, or to register for classes, please contact the Workforce Development and

Advancement Office 740.695.9500.

## Contract Training

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

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

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

- Microsoft Office
- Microsoft Outlook
- Microsoft Project
- Industrial Safety
- Internet/Email
- Problem Solving
- Supervision
- Management
- Customer Service
- Business Writing
- College Preparation
- Electrical Circuits
- Instrumentation
- SafeLand
- Project Management
- IV Therapy
- Welding (American Welding Society Certification)
- Statistical Quality Control
- AutoCAD
- Drug-Free Workplace
- Nurse Aide (STNA)
- Programmable Logic Controllers (PLCs)
- Water/Wastewater Treatment
- Refrigeration Certification
- HVAC
- Blueprint Reading
- AC and DC Motors
- ARC Flash
- OSHA 10 and 30
- Oil & Gas Related Training
- Commercial Truck Driving (CDL)
- Continuing Education Units (CEU's)

## Fire and EMS Training

Meeting the needs of our region for trained professional firefighters and Emergency Medical Services (EMS) personnel is another critical mission of Belmont College. Whether training for professional fire and EMS occupations, or as volunteers in our community, Belmont College stands ready to provide the highest quality training, to accrediting body standards.

Some of our most popular public service trainings include:

## EMS

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

## Fire

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

For more information or to register for any of these classes, call 740.699.3866 or visit our website at [www.belmontcollege.edu/academics](http://www.belmontcollege.edu/academics) and click on the Workforce & Community Education link.

## Energy Institute

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

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

College technical programs that include an energy emphasis are Civil Engineering, Energy and Natural Resources, Process Technician, Industrial Electronics, Water Quality Control and Instrumentation and Control. Areas where a certificate may be earned are Oil and Gas Accounting, Natural Resources, Process Control, Rockwell Automation, and Welding. Training for specific job skills is available from Belmont College's Workforce Development department and include SafeLand Oil and Gas safety training,

OSHA (10 hr.) Safety training, Mine Safety Training (40 hr. and 80 hr.), American Welding Society (AWS) Certifications in Welder Fabricator and Pipeline Welder Helper I, Pipeline Field Skills and Commercial Driver's License Training (CDL).

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

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

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

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



# ADMISSIONS INFORMATION

*2025 – 2026 Academic Year*

## Applying to Belmont

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

Belmont College admits students who:

- Have a high school diploma; and/or
- Have the recognized equivalent of a high school diploma; and/or
- Are beyond the age of compulsory school attendance in Ohio

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. Students who have difficulty obtaining the required documents should consult the Belmont College Record's Office for assistance at 740.695.8519.

Homeschooled students:

1. Transcript must include your home address, list of courses, grades, graduation date
2. Transcript must be issued by the parent/guardian of the student applying for admission
3. Transcript must include the parent/guardian's signature
  - a. Transcripts may not be issued or signed by the student applying for admission

General Education Diploma (GED) or High School Equivalency Diploma- If an applicant has not earned a diploma from a secondary program, an HSE or GED is required. The academic areas of the examination are reviewed in light of the general requirements for admission.

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.

Belmont College is committed to maintaining the integrity of its admissions process and ensuring that all admitted students meet the necessary educational qualifications. To uphold this commitment, Belmont College and the US Department of Education reserves the right to evaluate the validity of a student's high school completion if there is reason to believe that the diploma submitted is not valid or was obtained from an entity that does not provide recognized secondary education.

This policy is in compliance with federal regulations and aims to ensure that all students admitted to the college have met the necessary educational standards for success in higher education.

## Resident Status

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



- **In-State Status:** Residents of Ohio (88 counties) or residents of Hancock, Brooke, Ohio, Marshall, or Wetzel Counties of West Virginia receive Belmont in-state tuition rates.
- **Out-of-State Status:** Residents of any other county in West Virginia, or residents of any other U.S. state, The District of Columbia, or any U.S. territory receive out-of-state tuition rates. Out-of-state students who feel that they have achieved in-state residency status requirements may apply for a change of residency status with the Registrar. All applications for change of residency status will be reviewed by the Registrar.

## In-State Tuition for Qualified Veterans from Across the Country

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

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

## Campus Tour

Prospective students and other interested persons may schedule a tour of the campus by calling an Enrollment Services Advisor at 740.695.8516.

## Application Procedure

1. *Submit the Belmont College Application for Admission*  
To apply online, visit [www.belmontcollege.edu](http://www.belmontcollege.edu) or call our Academic Technical Center for a copy of the free Belmont Application for Admission. The application must be complete for admission consideration.
2. *Visit or Contact Our Campus*  
Schedule an initial interview with an Enrollment Services Advisor who will provide you with program information and guidance on admission procedures and address any questions you may have.
3. *Request Official and Final Transcripts*  
All students must submit transcripts from high school/GED and any previously attended institutions of higher learning. They must be sent directly to the Belmont College Records Office.

#### 4. *Placement Test*

Belmont recommends that all students take an ACT or SAT test; however, the College provides Accuplacer testing for students as an alternative. Placement test scores are used as a guide to help match students' academic ability with their beginning coursework. In lieu of placement tests, the College will place students into the lowest level coursework. Please see the Placement Testing information in this section for details.

#### 5. *Apply for Financial Aid and Scholarships*

Students interested in applying for financial aid must submit the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov>. The Belmont College code is 009941. Also, please check our financial aid link at [www.belmontcollege.edu](http://www.belmontcollege.edu) for scholarship applications and information. Reference the Financial Aid section of this catalog for more scholarship details.

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

#### 6. *Schedule Classes*

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

#### 7. *First Year Experience Course*

FYE1110, Student Learning and Success, is an introductory course that provides new students with the knowledge to succeed at Belmont College. Topics include, but are not limited to, course planning, financial literacy, career development, study skills, time management, and critical thinking. Students are exposed to proven strategies for creating greater academic professional, and personal achievement. This course is required for all first-time freshman at Belmont College and transfer students who have accumulated less than 12 credit hours. New students also include former College Credit Plus (CCP) students who are now exclusively Belmont College students.

#### 8. *Attend 'First Year Experience' (FYE) Orientation*

Our FYE program has been developed to provide a seamless transition into college. Orientations are scheduled before the start of each semester. Please contact the College for dates and times. The purpose of the FYE Orientation is to familiarize the new student with the College and connect with key campus resources to succeed as a first-year student. There is no charge for attending this admissions event.

#### 9. *Books*

Students can conveniently order their books through eCampus on the college website. If students are utilizing financial aid, their eligible amount will be accessible upon logging into eCampus with their Belmont College credentials. Students can choose to have your books shipped to their home address or opt for pickup at the Campus Shop.

*NOTE: Students using financial aid to purchase books must present their book voucher and a photo ID when purchasing books from the Belmont Campus Shop.*

## Waiting Lists

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

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

## Placement Testing

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

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

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

Students are encouraged to use the Accuplacer Study Guide in preparation for the actual test. A sample test is available on the Belmont College website and from the Charles W. Kocher Student Success Center (SSC). Belmont has a firm 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 740.695.8519 to schedule a placement test.

Students exempt from a placement test are:

1. Those possessing an associate's or higher degree from an accredited institution.
2. Those registering for courses with no placement testing prerequisites
3. Those transferring in college-level math credits with a "C" or better will be exempt from the math section of the placement indicator; those transferring in college-level English credits with a "C" or better will be exempt from the writing section of the placement indicator; those transferring in college-level reading-intensive courses (i.e. psychology, sociology, and biology) with a "C" or better will be exempt from the reading section of the placement indicator; those with verification of college level proficiency in English and math will be exempt from the placement test (i.e. CLEP and Advanced Placement)
4. Those age 60 or above (senior citizens) not enrolling in the nursing programs or enrolling in a class with a placement requirement
5. Those auditing classes
6. Those providing ACT or SAT scores (within 5 years) either on their high school transcript or an official ACT or SAT score report
7. Non-degree students not enrolling in courses with a placement requirement
8. Those who obtain a transfer waiver (Form 122) from an Academic Advisor
9. Students opting to take remedial courses

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

## Confirmation Tests

An academic advisor may recommend the student retest to attempt testing out of the initial course(s) placement.

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

## Student Classification

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

## High School Students

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

## College Credit Plus (CCP)

Ohio residents only. This program permits students to take courses at Belmont College while enrolled in grades 7-12. Students must complete the normal admissions application process at Belmont College and complete the College Credit Plus Supplemental Application Form 63. The Belmont College CCP Coordinator 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.

### CCP Guidelines:

- *Cost*

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

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

- *What course(s) may be taken*

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

- *Enrollment Guidelines and Deadlines*

Contact the high school guidance counselor or Belmont College advisor to obtain an enrollment form. Notify your guidance counselor of intent to participate by March 30th. After March 30th, a

high school district administrator's signature is necessary.

## Transfer Students

Transfer students will abide by the same student classification regulations as non-transfer students. Original transcripts from each previously attended college or university must be sent directly to the Belmont College Records Office in order to have courses evaluated for transfer to Belmont College.

## Transient Students

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

## Cross-Registration

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

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

The following will govern this process:

1. The institution where the student is full-time (home institution) will consider the student for all Title IV Aid.
2. The student will be considered part-time at the other institution.
3. Courses will be accepted towards meeting graduation requirements at the home institution as those courses fulfill programmatic requirements. These will need to be approved by the home institution.
4. All Title IV Aid will be the responsibility of the home institution. Any courses taken under this agreement away from the home institution will not be used to determine eligibility for Title IV Aid.
5. Calculating awards, disbursing aid, monitoring satisfactory progress records, maintenance, and distribution of Title IV refunds will be the responsibility of the home institution.



## Veterans Benefits

Belmont College in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

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

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

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

## Readmission Policy

### *To the College*

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

### *To a Program*

Readmission to a specific program may require approval by the provost. 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 provost 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

*2025 – 2026 Academic Year*

## Registration Process

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

### Registering with an Advisor

Students are encouraged to meet with their Academic Advisor before registering each semester. Upon registration, the student will receive a paper or electronic copy of their class schedule. Students who are registered for classes acknowledge the statement below:

1. I am now registered for classes. If I choose not to attend, I accept the responsibility to follow the College's drop or withdrawal procedures as stated in the College catalog.
2. I am responsible for payment of tuition, fees, and all charges regardless of any financial aid received. I understand that if I have any outstanding balances more than 45 days past the billing date, this information will be forwarded to the Attorney General of the State of Ohio (as required by Section 131.02 of the Ohio Revised Code) for collection purposes.

## Tuition and Fees

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

## 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 Wetzell County of West Virginia. The current per-credit-hour fees for in-state, out-of-state, or on a VISA are outlined on the College website. Twelve (12) credit hours indicate status as a full-time student.

## General Fee (Per Credit Hour)

Costs incurred for academic services to students such as those services provided in the SSC, Learning Commons, and other areas throughout the College are covered in part by this fee.

## Technology Fee (Per Credit Hour)

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

## Student Life Fee (Per Semester)

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

## Course Fee (Per Course, If Applicable)

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

## Career Services Fee (Per Credit Hour)

Associated with maintaining and developing career services functions that are vital to student and workforce success, as well as to ensure these services are available in the future academic terms.

## Auxiliary Fee (Per Credit Hour for Enrollment in four (4) or More Credit Hours)

Associated with providing a common platform to enhance instruction and to access digital educational resources to prepare graduates for technology-driven careers, as well as offering textbooks at a reduced cost through the use of digital materials.

## Payment of Tuition and Fees

Tuition and fees are due by the published due dates established in the Academic Calendar. The student is responsible for payment of tuition, fees, and all charges regardless of financial aid received. This not only ensures that the student is aware of his/her responsibilities in terms of initiation or termination of enrollment but also ensures that he/she is aware that if financial aid or other payment arrangements are not successfully completed the student will be responsible for all charges incurred.

### Deferred Tuition Payment Plan

Students may sign a Deferred Tuition Payment Plan (DTPP) to pay tuition and fees (not including books) in three equal installments.

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

### Outstanding Balances

As a state-supported institution of Ohio, Belmont College has an obligation to collect all fees due the College. Section 131.02 of the Ohio Revised Code requires all state agencies to refer all outstanding balances greater than 45 days of billing date to the Attorney General of the State of Ohio for final resolution. Once a delinquent debt has been forwarded to the Attorney General's office for collection efforts, the balance will accrue interest at a rate established by the Ohio Revised Code and calculated on all outstanding balances. In addition, delinquent debts may incur costs including but not limited to charges, fees, interest, and penalties.

### Prior Semester Balance Due

Students with prior semester balances due will not be permitted to register for or attend classes in the subsequent term until the past due balances are paid. The Records Office CANNOT release student information to external entities if there is an outstanding balance due or unreturned college property (e.g., library books, iPads, etc.). Records Office data includes transcripts, and any other information related to attendance at Belmont College.

## Refund of Tuition and Eligible Fees\*

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

CALENDAR DAYS	REFUND %
Prior to the first day of term	100%
1-14 days from the 1 <sup>st</sup> day of term	100%
15 days and beyond	No refund

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

For courses that do not follow the normal semester calendar (flexibly scheduled courses), the refund schedule will be adjusted proportionately based on class length.

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

## Miscellaneous Costs

### Program Deposit

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

1. The deposit must be paid by the student. Financial aid or third-party agencies cannot pay deposits.
2. The deposit must be paid on or before the date stipulated in the student's notification of acceptance letter to reserve the space, or the space will be offered to another applicant.
3. All deposits are non-refundable.
4. All deposits are non-transferable.
5. If the student attends classes for at least three (3) weeks of the semester for which the deposit is paid, the deposit will be credited to his/her account.
6. If the student does not attend classes for at least three (3) weeks of the semester for which the deposit is paid, the deposit will be forfeited by the student.
7. At the publication of this catalog, the following programs require deposits: Registered Nursing, Practical Nursing, Transitional Nursing, and STNA. Others may be added at the discretion of the College.

### Breakage Deposit

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

## Textbooks

Textbook prices are posted at the College Campus Shop and on the College website. The Campus Shop offers a complete line of textbooks, including new, used, rentals, digital, and free. Please note, the Campus Shop may have a limited number of used paper-based textbooks, as well as a select group of textbooks available to rent. Contact the Campus Shop Manager at 740.699.3853 for availability. Please contact the dean with any questions you may have concerning textbook editions.

## Program Costs

Certain programs have additional miscellaneous costs associated with materials and supplies. These programs include but may not be limited to:

- Associate Degree Nursing (1st semester)
- EMT (1st semester)
- Practical Nursing (1st semester)
- Welding (tools)
- Building Preservation/Restoration (tool kit)
- STNA
- Heating, Ventilation & Air Conditioning (tools)



# FINANCIAL AID

*2025 – 2026 Academic Year*



## Applying for Financial Aid

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

The Financial Aid Office of Belmont College administers various federal, state, college, and private financial aid programs. Financial aid is available to help eligible students meet the expenses of a college education. All financial aid programs are managed according to federal, state, and college guidelines, and accepted accounting practices.

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

## How to Apply for Financial Aid

1. New students must apply for admission to Belmont by going to [www.belmontcollege.edu](http://www.belmontcollege.edu) and completing the online application.
2. New students completing the FAFSA need to obtain a Federal Student Aid (FSA) ID. Parents of dependent students will also need to obtain a FSA ID to process the FAFSA. Go to <https://studentaid.gov>.
3. Complete the FAFSA by going to <https://fafsa.gov>. Belmont College's School Code is **009941**. ***Students are strongly advised to complete the FAFSA as early as possible for the upcoming academic year not only to allow for the verification process, but also to ensure that they will receive all eligible financial assistance available. Students may begin filing their FAFSA on October 1 prior to the start of the next academic year.***
4. Review your SAR (Student Aid Report). Once you complete the FAFSA, the U.S. Department of Education will e-mail your SAR results. Read this carefully as it contains messages and possible errors you will need to correct. If you find any errors, correct them by going to <https://fafsa.gov>.
5. Submit any missing documents to the Financial Aid Office. Check your financial aid status online through your MyFAO account to see if you have missing documents such as Verification Worksheets or tax documents. For more information, see **What is Verification?**

6. Once all forms are complete, the Financial Aid Office will process your Financial Aid award and mail or email you a Financial Aid Award notification showing any estimated grants or scholarships you may be eligible to receive. Students who wish to borrow Federal Direct Student Loans will be required to complete a Federal Direct Student Loan Request Form each semester even if you have had a loan in the past. This application is available in-office or on our website.
7. If you apply for a Federal Direct Student Loan, new borrowers must complete the Entrance Counseling and Master Promissory Note. Returning borrowers need to complete the ASLA (Annual Student Loan Acknowledgement). These can be done online at <https://studentaid.gov>.
8. Make sure your bill is covered. If you receive a balance due, do not assume your financial aid will cover it. If your file is incomplete, you are not eligible for any Financial Aid awards. Check your Financial Aid status on the MyFAO or by contacting the Financial Aid Office at 740.695.8510 or [financialaid@belmontcollege.edu](mailto:financialaid@belmontcollege.edu).

## Federal Aid Programs

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

## Federal Pell Grant Program (Pell Grant)

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

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

## Federal Work-Study Program

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

To arrange a job and determine the number of hours per week that a student may work under this program, the Financial Aid Office considers the student's:

1. Financial need
2. Class schedule
3. Academic progress

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

## Federal Supplemental Educational Opportunity Grant (FSEOG)

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

## Federal Direct Loans

Belmont participates in the Federal Direct Loan Program. Funds for your Direct Loan will come directly from the U.S. Department of Education to the college. There are two types of Federal Direct Loans, subsidized and unsubsidized. You may receive a subsidized loan and an unsubsidized loan for the same enrollment period as long as you have eligibility and don't exceed the annual or lifetime loan limits. To be eligible for a Direct Loan you must complete a FAFSA, be enrolled in at least six eligible credit hours, not in default or overpayment of Title IV funds, and be enrolled in a Belmont College degree or certificate program. Students must also complete entrance counseling and a Master Promissory Note (MPN) when applying for their first loan. Returning borrowers need to complete the Annual Student Loan Acknowledgement each term they borrow along with a Federal Direct Student Loan Request Form.

### Subsidized Direct Loan

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

## Unsubsidized Direct Loan

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

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

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

## Entrance Counseling for Direct Loans

Entrance counseling will help you understand your rights and responsibilities as a student loan borrower. All first-time loan borrowers are required to complete Entrance Counseling. Returning borrowers must complete the Annual Student Loan each term. Both are available online at <https://studentaid.gov>.

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

## Master Promissory Note for Direct Loans

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

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

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

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



## Repayment of Federal Direct Student Loans

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

## Student Loan Exit Counseling

All borrowers are required to complete the online Student Loan Exit Counseling after they graduate, drop below half-time, withdraw from the College, or fail to re-enroll in the next standard term. This is available at <https://studentloan.gov>.

## Federal PLUS Loan

Parents of undergraduate dependent students may borrow funds to cover the cost of education. The maximum amount of the loan cannot exceed the student's cost of education minus other financial aid received during the loan period. Repayment begins as the money is disbursed. Some lenders will defer payment until after the student graduates or drops below half-time.

You must apply online at <https://studentaid.gov>.

## Annual Reapplication Process (FAFSA)

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

## State Aid Programs

### Ohio Nurse Education Assistance Loan Program (NEALP)

The Nurse Education Assistance Loan Program (NEALP) was created by the Ohio General Assembly in 1990. The purpose of NEALP is to assist the state in meeting nursing shortages by providing financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in an 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 \$1,620/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 in an approved nurse education program in an Ohio college, university, hospital, or vocational school.
- Not be in default or owe a refund to any Federal Financial Aid program.
- Maintain an academic record which places the student in good academic standings within the institution.

Students may apply after January 1 and before July 15 of each year. Notification of acceptance or denial for NEALP funding will be sent by the first week in September. Go to <https://www.ohiohighered.org/nealp> for more details.

## Ohio War Orphans Scholarship

The Ohio War Orphans and Severely Disabled Veterans Children 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 an Ohio resident and enrolled for full-time undergraduate study and pursuing an associate or bachelor's degree at an eligible Ohio college or university. Applicants must apply between the ages of 16 and 24. 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. The benefits are determined each year and based on the number of eligible applications.

Applications should be submitted to the Ohio Department of Higher Education. Applications are available from the Ohio Department of Higher Education ([www.ohiohighered.org](http://www.ohiohighered.org)), high school guidance offices, and Veteran's Service Offices. The application deadline is May 15 of each year.

For more information visit [www.ohiohighered.org](http://www.ohiohighered.org).

## 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 Innovation and Opportunity Act (WIOA) / Trade Adjustment Assistance (TAA)

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

## Other Sources of Financial Aid

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

## What is Verification?

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

## Cost of Attendance

The cost of attendance is an estimated amount of what it will cost for a student to go to school. If a student is attending at least half-time, the cost of attendance is an estimate of multiple components, including:

- Tuition and fees
- Housing and food
- Books and supplies
- Transportation
- Loan Fees
- Miscellaneous personal expenses



These expenses are not what you will be charged, but what a student should anticipate in order to successfully navigate the academic year. Awards for most of the Federal Student Aid (FSA) programs are based on some form of financial need. The cost of attendance (COA) is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of Direct Loan programs and is one of the basic components of the Pell Grant calculation.

## Satisfactory Academic Progress (SAP) for Financial Aid Recipients

The Financial Aid Office has established the following policies and procedures to comply with Federal Regulations for students receiving financial aid. 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 they previously received aid or not. SAP is evaluated at the end of each semester and those not meeting SAP are sent a letter or email. SAP calculation includes developmental coursework, letter grades, pass/fail grades, withdrawn courses, repeated courses, incomplete grades, and coursework transferred in from other institutions as determined by the Records Office.

The programs governed by these regulations are:

- Federal Pell Grant
- Federal Work-Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans (Subsidized and Unsubsidized)
- Federal Direct Parent Loan (PLUS)

Satisfactory Academic Progress standards include these elements:

- Qualitative Progress
- Quantitative Progress
- Time Frame
- Graduation

## Satisfactory Academic Progress (SAP) for Title IV and Non-Title IV Recipients

The Financial Aid SAP Policy applies consistently to all categories of students who have a FAFSA on file, regardless of enrollment status, program of study, or any other category of student.

## 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 at the end of each semester by the following cumulative grade point average (GPA) standards:

- 1.6 or above cumulative GPA in 0-29 attempted hours
- 2.0 or above cumulative GPA in 30+ attempted hours

**Quantitative Progress** – Students must successfully complete 67% of attempted credit hours with a letter grade of “D” or better after each semester. Grades that are considered successfully complete are A-, B+-, C+-, D+-, P. Grades that are not considered successfully completed are F, I, W, NR, FZ, DZ, D+Z, X.

**Time Frame** – The required length of time it will take a student to complete a degree program or certificate based on the appropriate enrollment status. Federal regulations allow a student to be eligible to receive aid up to 150% of the time that it would normally take to complete a degree. All credit hours in which a student enrolls or transfers to Belmont College are included in the maximum time frame calculation, regardless of the number of degrees a student chooses to obtain. Belmont College evaluates this per program of study. For example, if a student's program of study is Computer Applications Certificate which requires 33 semester credit hours to graduate, the student may not exceed 49.5 attempted semester credit hours to obtain that degree without submitting an appeal for Financial Aid. If the student is pursuing the Accounting Degree which requires 63 credits, they may not exceed 94.5 attempted credit hours.

**Graduation** – Students who complete the coursework for graduation are ineligible for continuation of financial aid after graduation. Students must complete the SAP Appeal form indicating they want to pursue a second program of study. An academic plan (Degree Completion Plan) must be obtained from a Belmont College academic advisor and submitted with the SAP Appeal documentation. Financial aid will only be awarded and calculated on courses required to complete the degree. Students may be approved for a maximum of 2 degrees.

**Warning** – In the event that a student does not meet qualitative and/or quantitative measures after a semester, the student will be placed on a Warning status. The Warning status lasts for one semester. Students in a warning status may continue to receive financial aid funds. No appeal or other action is needed from the student during this warning period. Students who fail to make SAP after the warning period lose their aid eligibility unless they complete the appeal process and are approved.

**Suspension** – Belmont College students are evaluated at the end of each semester based on the elements of SAP. Students who do not meet the qualitative and/or quantitative criteria for two sequential semesters of enrollment will be placed on Suspension. Students recognized as not meeting the time frame standards also will be placed on Suspension. SAP Suspension means that the student is not eligible for Federal financial aid for future semesters. Students do have an option to appeal this suspension.

**Appeal Process** – Students may complete the appeal process for consideration of reinstating the student's financial aid eligibility on a probationary status. Students must explain the reason for not meeting the SAP elements and must provide supporting documentation of the mitigating circumstances. Appeals must also specify what has changed in the student's situation that will allow them to successfully meet SAP requirements by the next evaluation. If students are not able to meet SAP standards within one semester, their appeal must include an academic plan (Degree Completion Plan) from their academic advisor. The individual academic plan will establish the conditions for continued financial aid for future semesters.

**Probation** – If a student's appeal is approved, the student enters a probation status. During this probation status, the student may continue to receive federal financial aid funds. Students who fail to meet SAP or the established conditions at the end of the probation period lose their financial aid eligibility.

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

## Repeat Courses

According to Federal guidelines, financial aid can pay for a repeat of a previously passed course only once as long as a better grade can be attained. An example would be if a student received an A, they could not receive aid for that repeated course because they cannot get a grade above an A.

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

## Attendance

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

## Disbursement of Financial Aid Awards

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

## Flex Courses

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

## Refund Policies

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

## Title IV Return Policy (Federal Aid Programs)

Federal Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which aid is awarded. Students receiving federal financial aid who withdraw or stop attending may be required to return a portion of financial aid awarded. Once notified of a total withdrawal, the institution is required to apply a federally mandated formula to determine how much of the federal funding was “earned” by the student. This review and recalculation is called a “Return of Title IV Aid Calculation.”

## Student Financial Aid and Withdrawing from Classes

Withdrawing, officially or unofficially, may result in a recalculation of your financial aid for the semester. The exact consequences to you depend on several factors, including the type and amount of aid and your last date of attendance. The consequences for each of these academic actions are different and are addressed in this policy.

## Official Withdrawals

Students can drop full-term courses without record the first fourteen days of a semester. Flex courses may be dropped without record during the first week of the course. After that time, to officially withdraw from courses, a student must contact their academic advisor. A student may withdraw from full-term courses and receive a grade of W until the first day of the fifteenth week of the semester or, for the summer semester, the beginning of the eighth week. A student's withdrawal date is determined as the student's last day of attendance.

## Unofficial Withdrawals

If a student stops attending a course but does not officially withdraw (as outlined above), then a student's instructor will assign a grade for that course that will remain on the student's official permanent record. If a student simply stops attending classes rather than officially withdrawing through their academic advisor, they will be subject to the same financial aid consequences addressed below. The withdrawal date for unofficial withdraws is the student's last day of attendance.

## Return of Title IV Funds Process for Federal Aid

The federal government mandates that students who withdraw from all classes may keep only aid earned up to the withdrawal date. For official and unofficial withdrawals, the Financial Aid Office uses the student's last date of attendance in its Return of Title IV calculation. If a student is eligible for federal Title IV aid and fails to attend at least 60% of a semester, the Financial Aid Office must determine how much of the student's aid, if any, must be returned to the federal aid programs based on the percent of the semester attended. Once a student attends 60% of the term, they are considered to have earned 100% of awarded federal aid. The semester length is defined as the first day of classes through the last day of the semester.

When a student is considered to have withdrawn during an enrollment period in which they have begun attendance and received federal Title IV financial aid, Belmont College is required to determine the amount of earned and unearned Title IV aid. A student is only eligible to retain the percentage of Title IV aid disbursed that is equal to the percentage of the enrollment period that was attended by the student.

The unearned Title IV aid must then be returned to the appropriate federal aid program(s) as soon as possible but no later than 45 days after the date of the determination of a student's withdrawal.

The federal regulations determine the order of program funds are returned. Funds returned to the federal government are used to reimburse individual federal programs. Financial aid funds are returned in the following order up to the calculated unearned amount:

- Federal Unsubsidized Direct Loan,
- Federal Subsidized Direct Loan
- Federal Direct PLUS (Parent) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

If it is determined that a student received unearned funds, the return of this overpayment may result in a balance due to the Business Office. If the R2T4 calculation results in an amount to be returned, Belmont College will return the amount to the federal programs on behalf of the student and the student must repay the funds to Belmont College.

## Post-Withdrawal Disbursement:

If it is determined that the student earned more federal funds than what has been disbursed at the time the student withdraws, the student may be issued a post-withdrawal disbursement. All post-withdrawal disbursements are applied to a student's account first towards outstanding tuition, fees, and charges.

Federal grant funds determined for a post-withdrawal disbursement must be disbursed within 45 days. If the post-withdrawal disbursement includes direct loan funds, they will be offered to the student within 30 days. Belmont College must obtain student permission within 14 days in order to disburse the loan funds to the student. The student may choose to decline some or all the loan funds. If the R2T4 calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible but no later than 14 days after the calculation of R2T4.

## Courses Not Covered by Financial Aid

Some courses, although for credit, may not be eligible for federal aid. **Only courses that are required for your degree completion are eligible for Federal Aid.** Courses such as the mining courses (MIN1100, MIN1200 & MIN2200), CDL truck driving and energy courses (GIS1100 & NGT1100) are generally not covered under financial aid unless it can be used as an elective for programs such as Industrial Electronics; prior approval and course substitutions by the dean are required. Pre-Admit courses are only eligible to be counted for student loan credit hours. They are not Pell eligible. In addition, AHT1100 does not qualify for Pell Grant for students enrolled in the Associate of General Science degree or any of the nursing programs. However, if the student is taking at least 3 more qualifying credit hours, a student may be eligible to use Federal Direct Loan funds to assist with the cost of these courses.

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

## Student Rights and Responsibilities

Education requires the investment of money and effort on behalf of the student. In return for this investment, productive employment, social development, intellectual enrichment, or personal satisfaction is expected. A college education is one of the greatest investments students make. As a consumer, the student should understand the school's policies and procedures, financial aid, and any other information necessary to help make the final decision to attend. It is the student's responsibility to carefully evaluate the product (education and training) and fully understand what they will be purchasing.

### Students have the right to know the following:

1. Financial assistance available, including information on all Federal, state, and institutional financial aid programs.
2. Deadlines for submitting applications for each of the financial aid programs available.
3. Cost of attending the institution and the College's refund policy.
4. Criteria used by the institution to select financial aid recipients.
5. How the College determines individual financial need. This process includes identification of minimum costs for tuition and fees, room and board, travel, books, supplies, personal, and miscellaneous expenses, etc.
6. Resources (such as family contributions, other financial aid, personal assets, etc.) considered in the calculation of individual financial need.
7. Whether the individual financial need determined by the institution has been appropriately met.
8. An explanation from the Financial Aid Office about the various programs in the student aid package. If a student believes he/she has been treated unfairly, he/she may appeal the decision.
9. The portion of the financial aid received that is considered to be a loan (must be repaid), and the

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

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

### Students have the responsibility to:

1. Review and consider all information about the College’s programs before enrollment.
2. Complete all application forms accurately and submit them on time to the appropriate office/agency.
3. Pay close attention to and accurately complete the application for student financial aid. Errors can result in delays in receiving financial assistance. Intentional reporting of erroneous information on application forms for Federal financial aid is a violation of law and is a criminal offense subject to penalties under the U.S. Criminal Code.
4. Return all supplemental documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which the application was submitted.
5. Read, understand, and keep copies of all forms that have been signed by the student. Ask questions if you need further clarification.
6. Accept responsibility for all signed agreements (see #5).
7. Notify loan servicer 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.

## Scholarships at a Glance

NAME	ELIGIBILITY	FAFSA REQUIRED	AMOUNT*	SEPARATE APP REQUIRED
Belmont Savings Bank Scholarship	ACC or BAL majors who have already completed 30 credits toward their degree and have a 2.7 GPA.	YES	\$500 / 2 students	General Application
Clay Family Nursing Memorial Scholarship	ADN and LPN majors. Preference given to students from Belmont, Harrison, Guernsey, and Tuscarawas Counties. Must have a 2.75 GPA.	YES	Pays up to \$2,250 per semester after other forms of aid / 1-2 students	General Application
CONSOL Energy, Inc. Scholarship	Second year students in industrial majors and have a 3.0 GPA.	YES	\$1,000 / 2 students	General Application
Elizabeth J. Rubloff Scholarship	ADN & LPN students exemplifying performance.	NO	\$500 / 2 students	See Nursing Faculty
Employee Scholarship	Residents of Belmont, Harrison, or Monroe County who have successfully completed 30 credit hours and maintain a 3.0 GPA.	YES	\$500 / 2 students	General Application
Francis J. & Edith Jackson Family Scholarship	Students facing financial hardship.	YES	Varies	See Financial Aid Office
Gus Maistros Scholarship	ADN/LPN students with a 3.0 GPA	NO	ADN - \$500 / 1 student LPN - \$500 / 1 student	See Nursing Faculty
Hilda Burrows Door-of-Opportunity Scholarship	Ohio residents recently unemployed and/or their dependents	YES	Tuition, fees, and books less any other aid	Hilda Burrows Application
Mining Electro-Mechanical Maintenance Scholarship	Students who have completed 30 credit hours in a Civil Engineering, Welding, or Industrial Electronics program.	YES	\$500 / 2 students	General Application
Nita C. Lewis Pathway to Nursing Scholarship	ADN/LPN students who are residents of Belmont County	YES	Award based on interest	General Application + Essay
Senior Citizens Tuition Waiver	60 years of age or older and Ohio resident	YES	Covers tuition only; no fees, books or other expenses	See Academic Advisor
St. Clairsville American Legion Citizenship Scholarship	Resident of Belmont County, pursuing an associate degree or a certificate. Child or grandchild of a veteran of the United States Armed Forces.	YES	\$1,000 / student	General Application + Essay
St. Clairsville Rotary Scholarship	Residents of the St. Clairsville Richland City School District	YES	\$500 / 1 student	St. Clairsville Rotary Application



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	Trustees Application
Russell J. and Eleanor M. Woolman Scholarship	All degree or certificate seeking students.		Award based on available funds	General Application

## Institutional Waivers, Scholarships & Foundation Scholarships

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

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

**Note:** *Students who are taking credit courses at Belmont as part of a degree or certificate program may be eligible for a tuition waiver which will cover the cost of tuition only. Tuition waivers include the Senior Citizen Tuition Waiver and the Trustees Scholarship. The FAFSA is required annually for these students. Students who receive grants will have their grant funds applied to tuition expenses first. If the grant funding meets or exceeds the cost of tuition, the tuition waiver will not be utilized. Any remaining grant funds can be used to cover fees and book expenses. If the grant award is less than the student's tuition expense, the tuition waiver will cover the balance of tuition but will not exceed the cost of tuition. After grants and tuition waiver are applied to the student's account, any remaining balance for fees and books will be the responsibility of the student.*

## Belmont Savings Bank Scholarship

Applicable to tuition and fees for credit programs and courses. Applicants must have already completed 30 credit hours toward their degree and have completed the FAFSA.

<b>GPA</b>	2.75
<b>Amount</b>	\$500 / 2 students
<b>Major</b>	Accounting, Business, Administration & Leadership
<b>Application</b>	General 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 or practical nursing. Students must complete the FAFSA as funds are awarded after available grants are applied. Preference is given to students from Harrison, Guernsey, Tuscarawas, and Belmont Counties in Ohio.

<b>GPA</b>	2.75
<b>Amount</b>	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 / 1 - 2 students
<b>Major</b>	Registered Nursing, Practical Nursing
<b>Application</b>	General Application

## CONSOL Energy Inc. Scholarship

Designed to enhance student achievement for an associate degree in the area of engineering or industrial technology. Applicants must be enrolled in 6+ credit hours and complete the FAFSA.

<b>GPA</b>	3.0
<b>Amount</b>	\$1,000 / 2 students
<b>Major</b>	Industrial Electronics Technology, Civil Engineering, Instrumentation and Control
<b>Application</b>	General Application

## Elizabeth J. Rubloff Scholarship

Awarded each year to a Licensed Practical Nursing student and an Associate Degree Nursing student (nominated by nursing faculty) who exemplify the following performance criteria:

- Demonstrates competent bedside nursing care
- Applies theoretical concepts to clinical practice
- Maintains professional attitude and behavior
- Implements nurse-patient relationships

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

<b>GPA</b>	N/A
<b>Amount</b>	\$500 / 2 students
<b>Major</b>	LPN & ADN
<b>Application</b>	Nominated by nursing faculty

## Employee Scholarship

This scholarship is funded by Belmont College employees who donate to the Annual Employee Fund Drive. The goals of providing this institutional scholarship award are to encourage persistence within the higher education system in Belmont, Harrison, and Monroe Counties (Ohio) and to identify and support students who desire a college education and possess a proven record of academic excellence. To be eligible applicants must:

- 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
- Be on track for an associate degree.
- Complete the FAFSA

<b>GPA</b>	3.0
<b>Amount</b>	\$500 / 2 students
<b>Major</b>	All degree seeking majors
<b>Application</b>	General Application

## Francis J. & Edith Jackson Family Scholarship

This scholarship is designed to support the dreams of a student(s) who needs financial assistance due to hardship; funds are not awarded simply based upon academic performance. Applicants must complete the FAFSA.

<b>GPA</b>	N/A
<b>Amount</b>	As funds are available
<b>Major</b>	All degree seeking majors
<b>Application</b>	See Financial Aid Office

## Gus Maistros Scholarship

Nursing faculty submit nominations based on the following criteria: This scholarship is presented following completion of the first two semesters of study in the Licensed Practical Nursing program, and after the first semester of the Licensed Practical Nurse to Registered Nurse program. Funds awarded must be used toward direct educational expenses. Applicants must:

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

<b>GPA</b>	3.0
<b>Amount</b>	\$500 / 1 for LPN, 1 for TAN
<b>Major</b>	Practical Nursing, Transitional Nursing
<b>Application</b>	See a nursing faculty member to apply

## Hilda Burrows Door of Opportunity Scholarship

Provides access to educational services at Belmont College for qualified unemployed persons and/or their dependent(s). Applicants must:

- Be unemployed due to layoff (student, spouse or guardian/parent) for at least 10 weeks
- 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
- Complete a Belmont College Special Circumstances Form
- Complete the FAFSA

<b>GPA</b>	2.5
<b>Amount</b>	Can assist with tuition, fees and books less other forms of aid. Quantity is as funds remain.
<b>Major</b>	All degree seeking majors
<b>Application</b>	Hilda Burrows Application

## Mining Electro-Mechanical Maintenance Scholarship

Applied directly to the recipients account to be used to help meet the direct educational expenses of tuition/fees and books/supplies. Extra consideration shall be given to those candidates who have expressed interest or are currently employed in mining or mining-related engineering occupations, but the scholarships are not restricted to these persons. To be eligible, applicants must:

- Have successfully completed 30 Semester credit hours in the program major
- Complete the FAFSA

<b>GPA</b>	3.0
<b>Amount</b>	\$500 / 2 students
<b>Major</b>	Industrial Electronics, Civil Engineering, Welding Technology
<b>Application</b>	General Application

## Nita C. Lewis Pathway to Nursing Scholarship

The Nita C. Lewis Pathway to Nursing Scholarship was established by Mr. J.I. Lewis in memory of his wife, Nita, who served as a paramedic instructor for Belmont College. Candidates must reside in Belmont County and be in pursuit of an associate degree in registered nursing or a certificate in practical nursing. Special consideration will be given to applicants who are non-traditional students and/or whose service as an EMT or as a Paramedic can be verified through the Ohio Department of Public Safety. In addition to the General Application, applicants must complete the FAFSA and submit a short essay stating why they want to become a nurse.

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

## Senior Citizen Tuition Waiver

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

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

## St. Clairsville American Legion Citizenship Scholarship

Established by the St. Clairsville American Legion Post #159, this scholarship will be awarded to a first-year student enrolled full-time in a degree or certificate program. Applicants must be able to show financial need and able to verify that they are the child or grandchild of a veteran of the United States Armed Forces, including the Army, Navy, Air Force, Marines, or Coast Guard. Veteran is further defined as an individual who has served a minimum of twenty-four (24) hours on active duty and is currently serving, retired, or otherwise holds an honorable discharge. Applicants must submit verification that they are a child or grandchild of a Veteran. Recipients are selected by the St. Clairsville American Legion.

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

## St. Clairsville Rotary Scholarship

Provides educational financial assistance to residents of the St. Clairsville/Richland Township school district. Applicants must be:

- A resident of the St. Clairsville/Richland City School District;
- A high school graduate (or possess a GED);
- Enrolled full-time in a degree seeking program; and
- In need of financial assistance as determined by the Financial Aid Office and have completed the FAFSA.
- The scholarship recipient must attend one Rotary meeting. A Belmont College staff member will notify the recipient of the meeting place and time.

<b>GPA</b>	N/A
<b>Amount</b>	\$500 / 1 student
<b>Major</b>	Any degree seeking major
<b>Application</b>	St. Clairsville Rotary Application

## Trustees Scholarship

The Trustees Scholarship covers your tuition charges only after other grants applied. This scholarship is available to all high school seniors who graduate and reside in either Belmont, Harrison, or Monroe Counties in Ohio. Trustees Scholarship applications must be submitted to the Financial Aid Office on or before April 1 for the forthcoming academic year. Applications are available from the Financial Aid Office and on our website at [www.belmontcollege.edu](http://www.belmontcollege.edu).

## Russel J. and Eleanor M. Woolman Scholarship

Applicable to tuition and fees for credit degree programs and courses.

<b>GPA</b>	N/A
<b>Amount</b>	The number and amount of the scholarship(s) are based on available funds.
<b>Major</b>	Any
<b>Application</b>	General Application



# FILE YOUR FAFSA!

Scholarship recipients must complete the Free Application for Federal Student Aid (FAFSA) at

**<https://fafsa.gov>**

Use Belmont College school code 009941





# STUDENT LIFE

*2025 – 2026 Academic Year*



## Student Organizations

Students are encouraged to work with appropriate faculty members to develop and plan additional student organizations. The College has a process for approval and recognition of student groups. Details on this process are available from the Associate VP of Student Affairs. The following recognized organizations are currently offered at Belmont:

### Lambda Nu

The Belmont College chapter of this national honors society for the Radiologic and Imaging Sciences, named Ohio Omega, is open to students (by invitation) who have achieved a 3.5 cumulative GPA (or higher) after completing three (3) semesters in the Radiology Program.

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

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

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

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

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

### Phi Theta Kappa (PTK)

The Belmont College chapter of this national academic honor society, named Beta Theta Mu, is open (by invitation) to students who have achieved a 3.5 cumulative GPA (or higher) after having earned 12 college level credit hours of associate degree coursework at Belmont. Certificate program students are also eligible for consideration if they have a minimum of 6 credit hours. For more information, please contact our PTK advisor.

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 College 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.

## Social Events

Social events at Belmont College may be sponsored by recognized student organizations with permission from the College. Students may sponsor parties and dances off school premises; however, such events may not include the name of the College without prior permission of the Associate VP of Student Affairs.

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 Associate VP of Student Affairs.

## Activities with Other Institutions

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

## Belmont Alumni Association

The Belmont Alumni Association welcomes graduates who wish to continue to have an active relationship with the College after graduation. For more information contact the office of Workforce Development and Advancement at 740.695.9500.

## Regulations for Posting and Sharing Materials on Campus

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

## Solicitation/Distribution of Literature

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

## Student Commons and Lounge Areas

These areas (Academic Technical Center Commons and the Health Sciences Lounge) provide a place for students to socialize, eat, and/or join in recreational activities. They are accessible day and evening.

## Academic Advising

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

Each advisor specializes in selected majors, but all advisors are cross-trained. Initially, students must meet with their academic advisor to register for classes.

All advisors can help any student with basic registration needs. In many cases, continuing students register online after consulting with an advisor.

## Study Habits

Satisfactory academic performance depends on each student's application of his/her abilities. Generally, students must apply themselves outside the classroom if they are to satisfy minimum course requirements. See Work and the Academic Load in the Academic Policies and Procedures section of this catalog regarding study outside of class.

## Library

The library is committed to providing programs and services that support individual and classroom learning as well as academic, intellectual, and career development needs of students, faculty, staff, and community residents. These resources include books, journals, audio books, online databases, and videos. In addition, the library is a member of OhioLINK offering additional access to books and resources from over 140 institutions in the state of Ohio. The library provides designated areas for studying as well as computers and a printer for students to utilize for coursework. Library cards can be requested either online or in person at the library. If assistance is needed in obtaining information or resources, please contact the library staff.

## Charles W. Kocher Student Success Center

The Student Success Center provides academic assistance as well as testing services. Individual tutoring services are free of charge and is provided either online or in-person. Additional resources are available to support student success in the classroom including tutorials on utilizing computer programs, such as Microsoft Word, as well as personal development courses. Multiple testing services are available to meet the various needs of students including make-up tests, testing accommodations, Accuplacer, and numerous professional certification exams. The testing center is an authorized Pearson Vue Test Center that can proctor exams, such as the (National Registry of Emergency Medical Technicians (NREMT) and Ohio Assessments for Educators. Testing can be scheduled either online or in-person at the testing center. To continue to encourage academic success, an open computer lab is available for student use as well as a printer. These resources combined will ensure that all students experience a positive and successful career at Belmont College.

## Academic Assistance

Belmont College offers free academic assistance to all students. The Charles W. Kocher Student Success Center (SSC) facilitates this service which is intended to provide support for students to develop their college success skills and who experience challenges with their course requirements. To request assistance, students should visit the SSC. A staff member will meet with the student and work collaboratively to arrange academic assistance. Academic assistance ranges from web-based programs to individualized and group tutoring sessions. In addition, drop-in and online tutoring services are available in the SSC.

## Campus Shop

The College Campus Shop sells school supplies, gifts and apparel items, and course equipment. The Campus Shop is located at the Academic Technical Center.

All Campus Shop purchases are made by cash, credit or debit card, check, or financial aid. No financial aid charges are permitted unless authorized by a supporting agency and/or grant award that has been

approved in advance by the Financial Aid Office. An official book voucher and a photo ID are required for all financial aid charges.

Refunds of textbooks will only be considered during the first two weeks of class within the semester purchased and within the first week of class for late starting classes. Full refunds are made only upon presentation of a sales receipt with returned textbook listed, and the textbook in unused, original purchase condition (i.e., still in plastic shrink wrap, if applicable, with no markings of any kind).

## Food Service

Student lounge areas in most College buildings provide a vending service that offers snacks, beverages, and sandwiches. Students may bring meals from home. Microwave ovens are provided at the Academic Technical Center, Health Sciences Center, and Mechanical Technical Center lounge areas. Several restaurants are within driving distance of campus locations.

## Accessibility Services

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 Associate VP of Student Affairs who serves as the ADA Compliance Coordinator.

Belmont College offers several services to students requiring accommodations. Students with an accommodation request are instructed to see the Accessibility Coordinator in the Student Affairs Department.

Special access parking areas are designated, and all internal facilities are designed for ease of access. Automatic doors are provided at each entrance. The Health Sciences Center (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.

## Parking and Vehicle Registration

Parking is provided for students in designated areas on the north and east sides of the Academic Technical Center Building, and the parking lots of the Health Sciences Center and the Mechanical Technical Center. Students should not park in areas designated for faculty, staff, visitors or College vehicles unless authorized to do so.

All vehicles parked in Belmont College lots including the Mechanical Technical Center and Health Sciences Center must have a College parking permit clearly visible. Parking stickers are furnished for each vehicle and should be affixed to the rear window or on the rear bumper as recommended by the Business Office.

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

## Career Services

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

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

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

For more information contact Career Services at 740.699.3870.

## College Policies

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

## Bullying and Hazing

This policy establishes Belmont College's commitment to providing a healthy and safe environment. Belmont College prohibits bullying and/or hazing as defined in this policy. Bullying and/or hazing will not be accepted or tolerated, and the College will investigate and respond to all reports of bullying and/or hazing as outlined in this policy. The full policy can be found on the college website:

[http://www.belmontcollege.edu/wp-content/uploads/2022/08/Bullying\\_and\\_Hazing\\_95.pdf](http://www.belmontcollege.edu/wp-content/uploads/2022/08/Bullying_and_Hazing_95.pdf)

## 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 ensure 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 'Academic Policies/Procedures.

## Drug and Alcohol Policy

Employees, students and visitors are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, unlawful use, sale, etc. of prescription drugs and alcohol on college premises and in the workplace at Belmont College. Students who violate this policy may be subject to disciplinary action up to and including expulsion from the College.

## Tobacco Use Policy

In accordance with the Smoke-Free Workplace Act (Chapter 3794 of the Ohio Revised Code), Belmont College prohibits tobacco use in all buildings and vehicles owned, leased, or operated by the College and in outdoor areas within fifty (50) feet of College buildings. This includes all buildings at the Academic Technical Center, the Health Sciences Center, the Mechanical Technical Center and the Morristown Lab. The courtyard area at the Academic Technical Center is a smoking-prohibited area.

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

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

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

Tobacco products are defined as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing

tobacco, dip, smokeless tobacco, snuff or any other items containing or reasonably resembling tobacco or tobacco products. This also includes but is not limited to electronic cigarettes as well as vapor producing items, and e-liquids.

## Firearms

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

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

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

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

## Code of Conduct

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

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

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

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



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

1. 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.
2. Disorderly conduct and indecent or obscene conduct or expressions, especially on College property or at a College-registered function.
3. 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.
4. Physical or verbal abuse of any person, or conduct which threatens or endangers the health or safety of any such persons.
5. 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.
6. Unauthorized entry to or use of College facilities, including all buildings and grounds.
7. 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.
8. Use, possession, or distribution of narcotic or illegal drugs on College-owned or –controlled property, except as expressly permitted by law.
9. Failure to comply with directions of College enforcement officers acting in performance of their duties, and to identify one's self to these officers when requested to do so.
10. Failure to comply with the direction of College officials acting in the performance of their duties.
11. Illegal or unauthorized possession or use of firearms, explosives, dangerous chemicals, or other weapons on College-owned or –controlled property. Firearms include compressed air guns, such as pellet or BB guns.
12. Disorderly conduct, breach of the peace, and aiding, abetting, or procuring another to breach the peace on Belmont College-owned or –controlled property, or at College-sponsored or –supervised functions.
13. Dishonesty (such as cheating, plagiarism, etc.) or knowingly furnishing false information to the College by forgery, alteration, or misuse of College documents, records, or identification.
14. Nonpayment of College fees within the appropriate period.
15. Discrimination against a person on the basis of race, color, creed, or nationality.
16. Unauthorized possession, sale, or consumption of alcoholic beverages in or on College property.
17. Hazing any member of the College community. Hazing is defined as any act which causes, or is likely to cause, physical or mental harm, or which demeans or tends to demean a person.

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

## Violations of Student Code of Conduct

The Associate VP of Student Affairs is responsible for initially responding to a violation of the Code of Conduct. The VP 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.

## Academic 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.

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.

Other grievances should be handled as follows:

1. The grievance procedure must be initiated no later than 14 calendar days (two weeks) after the date of the incident.
2. The student(s) with the grievance must first discuss the complaint with the person(s) involved, if appropriate, given the circumstances. If resolution is not reached, then the student(s) with the grievance should take their complaint to the Dean of Academic Affairs. The Dean of Academic Affairs will direct the student(s) to the appropriate supervisory personnel if the other involved party is a member of the College staff and is not employed in the Student Affairs Department.
3. If the appropriate supervisor of the other involved party cannot resolve the complaint, then the student alleging the grievance will prepare a written statement and deliver it to that supervisor within 14 calendar days (two weeks) from the date of the incident. The supervisor will then form a committee comprised of a faculty member, a member of the Student Affairs staff, a member of the administrative staff, and a student. The committee will be an ad hoc committee formed only to deal with the grievance as presented. The supervisor and the ad hoc committee will then have 20 calendar days to respond to the grievance. The decision of the committee will be final.

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

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

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

## Student Records

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

## Change of Student Data

In order to maintain timely communications with students, it is imperative that each student report a change of address, phone number, name, or other pertinent information. A Change of Student Data form is available in the Records Office or at the welcome desk for this purpose. 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.....	<i>Associate Dean of Financial Aid</i>
Student Records.....	<i>Registrar</i>
Business Office .....	<i>Vice President Organizational Effectiveness</i>
Academics .....	<i>Dean of Academic Affairs</i>

## Exceptions

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

## Release of Data

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

## Transcripts

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

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

## Crime Awareness and Campus Security

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

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

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

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

If you are having a problem on campus with another student or if you are a witness to or a victim of a crime on College property, you must report the incident immediately to the Associate VP of Student Affairs or a 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 by U.S. Marshals.

## Room Safety Information

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

## Fire Safety Guidelines

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

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

### Evacuation Assembling Points

- **ATC** – Lower level of main parking lot near the Belmont Career Center building
  - **MTC** – Upper part of parking lot, farthest from the building
  - **Health Sciences Center** – Upper part of parking lot, farthest from the building
3. When you reach the evacuation assembling point, report in with your instructor who will be checking to ensure everyone from their class is accounted for.

4. If you were not in a class at the time of the emergency, please try to stay in a group. If you think someone is missing from your group, report it to an administrator or instructor. This information will be relayed to the responding emergency agencies.
5. If weather is severe, once you have been accounted for, your instructor can allow you to go to a vehicle to get out of the weather. HOWEVER, we do NOT want anyone leaving since emergency vehicle traffic will be responding to the College. Administrators will determine when it is safe for employees and students to return to the building or if we will need to further evacuate the College campus.

## Emergencies/Incidents

In the event of a medical emergency on campus, 8-9-1-1 must be called from the closest College phone. The Emergency Medical Service for that facility will be dispatched to evaluate the person. If able, 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 the Belmont County Sheriff's Department, the Richland Twp. Police, and Cumberland Trail Fire District

An Accident/Incident report form must be completed immediately by the person for any accident, illness, or incident on campus.

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

## Evening and Weekend Safety/Security

During the evening and weekend, it is recommended that all employees and students park in the Main Parking Lot and use the Main Entrance of the College. This is for your own safety for several reasons:

- All doors except the Main Entrance doors are locked at 7:00 pm. If you park by the East or West entrances and need to come back into the College, you would have to walk around the building to the Main Entrance.
- If you were to have an accident or fall outside, there may not be anyone around to assist you due to minimal traffic in those areas.

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


## Emergency Mass Notification System

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

To sign up for the system, 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

*2025–2026 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, classwork, 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	
<b>A</b>	93-100
<b>A-</b>	90-92
<b>B+</b>	87-89
<b>B</b>	83-86
<b>B-</b>	80-82
<b>C+</b>	77-79
<b>C</b>	73-76
<b>C-</b>	70-72
<b>D+</b>	67-69
<b>D</b>	60-66
<b>D-</b>	60-66
<b>F</b>	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 provost in conjunction with the appropriate faculty 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 Canvas. 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	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
D-	60-66
F	59-Below

## 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
- Total the quality points for all courses
- 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 dean, an instructor may grant additional time up to the end of the seventh week of the following term for the student to complete course requirements. However, if a student is receiving financial aid, the student may have only until the end of the first week of the following term to complete course requirements and replace the grade of incomplete. See the Financial Aid Office for further details.

### *W – Withdrawal*

Within the first seven calendar days of a term a student may drop an individual course without penalty using Form 04A (Change in Schedule). No record of the course will be made in the student's permanent file. Dropping a course after the seventh calendar day of the term constitutes "withdrawal" and the symbol "W" is recorded on the student's permanent academic record. The "W" symbol has no impact on the student's GPA. Form 04B (Student Withdrawal) is used for the purpose of withdrawing after the seventh calendar day. Withdrawal deadlines will be adjusted for classes running less than 16 weeks.

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 form 04A within the first seven semester days of the term or 04B after the seventh calendar day of the term will result in a letter grade of "F" for each course rather than a "W" in the student's permanent academic record. In addition, no refunds are granted unless the appropriate form (04A or 04B) 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 dean to take courses pass/fail. Students must register and pay for pass/fail course(s). The tuition and fees are the same as the fee for a credit course. In calculating the Grade Point Average, credit for the letter grade of “P” (pass) is awarded but does not impact GPA. Prior to the second calendar day of the term, the student must indicate on Form 55 (Student Course Registration) under “Notes” that he/she wants to take a course on a pass/fail basis. Students may not revoke a decision to take a course pass/fail after the second calendar day of the term.

### *X – Audit*

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

### *D+Z – See Forgiveness Policy*

### *DZ – See Forgiveness Policy*

### *FZ – See Forgiveness Policy*

## Grade Changes

Grade changes are to be reported by the instructor on Form 37 (Grade Change). 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 provost prior to being filed in the Records Office.

## Dean’s List

### *Full-Time Students*

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

### *Academic Probation and Dismissal*

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

- 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, students whose grade point average in any given term is less than 1.00 for that semester will be placed on academic probation.

Students who are placed on academic probation for a second consecutive term will be excluded from enrollment for one term. At the end of the exclusionary period, a student may re-enroll for classes following a conference with an advisor.

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

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

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

### **Grade Appeal**

Students who wish to make an appeal must initiate the appeals procedure no later than two weeks (14 calendar days) after the grade has been posted. The process will be completed within seven weeks (49 calendar days).

#### *Step 1:*

The student shall schedule an appointment with the instructor to discuss and resolve the grade. The instructor will document the results of that meeting and forward the results to the student and the Dean of Academic Affairs.

#### *Step 2:*

If the question of the grade is not resolved or additional information is required:

1. Within seven calendar days of the meeting with the instructor, the student shall submit Form 163 (Grade Appeal) to the Dean of Academic Affairs.
2. Within one week of submitting the appeal form, the student will be contacted by the Dean of Academic Affairs to schedule an appointment. It should be noted that the Dean of Academic Affairs has the latitude to pursue resolution in a manner consistent with past practice and in keeping with established ethical standards.

*For example:*

- a. *The Dean of Academic Affairs may discuss the problem with the instructor and review all pertinent records in order to resolve the dispute.*
  - b. *The Dean of Academic Affairs may also solicit counsel from appropriate others at his/her discretion.*
3. The Dean of Academic Affairs will submit a written summary of the findings to the instructor and student within seven calendar days of the meeting.
4. Within seven calendar days of submission of the findings to the instructor and student:
  - a. *The Dean of Academic Affairs will discuss the outcome with the student to ensure that the student is aware of the outcome.*
  - b. *The student will acknowledge the resolution of the appeal via his/her signature on the appeal form.*

### **Step 3:**

If a resolution is not reached in Step 2, the student will submit the appeal form to the provost. 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 provost:
  - a. *Faculty*
  - b. *Administration*
  - c. *Professional staff*
2. These three shall jointly appoint a chairperson.
3. Two ad hoc members to be appointed as follows:
  - a. *One selected by the student filing the appeal*
  - b. *One selected by the faculty in question*
4. Within seven calendar days of appointment the chairperson will provide a written request to the faculty member and the student to select their ad hoc appointees.
5. Within seven calendar days of the written request the faculty member and student will inform the chairperson of their selections.

6. If a member has a conflict of interest, a replacement from the appropriate employee classification will be named by the provost 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 provost 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 provost 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 4:**

If resolution is still not reached within Step 3, the following process begins:

1. The student may sign and submit a request for the fourth step of the appeal along with a written statement of the problem to the provost or his/her designee no later than seven calendar days after receiving the outcome of Step 3.
2. Upon receiving the appeal, the provost or designee shall schedule an appointment within seven calendar days with the following individuals:
  - a. *The 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 provost 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 provost 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 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 provost or designee.
2. The provost or designee will refer the matter to the President of the College for further action.
3. The President of the College will decide within seven calendar days and forward the decision to the student and provost 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 plagiarize another person's ideas whether published or not.

Consequences for proven cases of dishonest practices may include:

1. Zero percent being given for the test, examination, report, quiz, paper, project, or any other course requirement on which the cheating has occurred; or



2. Failure for the course in which the offense occurred; or
3. 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.

## College Credit

### Traditional Credit

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

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

### Classroom Hour

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

### Credit Hour

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

### Laboratory Hour

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

### Clinical Laboratory Hour

A clinical laboratory hour applies only to Health Technology programs and consists of a fifty-minute period

in which students are assigned to laboratory sections which meet at a health-related agency. One credit hour shall be awarded for two or three clinical hours in a given week.

## Practicum Hour

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

## Flexibly Scheduled Classes

Certain credit classes are sometimes offered on a flexibly scheduled basis. Often called mini-classes, they are characterized by a nonstandard length of less or more than 16 weeks, and beginning and/or ending dates which differ from the published calendar for that term.

Students intending to take flexibly scheduled classes and use Title IV aid and/or veterans' benefits should discuss course eligibility with the appropriate Financial Aid or Veteran's official on campus prior to enrollment.

The student's term of enrollment in a flexibly scheduled class is determined by the class ending date, not the registration date. For example, a flexibly scheduled class beginning March 15 and ending June 10 will be indicated for the record as a summer term class, even though it began during spring term. Grade reports and grade manuscripts will be issued at the conclusion of classes for that term.

Critical dates such as registration and add periods, payment periods, or dates to withdraw with a "W" will be established as a percentage of a normal term.

## Residence Requirement

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

## Transient Student

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

The student must follow the admission procedure and must present to the Admissions Office written approval from the home college or university. Students are admitted on a space available basis.

## Credit by Examination (see Residence Requirement)

Credit by Examination offers students in a college program the opportunity to earn credit for a course by passing an exam. Students enrolled in a program who believe they are qualified through previous

coursework, work experience, or specialized training may earn credit by examination in order to begin more advanced work in their program. Students desiring such an examination must apply to enroll at Belmont College.

The student must discuss testing with the assigned faculty member to determine whether sufficient reason exists to warrant pursuing the appropriate examination. If the faculty member 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 (Credit by Exam Request) which is available at the Student Records Office. Prior to taking the exam, the nonrefundable fee must be remitted in the Business Office.

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

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

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

## Credit for Experience (see Residence Requirement)

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

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

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

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

Credit for experience is not an option once the student is enrolled in the course in question. Credit for

experience may not supplant a low grade received in a course.

## Practicum Experience

The performance of a practicum is a necessary component of some programs. Policies relating to the practicum are program specific and should be discussed with the assigned faculty member.

## Cooperative Work Experience

Cooperative work experience may be utilized as a component of certain programs. Award of credit relating to cooperative work experience is under the discretion of the dean and provost. Students should check the schedule for a listing of cooperative work experience courses that are being offered. Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

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

## Independent Study

Independent study provides a means by which a student under an exceptional (or hardship) situation may complete certain courses. The possibility of credit by independent study must be discussed with the dean who will forward a recommendation to the provost 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 (email), 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 on Canvas. 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 people learn best by interacting with other students and instructors, but distance education courses often do not provide much opportunity for face-to-face interaction.

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

## Credit Transfer (see Residence Requirement)

### *Acceptance of Credit Transfer*

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

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

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

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

### *Credit Transfer to Other Institutions*

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

## Ohio Transfer 36

### *Institutional Transfer*

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

colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the transfer policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education created a transfer clearinghouse to receive, annotate, and convey transcripts among state-assisted colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Ohio Transfer 36 is defined as either a subset or the complete set of an institution's general education requirements in Associate of Arts (AA), Associate of Science (AS), and baccalaureate degrees. Applied and technical studies associate degrees have a smaller general education component as previously noted; therefore, students in these degrees may choose to go beyond the general education requirements of their program or degree and complete additional courses to fulfill more or all of the Ohio Transfer 36 requirements.

The Ohio Transfer 36 contains 36-40 semester of course credit in English composition (minimum of 3 semester); mathematics, statistics, and logic (minimum of 3 semester); arts and humanities (minimum of 6 semester); social and behavioral sciences (minimum of 6 semester); and natural sciences (minimum of 6 semester).

Courses in oral communication and interdisciplinary areas may be included as elective credit hours by individual institutions to satisfy Ohio Transfer 36 requirements. Courses for the Ohio Transfer 36 should be at the lower-division level general education courses commonly completed during the first two years of a full-time student's residency.

Transfer students with an earned AA or AS degree which includes an identifiable Ohio Transfer 36 will have met the Ohio Transfer 36 requirements of the receiving institution. An institution will apply transferred courses to general education requirements which go beyond those included in the Ohio Transfer 36 on a course-by-course basis.

Transfer students who have completed the Ohio Transfer 36 as certified by the sending institution will have met the Ohio Transfer 36 requirements of the receiving institution. An institution will apply transferred courses to general education requirements which go beyond those included in the Ohio Transfer 36 on a course-by-course basis.

Students will receive credit for successfully completed courses from the Ohio Transfer 36 without having completed the entire module. The applicability of individual Ohio Transfer 36-approved courses will depend on the approval type within the Ohio Transfer 36. Ohio Transfer 36 courses reviewed and approved using only the established statewide learning outcomes will be guaranteed to be applied as equivalent courses at the receiving institution. If an equivalent course is unavailable, the credit hours associated with the course will be applied toward the appropriate area on a course-by-course basis. Credit hours associated with Ohio Transfer 36-approved courses that were reviewed and approved using established statewide learning outcomes will be guaranteed to transfer among public institutions of higher education and be applied appropriately on a course-by-course basis.

Completion of the Ohio Transfer 36 or the entire set of general education requirements may not constitute completion of specific program requirements unless the specified requirements are successfully completed as part of the Ohio Transfer 36 or the broader institutional general education requirements. In such cases, the receiving institution will apply transfer credit to these specific requirements at its discretion on a course-by-course basis.

Ohio Transfer 36 course credit applies to degree-specific general education course requirements on a course-by-course basis. For example, a student majoring in business needs to complete micro- and macroeconomics as part of the Ohio Transfer 36 Social and Behavioral Sciences when these courses are required for business degree-specific general education course requirements. Some of the Ohio Transfer 36 approved courses are also guaranteed to transfer and apply as equivalent pre-major/beginning major courses in accordance with the Transfer Assurance Guide (TAG) policy (See Section III. D. 2. b. Transfer Assurance Guides).

Courses evaluated to be equivalent to general education courses at the receiving institution will be applied to the General Education requirements of the receiving institution. Non-equivalent courses which were used to satisfy general education requirements at the sending institution, and which are in the general area of the courses used to satisfy the general education requirements at the receiving institution may be applied toward the general education requirements at the discretion of the receiving institution.

### *Transfer Assurance Guides*

Transfer Assurance Guides (TAGs) comprise Ohio Transfer 36 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. Several area-specific TAG pathways in the arts, humanities, business, communication, education, health, mathematics, science, engineering, and the social sciences have been developed by faculty teams. These pathways empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

### *Conditions for Transfer Admission*

Admission to a given institution does not guarantee that a transfer student will be automatically admitted to all majors, minors, or fields of concentration at the institution. Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students based on 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 Ohio Transfer 36, Transfer Assurance Guides, and Course Applicability System for guidance in planning the transfer process. Specifically, students should identify up front in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students must work with the receiving institution to determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their advisor and the college or university to which they plan to transfer.

### *Appeals Process*

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

### *Transfer Articulation Agreements*

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

## **Academic Forgiveness Policy**

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

### *Eligibility*

1. Students must have a two-year period of nonattendance at Belmont College after earning the grade(s) in question.
2. Courses with a letter grade of "F," "D," or "D+" are eligible for forgiveness.
3. Before applying for academic forgiveness, students must return and complete 12 semester credit



hours over the span of three consecutive terms.

4. Students must earn a 2.0 or better grade point average each term and for three consecutive terms before the forgiveness is recorded.

### *Procedure*

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

## Attendance

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

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

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

## Class Cancellation

### *Enrollment*

Classes appearing on the Class Schedule are subject to cancellation due to insufficient enrollment. The minimum enrollment amount will be established by the College. Classes with less than the minimum enrollment may continue as scheduled at the discretion of the dean or provost.

### *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.

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

Also, announcements will be made on WTRF-TV Wheeling (Channel 7), WTOV-TV Steubenville (Channel 9) and [www.belmontcollege.edu](http://www.belmontcollege.edu).

### *Illness/Absence of Instructor*

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

### *Waiting Policy*

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

### *General Education Requirements*

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

The general education requirement should develop within the student the ability to:

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

*(See section on Core Learning Outcomes in this catalog.)*

## 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 Form 121 (Verification or Change of Major/Program). An evaluation of the student's transcript will be conducted. Any change in program of study processed after the registration period will be effective the following semester.

## Change in Schedule

Changes in student course schedules can be made through either an academic advisor or online at <http://MyBelmont.belmontcollege.edu/ics/>. Students may register or add classes during the first seven to fourteen calendar days of the semester using Form 04A (Change in Schedule); students may drop classes without record during the first seven calendar days of the semester using Form 04A (Change in Schedule). 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 in this catalog to see prerequisites 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 should include:

- the nature of the research,
- explicit involvement of the subjects,
- the anticipated results, and
- the use of test results.

Requests must be sent to the provost for approval. In general, College personnel are not available for research unless special permission is obtained.

## Work and the Academic Load

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

Students are responsible for class performance. Students who are subject to shift changes should make the necessary arrangements with their employer to assure their class attendance and academic performance.

## Degrees and Certificates

The major objective of Belmont College is to offer educational opportunities in college preparation for the awarding of certificates and degrees as per the guidelines set forth by the Ohio Department of Higher Education in the Guidelines and Procedures for Academic Program Review. To accomplish that objective, the College offers students certificates and Applied and Associate of Arts and Associate of Science degrees to meet their educational goals. The College sets forth criteria for conferring each certificate or degree.

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

**The Associate of Technical Study** is a degree awarded for successful completion of an individually planned program of study designed to respond to the need for specialized technical education not currently available in the formal degree programs available on a particular campus. In addition to following the College’s admissions practices, students must apply for an approval of an Associate of Technical Study candidacy. Prior to completion of forty semester credit hours, students should submit a completed Form 15 (Belmont College Application for Approval, Associate of Technical Study Program) to the provost. The program must have an area of concentration which is equivalent to at least 30 semester credit hours in technical studies and a clearly identifiable career objective. The area of concentration can either be formed by:

- Type A – a coherent combination of technical courses selectively drawn from two or more technical programs currently offered by the college to serve a career objective that would not be adequately addressed by one of the existing programs alone or
- Type B – courses completed, or training received by a student at other institutions of higher education, career centers, or other educational enterprises judged by the institution to be of college level and for which the institution awards degree credit to a maximum of 30 semester credit hours in technical studies and 28 semester credit hours in non-technical studies.

**The Associate of Arts or Science Degree** are designed for students wishing to complete the first two years of a bachelor's degree as well as those desiring two years of a liberal arts education. Associate degrees are characterized by the following:

1. A minimum of 60 semester hours
2. A maximum of 65 semester hours
3. Approximately 50% of semester hours in general education and related non-technical courses
4. Approximately 50% of semester hours in the program core

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

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

## Normal Progress

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

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

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

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

## Graduation Requirements

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

1. Submitted a copy of the high school transcript or equivalency (i.e. GED scores) to the records office,
2. Successfully completed all course requirements in the program,
3. Successfully completed a minimum of 16 semester or 24 quarter credit hours within the designated program in residence at the College,
4. Earned a grade point average of 2.0 or better in courses utilized for graduation; and
5. Paid all financial obligations to the College.

## Graduation Degree Audit

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

1. Students submit a completed Form 73 (Intent to Graduate) which are available from the Records Office. A form for each degree or certificate needs to be submitted one semester prior to intended completion.
2. The Records Office forwards the Intent to Graduate forms to a director or dean for confirmation and/or identification of deficiencies and/or course substitutions.
3. Forms are returned with Graduation Degree Audit to the Records Office who will notify students in writing of any deficiencies.
4. At the conclusion of the term Intent to Graduate forms are returned to the director or dean to assure that deficiencies have been met.
5. The Intent to Graduate forms are forwarded to the provost to be considered for approval.
6. The provost forwards the Intent to Graduate forms and Graduation Report to the Records Office for further processing.

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

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

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

## Academic Honors

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

## Valedictorian/Salutatorian Status

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





# PROGRAM INFORMATION

*2025–2026 Academic Year*



# BUSINESS & TECHNOLOGY



**Dr. Carrie White**

**VICE PRESIDENT OF ACADEMIC AFFAIRS**

[cwhite@belmontcollege.edu](mailto:cwhite@belmontcollege.edu) / 740.699.3808

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## Business

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

## Information Technologies

- Computer Applications
- Cyber Security & Forensics
- Cyber Security
- Electronic Media
- Software Development Fundamentals
- Graphic Design
- Networking
- PC/Network Technician
- CISCO Certified Support Technician
- CISCO Certified Networking Associate

## Engineering

- Civil Engineering
- Energy & Natural Resources
- Engineering Applications
- Industrial Electronics
- Water Quality Technician

## Technology

- Instrumentation and Control
- Maintenance Technician I & II
- Natural Resources
- Process Technician
- Process Control

# Accounting (ACC)

## *Associate of Applied Business Degree*

### Program Overview

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 can 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.

## Class Sequence

YEAR 1	Accounting (ACC)		Credit Hours
	FALL SEMESTER		13
	ACC1120	Financial Accounting	4
	ENG1110	Composition I	3
	ECN1120	Microeconomics	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		19
	ACC1126	Managerial Accounting	4
	BUS2241	Business Law	3
	COM1115	Speech	3
	BUS1111	Intro to Business	3
	OAM1132	Computerized Spreadsheet Applications	3
	ACC1130	Payroll Accounting	3
YEAR 2	Accounting (ACC)		Credit Hours
	FALL SEMESTER		15-16
	ACC2204	Intermediate Accounting I	4
	ACC2238	Fundamental of Tax Accounting I	4
	ACC2243	Cost Accounting	3
		Natural & Physical Science Elective	3-4
	SPRING SEMESTER		17
	ACC2205	Intermediate Accounting II	4
	ACC2225	Computerized Accounting	3
	ACC2239	Fundamental of Tax Accounting II	4
	ECN1110	Macroeconomics	3
		Math Elective (1115 or higher)	3
	TOTAL CREDIT HOURS		64-65

# General Bookkeeping (BKP)

## *Certificate Program*

### Program Overview

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

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

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

### Program Outcomes

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

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

## Class Sequence

YEAR 1	General Bookkeeping (BKP)		Credit Hours
	FALL SEMESTER		18
	ACC1120	Financial Accounting	4
	ACC2238	Fundamental of Tax Accounting	4
	CPT1000	Introduction to Computers/OS	4
	ENG1110	Composition I	3
	ECN1120	Microeconomics	3
	SPRING SEMESTER		16-17
	ACC1126	Managerial Accounting	4
	ACC2225	Computerized Accounting/Quickbooks	3
	COM1115	Speech	3
	OAM1132	Computerized Spreadsheet Applications	3
		Math Elective (MAT1115 or higher)	3-4
	TOTAL CREDIT HOURS		34-35

# Bookkeeper I (BKO)

## *Certificate Program*

### Program Overview

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

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

### Program Outcomes

1. Use bookkeeping software, online spreadsheets, and databases.
2. Enter (post) financial transactions into the appropriate computer software.
3. Receive and record cash, checks, vouchers, and reconcile bank accounts.
4. Put costs (debits) and income (credits) into the software, assigning each to an appropriate account.
5. Produce reports such as balance sheets (costs compared with income), income statements, and totals by account.
6. Check for accuracy in figures, postings, and reports.
7. Reconcile or note and report any differences they find in the records.
8. Maintain payroll records and file necessary quarterly tax returns.

*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).*

## Class Sequence

YEAR 1	Bookkeeper I (BKO)		Credit Hours
	FALL SEMESTER		8
	ACC1120	Financial Accounting	4
	CPT1000	Introduction to Computers/OS	4
	SPRING SEMESTER		13
	ACC1126	Managerial Accounting	4
	BUS2241	Business Law	3
	ACC2225	Computerized Accounting/Quickbooks	3
	OAM1132	Computerized Spreadsheet Applications	3
	TOTAL CREDIT HOURS		21

## Bookkeeper II (BKT)

### *Certificate Program*

### Program Overview

The Bookkeeper II Certificate Program is a short-term certificate and is a continuation of Bookkeeper I. The program prepares the holder for employment in an entry-level position. Bookkeeping clerks produce financial records for organizations. They record financial transactions, update statements, prepare payroll documentation, prepare tax documents and check financial records for accuracy. This program will prepare students who are currently employed and need to enhance their skills, as well as those who are seeking employment in the bookkeeping area.

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

### Program Outcomes

1. Survey and analyze methods of accounting for current assets and liabilities.
2. Understand accounting principles for acquisition, use, retirement, and depreciation of plant and equipment.
3. Understand content and format of financial statements and reports using Generally Accepted Accounting Principles and Financial Accounting standards Board Pronouncements.
4. Understand corporate accounting with emphasis on capital stock, stock rights, stock options, retained earnings, dividends, and long-term liabilities.
5. Reconcile or note and report any differences they find in the records.
6. Maintain payroll records and file necessary quarterly tax returns.
7. Prepare tax reports and returns.

*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).*



## Class Sequence

YEAR 1	Bookkeeper II (BKT)		Credit Hours
	FALL SEMESTER		8
	ACC1120	Financial Accounting	4
	ACC2238	Fundamentals of Tax Accounting	4
	SPRING SEMESTER		10-11
	ACC2205	Intermediate Accounting II	4
	ENG1110	Composition I	3
		Math Elective	3-4
	TOTAL CREDIT HOURS		18-19

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

## Payroll Clerk (PRC)

### Certificate Program

### Program Overview

Payroll Clerk is a short-term certificate which prepares graduates for employment in an entry-level position. Students will understand basic accounting principles and be proficient to apply principles to payroll applications using QuickBooks. Topics include compiling and posting employee time and payroll data, recording attendance, hours worked, payroll liabilities, and pay adjustments.

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

### Program Outcomes

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

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).

### Class Sequence

YEAR 1	Payroll Clerk (PRC)		Credit Hours
	FALL SEMESTER		8
	ACC1120	Financial Accounting	4
	ACC2238	Introduction to Computers/OS	4
	SPRING SEMESTER		9
	ACC2225	Computerized Accounting/Quickbooks	3
	OAM1132	Computerized Spreadsheet Applications	3
	ENG1110	Composition I	3
	TOTAL CREDIT HOURS		17

# Business Administration & Leadership Concentration (BAL) Business Management

*Associate of Applied Business Degree*

## Program Overview

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

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

## Program Outcomes

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

## Class Sequence

YEAR 1	Business Administration & Leadership Concentration (BAL) Business Management		Credit Hours
	FALL SEMESTER		17
	ACC1120	Financial Accounting	4
	BUS1111	Introduction to Business	3
	CPT1100	Introduction to Computers/OS	4
	ENG1110	Composition I	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		16-17
	ACC1126	Managerial Accounting	4
	BUS1116	Business Ethics	3
	BUS1125	Supervision and Management	3
	ECN1120	Microeconomics	3
		Math Elective (MAT1115 or higher)	3-4
YEAR 2	Business Administration & Leadership Concentration (BAL) Business Management		Credit Hours
	FALL SEMESTER		15
	BUS1121	Introduction to Marketing	3
	BUS2241	Business Law	3
	COM1115	Speech	3
	ECN1110	Macroeconomics	3
	BUS2251	HR Management	3
	SPRING SEMESTER		15
	BUS2288	Business Internship <b>and</b>	1
	BUS2289	Business Seminar <b>OR</b>	1
	BUS2280	Business Decision Making	2
	OAM1132	Computerized Spreadsheet	3
	BUS2216	Leadership	3
		Math Elective	3-4
		Natural or Physical Science Elective	3
TOTAL CREDIT HOURS			62-64

# Computer Applications (CAC)

## Certificate Program

### Program Overview

Graduates of this certificate program will be ready for an entry-level computer position. The industry needs employees who possess an understanding of office productivity software.

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

### Program 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).

### Class Sequence

Computer Applications (CAC)		Credit Hours
YEAR 1	FALL SEMESTER	17
	ACC1120 Financial Accounting	4
	BUS1111 Introduction to Business	3
	CPT1100 Introduction to Computers/OS	4
	ENG1110 Composition I	3
	OAM1150 Document Design & Formatting	3
	SPRING SEMESTER	16
	OAM1132 Computerized Spreadsheet Applications	3
	CPT1136 Database Management	3
	MAT1120 Statistics	4
	IT Electives*	6
	TOTAL CREDIT HOURS	33

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

# Cyber Security & Computer Forensics (CSF)

*Associate of Applied Science Degree*

## Program Overview

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.

## Class Sequence

YEAR 1	Cyber Security & Computer Forensics (CSF)		Credit Hours
	FALL SEMESTER		16
	CPT1100	Introduction to Computers/OS	4
	CSF1112	Cyber Law & Ethics	3
	ENG1110	Composition I	3
	NET1161	Windows Professional	3
	NET1171	CCNA: Intro to Networks	3
	SPRING SEMESTER		16
	CSF1152	Web Security	3
	MAT1120	Statistics	4
	NET1141	PC Upgrade A+	3
	NET1142	Networking Systems	3
	NET1172	CCNA: Switching, Routing, Wireless I	3
YEAR 2	Cyber Security & Computer Forensics (CSF)		Credit Hours
	FALL SEMESTER		15
	CSF2201	Computer Forensics & Investigation	3
	CSF2210	Ethical Hacking & Network Defense	3
	COM1115	Speech	3
	NET1143	Fundamentals of UNIX	3
		Natural & Physical Science Elective	3
	SPRING SEMESTER		14
	PHL2130	Ethics	3
	CSF1101	Introduction to Networking Security	3
	CPT2283 OR	IT Program Design/Build <b>OR</b>	2
	CPT2288 AND CPT2289	IT Internship <b>and</b> IT Seminar	1 1
		Arts & Humanities Elective	3
		Social & Behavioral Science Elective	3
	TOTAL CREDIT HOURS		61

# Cyber Security (CCF)

## *Certificate Program*

### Program Overview

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.

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

### Program Outcomes

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

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



## Class Sequence

YEAR 1	Cyber Security (CCF)		Credit Hours
	FALL SEMESTER		16
	CPT1100	Introduction to Computers/OS	4
	NET1161	Windows Professional	3
	ENG1110	Composition I	3
	CSF1112	Cyber Law and Ethics	3
	NET1171	CCNA: Intro to Networks	3
	SPRING SEMESTER		16
	CSF2210	Ethical Hacking	3
	MAT1120	Statistics	4
	NET1142	Networking Systems	3
	NET1172	CCNA: Switching, Routing, Wireless I	3
	NET1141	PC Upgrade A+	3
	TOTAL CREDIT HOURS		32

# Electronic Media (ITT)

*Associate of Applied Science Degree*

## Program Overview

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

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

## Program Outcomes

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

## Class Sequence

YEAR 1	Electronic Media (ITT)		Credit Hours
	FALL SEMESTER		13
	CPT1100	Introduction to Computers/OS	4
	CPT1119	Multimedia & Design/Development	3
	CPT1125	Introduction to New Media	3
	ENG1110	Composition I	3
	SPRING SEMESTER		16
	CPT2247	C++ Programming	3
	CPT1163	HTML/Web Page Design	3
	LIS2237	Web Technologies	3
		Math Elective (MAT1115 or higher)	4
		Social & Behavioral Science Elective	3
	Electronic Media (ITT)		Credit Hours
YEAR 2	FALL SEMESTER		18
	CPT2240	Video Editing	3
	CPT1117	Visual Basic Programming	4
	CPT2264	Photo Editing and Illustrations	4
	MAT1120	Statistics	4
		Arts & Humanities Elective	3
	SPRING SEMESTER		17
	BUS1111	Intro to Business	3
	COM1115	Speech	3
	CPT2250	Mobile Web Applications	3
	CPT2283	IT Project Design/Build <b>OR</b>	2
	CPT2288	IT Internship <b>and</b>	1
	CPT2289	IT Seminar	1
	OAM1132	Spreadsheet (Recommended elective) <b>OR</b>	3
	CPT1136	Data (Recommended elective)	3
		Natural & Physical Science Elective	3
	TOTAL CREDIT HOURS		64

# Networking (ITX)

*Associate of Applied Science Degree*

## Program Overview

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

Using Microsoft's official curriculum for NET1161, NET1166, NET2267, and NET2268 the student will have the knowledge and opportunity to take the Microsoft Certified Professional exam. Upon passing that exam, the student will become certified through Microsoft for that subject area. By completing all requirements of the curriculum and passing each certification test, the student will achieve Microsoft Certified System Administrator (MCSA) status.

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

Some of our graduates have gone on to complete 4-year degrees while others have found work at hospitals and schools. A few have even started their own businesses. Some of the job titles that these graduates have are Network Support Specialist, Help Desk Specialist, Network Technician, PC Technician, and Network Administrator.

Belmont College has been a 22-year member of the Cisco NETACAD Networking Educational System and utilizes the official CISCO curriculum for courses NET1171, NET1172, NET1173, NET1174 and NET 1141. Students who successfully complete the Official CISCO curriculum are prepared to challenge the CISCO CCNA Industry Certification.

Belmont College is a certified testing site.

## Program Outcomes

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

## Class Sequence

YEAR 1	Networking (ITX)		Credit Hours
	FALL SEMESTER		16
	CPT1100	Introduction to Computers/OS	4
	ENG1110	Composition I	3
	NET1141	PC Upgrade A+	3
	NET1171	CCNA: Intro to Networks	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		16
	NET1143	Fundamentals of UNIX	3
	NET1172	CCNA: Switching, Routing, Wireless I	3
	NET2267	Server Pro: Core	3
		Math Elective (MAT1115 or higher)	4
	NET1161	Windows Professional	3
YEAR 2	Networking (ITX)		Credit Hours
	FALL SEMESTER		12
	COM1115	Speech	3
	MAT1120	Statistics	4
	NET1173	CCNA: Switching, Routing, Wireless II	3
		Social & Behavioral Science Elective	3
	SPRING SEMESTER		14
	CPT2283	IT Project Design/Build <b>OR</b>	2
	CPT2288	IT Internship <b>and</b>	1
	CPT2289	IT Seminar	1
	NET1142	Networking Systems	3
	NET1174	CCNA: Enterprise Networking, Security & Automation	3
	NET2268	Server Pro: Advanced	3
		Natural & Physical Science Elective	3
	TOTAL CREDIT HOURS		58

# PC/Network Technician (NTC)

## Certificate Program

### Program Overview

This short-term certificate provides basic skill sets for PC and Networking Technicians. The Cisco Networking Academy trains students to design, install, and maintain computer networks. Upon successful completion of the short-term certificate students can take several industry certifications.

### Program Outcomes

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

### Class Sequence

YEAR 1	PC/Network Technician (NTC)		Credit Hours
	FALL SEMESTER		10
	CPT1110	Introduction to Computers/OS	4
	NET1161	Windows Professional	3
	NET1171	CCNA: Intro to Networks	3
	SPRING SEMESTER		9
	NET1142	Networking Systems	3
	NET1172	CCNA: Switching, Routing, Wireless I	3
	NET1141	PC Upgrade A+	3
	TOTAL CREDIT HOURS		19

# CISCO Certified Support Technician (CST)

## Certificate Program

### Program Overview

This certificate will prepare students to challenge the CompTIA A+ and CompTIA Network+ and the Cisco Certified Support Technician (CCST). The certificate offers lecture and hands-on labs.

### Program Outcomes

1. Prepare to sit for the Cisco Certified Network Associate exam

### Class Sequence

YEAR 1	CISCO Certified Technician (CST)		Credit Hours
	FALL SEMESTER		10
	CPT1110	Introduction to Computers/OS	4
	NET1141	PC Upgrade A+	3
	NET1171	CCNA: Intro to Networks	3
	SPRING SEMESTER		9
	NET1142	Networking Systems	3
	NET1172	CCNA: Switching, Routing, Wireless I	3
	CSF1101	Introduction to Networking Security	3
	TOTAL CREDIT HOURS		19

# CISCO Certified Networking Associate (CNA)

## Certificate Program

### Program Overview

Belmont College has been a 22-year member of the Cisco NETACAD Networking Educational System and utilizes the official CISCO curriculum for courses NET1171, NET1172, NET1173, NET1174 and NET 1141. Students who successfully complete the Official CISCO curriculum are prepared to challenge the CISCO CCNA Industry Certification.

### Program Outcomes

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

### Class Sequence

YEAR 1	CISCO Certified Networking Associate (CNA)		Credit Hours
	FALL SEMESTER		10
	CPT1100	Introduction to Computers/OS	4
	NET1141	PC Upgrade A+	3
	NET1171	CCNA: Intro to Networks	3
	SPRING SEMESTER		9
	CSF1101	Introduction to Networking Security	3
	NET1172	CCNA: Switching, Routing, Wireless I (CISCO)	3
	NET1142	Networking Systems	3
	CISCO Certified Networking Associate (CNA)		Credit Hours
YEAR 2	FALL SEMESTER		3
	NET1173	CCNA: Switching, Routing, Wireless II (CISCO)	3
	SPRING SEMESTER		8
	CPT2283	IT Project Design/Build	2
	NET1161	Microsoft Windows Professional	3
	NET1174	CCNA: Enterprise Networking, Security & Automation	3
	TOTAL CREDIT HOURS		30



# Civil Engineering (CET)

## *Associate of Applied Science Degree*

### Program Overview

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

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

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

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

### Program Outcomes

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

## Class Sequence

YEAR 1	Civil Engineering (CET)		Credit Hours
	FALL SEMESTER		15
	FST1116	Workplace Safety	1
	ECE1120	CAD	4
	ECE1170	Computing for Engineers	3
	ECE1110	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
	TOTAL CREDIT HOURS		65
YEAR 2	Civil Engineering (CET)		Credit Hours
	FALL SEMESTER		16
	COM1110/1115	Interpersonal Communications/Speech	3
	ECE2121	Surveying	4
	ECE2216	Statistics	3
	ECE2251	Construction Estimating	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		15
	ECE2221	Strength of Materials	3
	ECE2241	Soil Mechanics	4
	ECE2261	Environmental Science	3
	ECE2230	Engineering Materials/Concrete Design	3
	ECE2288	Civil Engineering Internship <b>and</b>	1
	ECE2289 <b>OR</b>	Civil Engineering Seminar <b>OR</b>	1
	ECE2282	Civil Engineering Capstone	2
	TOTAL CREDIT HOURS		65

# Energy and Natural Resources (ENR)

*Associate of Applied Science Degree*

## Program Overview

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

## Program Outcomes

1. Demonstrate and understand surveying techniques and be able to use CAD in a working environment.
2. Demonstrate the ability to integrate computing and mapping skills in engineering applications.
3. Analyze and solve engineering problems in the areas of statics, hydraulics and hydrology.
4. Be familiar with the production, transportation and utilization of local energy resources.
5. Participate in an internship experience or capstone course that will enable each student to make the connection between theory and practice.

## Class Sequence

YEAR 1	Energy and Natural Resources (ENR)		Credit Hours
	FALL SEMESTER		17
	ECE1120	CAD	4
	ECE1170	Computing for Engineers	4
	ENG1110	Composition I	3
	FYE1110	Student Learning & Success	1
	FST1116	Workplace Safety	1
	MAT1130	College Algebra	4
	SPRING SEMESTER		15
	CHM1110	Chemistry Principles I	4
	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
	NGT1100	Introduction to Oil and Gas	3
	Energy and Natural Resources (ENR)		Credit Hours
YEAR 2	FALL SEMESTER		19
	COM1110/1115	Interpersonal Communications/Speech	3
	ECE2121	Surveying	4
	ECE2216	Statistics	3
	GIS1100	Introduction to GIS	3
	HAC1113	Base Electricity, Power Systems & Motors	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		12
	NSC1120	The Science of Energy	4
	ECE2288	Civil Engineering Internship <b>and</b> Civil Engineering Seminar <b>OR</b>	1 1
	ECE2282	Civil Engineering Capstone	2
	ECN1110	Macroeconomics	3
	GEO1120	Geology of Coal, Oil and Gas	3
	TOTAL CREDIT HOURS		63

## Engineering Applications (EAC)

### Certificate Program

### Program Overview

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

### Program Outcomes

1. Demonstrate and understand the use of AUTO CAD in a working environment.
2. Demonstrate the ability to integrate computing skills in engineering applications.

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

### Class Sequence

YEAR 1	Engineering Applications (EAC)		Credit Hours
	FALL SEMESTER		9
	COM1110/1115	Interpersonal Communications/Speech	3
	ECE1170	Computing for Engineers	3
	ENG1110	Composition I	3
	SPRING SEMESTER		8
	ECE1120	CAD	4
	FST1116	Workplace Safety	1
		Arts & Humanities Elective	3
	TOTAL CREDIT HOURS		17

# Industrial Electronics Technology (IET)

*Associate of Applied Science Degree*

## Program Overview

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

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

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

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

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

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

An articulation agreement with Kent State University, Tuscarawas Campus located in New Philadelphia, Ohio, provides pathways to complete a bachelor's degree in engineering technology. An articulation agreement is also in place with Franklin University.

## Program Outcomes

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

## Electives

- ECE1120 CAD
- ECE1170 Computing for Engineers
- EIE2210 Programmable Logic Controllers
- EIE2305 Power Distribution
- EIE2310 Hydraulics & Pneumatics
- EIE2315 Instrumentation
- NET1171 CCNA: Intro to Networks
- NET1172 CCNA: Switching, Routing, Wireless 1
- NET1173 CCNA: Switching, Routing, Wireless 2
- NET1174 CCNA: Enterprise Networking, Security and Automation
- NGT1100 Intro to Oil & Gas Drilling
- NSC1120 Science of Energy
- OAM1132 Computerized Spreadsheets

## Class Sequence

YEAR 1	Industrial Electronics Technology (IET)		Credit Hours
	FALL SEMESTER		16
	EIE1301	Electrical Circuits	4
	EIE1201	Digital Electronics	4
	ENG1110	Composition I	3
	FST1116	Workplace Safety	1
	MAT1130	College Algebra	4
	SPRING SEMESTER		17
	CPT2247	C++ Programming	3
	BUS1125	Supervision and Management	3
	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
		Electronics Elective	3
YEAR 2	Industrial Electronics Technology (IET)		Credit Hours
	FALL SEMESTER		18
	COM1110/COM1115	Interpersonal Communications/Speech	3
	ECN1110	Macroeconomics	3
	EIE2105	Analog Electronics	4
	PHY1112	Physics II	5
		Electronics Elective	3
	SPRING SEMESTER		14
	EIE2120	NEC	2
	EIE2301	DC & AC Machinery	4
	EIE2190	Electronics Capstone <b>OR</b>	2
	EIE2288	Engineering Technology Internship <b>and</b> Engineering Technology Seminar	1
	EIE2290		1
		Arts & Humanities Elective	3
		Electronics Elective	3
TOTAL CREDIT HOURS			65



# Water Quality Technician (WQT)

*Associate of Applied Science Degree*

## Program Overview

The Water Quality Technician program provides a broad, science-based curriculum for those interested in pursuing a career in water testing and municipal water plant operation. Emphasis is placed on water testing, environmental science, fresh and wastewater plant operation, and automation systems. The program emphasizes testing using analytical means, plant operation, water plant construction and automation systems. Graduate may assist in the operation of municipal water facilities and will be able to test to become a Certified Class IV Water Supply or Wastewater Treatment Operator in the state of Ohio.

The successful graduate may find employment as a:

- Water Quality Technician
- Operator

## Program Outcomes

1. Demonstrate and understand operation of fresh and wastewater treatment plants.
2. Demonstrate the ability to integrate computing skills in engineering applications and plant operation.
3. Analyze and solve engineering problems in the areas of water treatment, water plant construction and automation systems.
4. Be familiar with and perform common water quality tests using state of the art equipment.

## Class Sequence

YEAR 1	Water Quality Technician (WQT)		Credit Hours
	FALL SEMESTER		15
	ECE1120	CAD	4
	ECE1170	Computing for Engineers	3
	ENG1110	Composition I	3
	FST1116	Workplace Safety	1
	MAT1130	College Algebra	4
	SPRING SEMESTER		15
	CHM1110	Chemistry Principles I	4
	ECN1110	Macroeconomics	3
	MAT1140	Trigonometry	3
	PHY1110	Physics	5
	Water Quality Technician (WQT)		Credit Hours
	FALL SEMESTER		17
YEAR 2	CHM1112	Chemistry Principles II	4
	COM1110/1115	Interpersonal Communications/Speech	3
	EIE2275	Fundamental of Automation	3
		Arts & Humanities Elective	3
		Natural & Physical Science Elective	3
	SPRING SEMESTER		13
	ECE1160 <b>OR</b> ECE2230	Hydraulics and Hydrology <b>OR</b> Engineering Materials and Concrete Design	4 4
	ECE2261	Environmental Science	3
	ECE2271	Water Plant Operation	4
	ECE2288 AND ECE2289 <b>OR</b>	Civil Engineering Internship AND Civil Engineering Seminar <b>OR</b>	1 1
	ECE2282	Civil Engineering Capstone	2
	TOTAL CREDIT HOURS		60

# Instrumentation and Control (INC)

*Associate of Applied Science Degree*

## Program Overview

The Instrumentation and Control Program prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement systems and procedures. Coursework includes instruction in instrumentation installation and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report generation.

## Program Outcomes

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

## Class Sequence

YEAR 1	Instrumentation and Control (INC)		Credit Hours
	FALL SEMESTER		15
	EIE1301	Electrical Circuits	4
	EIE1201	Digital Electronics	4
	ENG1110	Composition I	3
	MAT1130	College Algebra	4
	SPRING SEMESTER		17-18
	CPT2247	C++ Programming	3
	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
	COM1110	Interpersonal Communications	3
	<i>Take one of the following:</i>		
	NSC1120	Science of Energy <b>OR</b>	4
	NGT1100	Introduction to Oil and Gas	3
YEAR 2	Instrumentation and Control (INC)		Credit Hours
	FALL SEMESTER		16
	ECN1110	Macroeconomics	3
	EIE2105	Analog Electronics	4
	EIE2315	Instrumentation	4
	PHY1112	Physics II	5
	SPRING SEMESTER		15
	EIE2210	Programmable Logic Controllers	4
	EIE2120	NEC – National Electric Code	2
	EIE2415	Process Control Integration	4
	EIE2288 EIE2289	Engineering Internship <b>and</b> Engineering Seminar <b>OR</b>	1 1
	EIE2190	Engineering Capstone	2
		Arts & Humanities Elective	3
	TOTAL CREDIT HOURS		60

# Maintenance Technician I (MTO)

## Certificate Program

### Program Overview

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

### Program Outcomes

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

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

### Class Sequence

YEAR 1	Maintenance Technician I (MTO)		Credit Hours
	FALL SEMESTER		11/13
	FST1116/1126	Workplace Safety/OSHA 30	1/3
	HAC1100	Welding Fundamentals	3
	MAT1130	College Algebra	3
		EIE or ECE Elective	4
	SPRING SEMESTER		13
	EIE2120	NEC	2
	EIE2210	Programmable Logic Controllers	4
	NSC1120	Science of Energy	4
	NGT1100	Introduction to Oil and Gas	3
	TOTAL CREDIT HOURS		24/26

# Maintenance Technician II (MTT)

## *Certificate Program*

### Program Overview

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

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

### Program Outcomes

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

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

## Class Sequence

YEAR 1	Maintenance Technician II (MTT)		Credit Hours
	FALL SEMESTER		11
	ENC1110	Composition I	3
	EIE2105	Analog Electronics	4
	EIE1201	Digital Electronics	4
	SPRING SEMESTER		10
		EIE or ECE Elective	3
	EIE1301	Electrical Circuits	4
	MAT1140	Trigonometry	3
	TOTAL CREDIT HOURS		21

# Natural Resources (NRC)

## *Certificate Program*

### Program Overview

The Natural Resources certificate program prepares individuals to apply technical knowledge and skills to develop working drawing simulations in support of civil engineers, geological engineers, and related professionals. This program includes instruction in basic engineering principals, geological and seismographic mapping, machine drafting, computer-aided drafting (CAD), pipe drafting, and survey interpretation.

### Program Outcomes

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

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



## Class Sequence

YEAR 1	Natural Resources (NRC)		Credit Hours
	FALL SEMESTER		18/20
	ECE1120	CAD	4
	ECE1170	Computing for Engineers	3
	ENG1110	Composition I	3
	MAT1130	College Algebra	4
	FST1116/1126	Workplace Safety/OSHA30	1/3
	GIS1100	Introduction to GIS	3
	SPRING SEMESTER		15
	ECE1160 <b>OR</b>	Hydraulics & Hydrology <b>OR</b>	4
	ECE2241	Soil Mechanics	4
	MAT1140	Trigonometry	3
	PHY1110	Physics I	5
	NSC1120 <b>OR</b>	Science of Energy <b>OR</b>	3
	NGT1100	Introduction to Oil and Gas	3
	TOTAL CREDIT HOURS		33/35

# Process Control Certificate (PCC)

## *Certificate Program*

### Program Overview

This one-year certificate prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in developing control and measurement systems and procedures.

Coursework includes instruction in instrumentation installation and maintenance, calibration, design and production testing and scheduling, automated equipment functions, applications to specific industrial tasks, and report preparation.

### Program Outcomes

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

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

## Class Sequence

YEAR 1	Process Control Certificate (PCC)		Credit Hours
	FALL SEMESTER		16
	EIE1301	Electrical Circuits	4
	EIE1201	Digital Electronics	4
	EIE2105	Analog Electronics	4
	MAT1130	College Algebra	4
	SPRING SEMESTER		16
	CPT2247	C++ Programming	3
	EIE2210	Program Logic Controllers	3
	ENG1110	Composition I	3
	MAT1140	Trigonometry	4
		Arts & Humanities Elective	3
	TOTAL CREDIT HOURS		32

# EMERGENCY **MEDICAL SERVICES**



**Brock Snedeker M.Ed., NRP**

**DIRECTOR EMS/FIREFIGHTING**

**[bsnedeker@belmontcollege.edu](mailto:bsnedeker@belmontcollege.edu) / 740.699.3866**

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EMS Paramedic Degree

# Emergency Medical Services (EMS) Paramedic

*Associate of Applied Science Degree*

## Program Overview

The Paramedic Degree program is a combination of allied health and general education courses designed to give students the complex knowledge and skills necessary for the acute management and transportation of the broad range of critical and emergent patients who access the emergency medical system. Coursework includes specialized subject matter, laboratory, clinical, and vehicle experiences which prepare individuals to become members of the emergency medical services health care team working under the direction of a physician. The Paramedic provides emergency care based on an advanced assessment and the formulation of a field impression while focusing on minimizing secondary injury and providing comfort to the patient and family. Course and clinical activities incorporate invasive procedures and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. As part of their classroom experience students will also complete courses in International Trauma Life Support-Adult and Pediatric Provider, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Students successfully completing the program will be eligible for National Registry of Emergency Medical Technicians and State of Ohio certification testing as stipulated by the Ohio Division of Emergency Medical Services. Policies for all students in the Emergency Medical Services programs are in the Academic Policies section of this catalog.

## Program Goal

The goal of the Belmont College Paramedic program is to prepare competent, entry level emergency medical providers with the knowledge, skills, attitudes, and behaviors necessary to provide quality emergency medical care in their communities and in accordance with the Ohio Division of Emergency Medical Services and the National EMS Standards curriculum (with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels).

## Program Outcomes

At the completion of the Belmont College Paramedic program, the graduate will be able to demonstrate the following as an entry level paramedic in the Ohio Valley:

1. Analyze, apply, and evaluate the clinical information necessary for managing and transporting acute medical and traumatic patients.
2. Proficiently perform all technical skills as relative to providing emergency medical care and transportation to critical and emergent patients.
3. Display professional attitudes and behaviors consistent with the expectations of area employers and the local medical community.

*FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.*

## Class Sequence

Emergency Medical Services (EMS) Paramedic			Credit Hours
<b>YEAR 1</b>	<b>FALL SEMESTER</b>		<b>13-15</b>
	BIO2110	Anatomy & Physiology I	4
	EMT1110	Emergency Medical Technician (recommended) <b>OR</b>	6-8
	EMT1150	Advanced Emergency Medical Technician <b>OR</b>	
	COM1110 PSY1130	Interpersonal Communications <b>AND</b> Human Development	
	ENG1110	Composition I	
	<b>SPRING SEMESTER</b>		<b>14</b>
	BIO2110	Anatomy & Physiology II	4
	MAT1120	Statistics <b>OR</b>	4
	MAT1130	College Algebra	4
	PHL2130	Ethics	3
	PSY1120	General Psychology	3
	<b>SUMMER TERM</b>		<b>8</b>
	EMT2010	The Human Body & Human Systems	3
	EMT2021	Pharmacology & Medication Administration	1
	EMT2025	Medication Administration Seminar & Internship	2
	EMT2110	Introduction to ALS	2

YEAR 2	<b>Emergency Medical Services (EMS) Paramedic</b>		<b>Credit Hours</b>
	<b>FALL SEMESTER</b>		<b>12</b>
	EMT2111	Cardiovascular Emergencies	4
	EMT2115	Cardiology Seminar and Internship	2
	EMT2120	Medical Emergencies	4
	EMT2125	Medical Seminar and Internship	2
	<b>SPRING SEMESTER</b>		<b>13</b>
	EMT2130	Traumatic Emergencies	4
	EMT2135	Trauma Seminar and Internship	2
	EMT2140	Special Populations	3
	EMT2145	Special Populations Seminar and Internship	2
	EMT2150	EMS Operations	2
	<b>SUMMER TERM</b>		<b>5</b>
	EMT2160	Integration of ALS	3
	EMT2250	Team Lead Seminar and Internship	2
	<b>TOTAL CREDIT HOURS</b>		<b>65-67</b>

## Emergency Medical – Paramedic Policies and Procedures

*Accreditation #303 - Program Admission Opens in Spring Semester*

### Overview

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. (Please see the CCP enrollment policies outlined in the College catalog). It is recommended that students contact the EMS/Fire Coordinator prior to seeking admission to the program.

Students are considered for admission to the program as soon as the EMS/Fire Coordinator or Admissions Office receives the following:

- Placement test scores
- High school transcript or GED test scores
- Copy of valid driver's license
- Copies of ICS/NIMS 100, 100a, or 100b and 700, or 700a submitted during course
- Medical clearance/physical form on file prior to student entering clinical or field internships
- Advanced and Paramedic students only - Program pre-test scores (75% or higher)
- Advanced and Paramedic students only – Interview with program coordinator
- Advanced and Paramedic students only - Copy of valid Ohio EMT-B certification or Ohio Advanced EMT (AEMT) certification
- Advanced and Paramedic students only - Copy of NREMT certification if applicable
- Advanced and Paramedic students only - Copy of current AHA Health Care provider CPR certification
- Advanced and Paramedic students only - Copies of ICS/NIMS 100, 100a, or 100b and 700, or 700a
- Paramedic students only - Completion of BIO 2110, Anatomy & Physiology, or equivalent with a grade of "C" or better

When this required information is on file, the potential student must schedule an interview with the EMS/Fire Program Coordinator to determine admission to the program. When accepted into the program, the student will then be permitted to register for class.

Students wishing to complete only the Advanced EMT course must complete all entrance requirements and enroll in EMT 1150. Students must be Ohio Certified EMTs to apply for admission to the Advanced EMT program. Students must be Ohio certified EMTs or Advanced EMTs to apply for admission to the Paramedic Program. Potential students will be admitted at the discretion of the Program Director 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 Director (if any of the above circumstances apply to you) in order to start the process with the State of Ohio Division of EMS if applicable. Declaration forms can be downloaded at: <http://www.ems.ohio.gov/>.

## Grades

Grades will be given to individual students following each semester in the program and may be accessed via the JICS student portal or through the Records Office. Students will be graded on cognitive, psychomotor, affective, and clinical objectives. Students must demonstrate competency with a minimum cut score 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+	73-74
D	70-72
F	69-Below

## Failure to Maintain “C” Average

Emergency medical students will automatically be dropped from the program if they fail to maintain a “C” average in each course. Unsuccessful EMT and Advanced EMT students must repeat the entire course. Unsuccessful paramedic students are required to resubmit entrance requirements and begin the sequence again starting with EMT 2010.

## Testing and Examinations

Quizzes, assignments, and examinations may be given in accordance with the course syllabus or may be unannounced. The student is responsible for making arrangements with the instructor for make-up testing and assignments. All make-up testing must be completed within two weeks of return to the class.

## Assignments

All assignments must be submitted by the start of class on the date due in order to receive full credit for them. No credit or partial credit will be given at the discretion of the instructor for late assignments. If extenuating circumstances make assignment completion impossible, it is the responsibility of the student to make an appointment with the instructor and all make up assignments must be submitted within two weeks of the due date or return to class.

## Attendance and Punctuality

Students are expected to attend all classes and any clinicals which have been arranged. Calling off, arriving late, or leaving early are considered unfavorable actions by the instructors, the class participants, and the clinical facilities and are not permissible except in extreme circumstances. Students should report all classroom absences to the course instructor. When the student has plenty of notice, arrangements to cancel clinical internships should be done through the EMS/Fire Coordinator as soon as possible so that other students may take advantage of the clinical time open. In emergency situations when advanced notice of an absence is impossible, the student should report the absence to the clinical facility and the EMS/Fire Coordinator as soon as possible, preferably before the scheduled time. Please notify the coordinator via voice message, email, 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 Director. Eligibility for returning will require a physician's signed statement. Absences in excess of three days will be made up at the discretion of the Program Director.

## 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 director, 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 socks
- Clean shoes
- Belmont College ID
- Some additional dress codes may apply at certain locations

Fire department/EMS Service uniforms, t-shirts, and hats are not permitted to be worn during clinicals. Should additional, special clinical opportunities arise casual or other clinical uniforms may be worn with authorization from the EMS/Fire Coordinator. Dress code and other information will be provided at the time.

### Identification:

The student will be issued an EMS program photo college ID that is to be worn at all clinical sites. Arrangements will be made during class for issuing the IDs. IDs will be replaced at the student's expense. Some facilities require that the student obtain a facility specific ID.

**Equipment:**

- Stethoscope
- Watch with seconds monitored
- Pen(s) with black and red inks (No documentation in other colors of ink)
- Trauma shears or bandage scissors (optional)

**General Appearance:**

- Fingernails should be of reasonable length, well-manicured, and clean.
- Colored nail polish is not permitted.
- Hair should be neat and off the collar while in clinicals.
- Long hair must be tied up and no loose or dangling hair is permitted.
- Extreme haircuts, styles, and dyes are not permitted.
- Facial hair should be neat and well groomed.
- No ball caps or head gear are to be worn.
- Only authorized jewelry is permitted.
- A plain wedding band may be worn while in uniform.
- No other rings are permitted.
- Neck chains are permissible if not visible.
- No earrings, brow rings, nose piercings, or other piercings are permitted to be visible. Jewelry can harbor bacteria, fungi, and viruses.
- Smoking is permitted only in designated areas and at designated times as outlined by the clinical site.
- Chewing gum is not permitted while in the clinical setting.
- Perfumes or colognes are not permitted to be worn during clinicals as they may agitate the conditions, particularly respiratory conditions, of the patients.

## Withdrawal

Students wishing to withdraw from the program or the College must officially withdraw following the policies outlined in the college catalog. See catalog index for page number.

## Insurance

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

Liability coverage is provided for the student during the classroom, laboratory, clinical, and field internship rotations. This coverage is in effect only during authorized activities associated with the program. For this reason, it is extremely important that the student be on record as scheduled for clinical, field, classroom, and laboratory activities.

## Emergency Care

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

## Disciplinary Action

Students in the program are expected to be professional and ethical at all times during their participation. Any violation of College policy, ethical standards, or professionalism may subject the student to disciplinary action up to and including dismissal from the program.

These offenses include but are not limited to:

- Code of Conduct violations (see catalog index for page number)
- Academic dishonesty (see catalog index for page number)
- Inappropriate behavior
- Theft or other criminal activity
- Betrayal of patient confidentiality
- Failure to obey clinical preceptors

All violations will be documented in the student's permanent record. Students accused of such activity are entitled to appeal any accusation according to the College Grievance Procedure outlined in the Course Catalog and Student Handbook. See catalog index for page number.

## Requirements for Certificate of Completion of Paramedic Program

1. Current valid Ohio Basic EMT or Advanced EMT certification maintained
2. BLS Healthcare Provider Card current
3. ACLS Course completion
4. PALS Course completion
5. ITLS Course completion
6. PEDS ITLS Course completion
7. ICS/NIMS Course certificates
8. All credentials on file in the program/student records.
9. All clinical and field internship hours and skills completed, documented, and submitted before taking the written and practical certification examinations
10. Successful completion of all coursework, as required by College standards
11. Successful completion of lab portfolios.
12. Comprehensive program final with a score at or above the cut score.

Students must successfully complete each course in the paramedic program sequence in a single cycle. Unsuccessful students are required to resubmit entrance requirements and begin the sequence again starting with EMT 2010.

## Graduation Requirements

The student is responsible for completing all program requirements. A Form 73 (Intent to Graduate) must be completed one semester prior to the semester in which the student expects to graduate. Requirements must be approved by a director, dean, and the VP of Academic Affairs. Graduation requirements include successful completion of all required courses in general education with a cumulative grade point average of 2.0, and students must have a letter grade of “C” or better in all paramedic courses.

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

## Advanced Placement for Health Care Professionals

Currently Licensed/Certified Health Care Professionals may be eligible to apply prior learning and work experience. Advanced placement is considered on a case-by-case basis, and potential students must demonstrate competency in all areas of the curriculum regardless of past experience. See the “**Credit for Experience**” and “**Credit Transfer**” sections of the College catalog for additional information on developing the portfolio. All other entrance and exit requirements apply. Candidates should:

1. Apply to the paramedic program. All state and college prerequisites apply
2. Send college and military transcripts for evaluation
3. Develop a portfolio that supplies appropriate documentation of past experiences including:
  - a. Copies of state licenses/certifications
  - b. Resume
  - c. Job description
  - d. Documentation of how work experience has met the learning objectives outlined in the course syllabus (6-month minimum work experience is required. Letter from supervisor on company letterhead listing job duties that were performed and supervisor's signature)
  - e. Military documents/Veteran Verification of Training
  - f. Include seminar, certificates, and other relevant training documentation
  - g. Include examples of work, e.g., computer programs written, business documents prepared
  - h. Other applicable documentation of experience and training
4. Schedule a meeting with the Program Coordinator to review the portfolio and determine which areas of the curriculum the candidate meets the requirements for competency testing
5. Take the written exam(s) for which the candidate has demonstrated sufficient experience
6. Take the practical exam(s) for which the candidate has demonstrated sufficient experience

7. Schedule the required and remaining classroom, laboratory, and clinical courses in the program



# INDUSTRIAL TRADES



**Keith Kaczor**

**DIRECTOR OF INDUSTRIAL TRADES**

[kkaczor@belmontcollege.edu](mailto:kkaczor@belmontcollege.edu) / 740.699.3937

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Building Preservation/Restoration

Cleanroom Technology Certificate

Heavy Equipment Technician

Heating, Ventilation, and Air Conditioning Certificate & Degree

Pipeline Welder Helper I & II

Welding Fabrication

Welding Technology Certificate & Degree

## Building Preservation/Restoration (BPR)

*Associate of Applied Science Degree*

### Program Overview

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

The program is currently housed in temporary location while its new facility is being built. 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 master's degrees in historic preservation and related fields.

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

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

## Program Outcomes

1. Have a thorough understanding of historic preservation theory and be able to apply that theory in real life situations.
2. Understand the materials and the basic concepts behind the techniques used in the preservation of historic buildings and be able to carry out those techniques when necessary.
3. Function successfully in the work environment, developing a strong work ethic and an emphasis on quality workmanship.

*FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.*

## Class Sequence

	Building Preservation/Restoration (BPR)		Credit Hours
	FALL SEMESTER		15
YEAR 1	BPR1101	Introduction to Historic Preservation	3
	BPR1113	Architectural Drafting and Design	3
	BPR1133	Materials and Methods of Construction	3
	ENG1110	Composition I	3
	HIS1130	History of American Architecture I	3
	SPRING SEMESTER		14
	BPR1123	Historic Research and Documentation	2
	HIS1132	History of American Architecture II	3
		Restricted Elective #1	3
		Material Science Elective #1	3
		Math Elective (MAT 1115 or higher)	3
	SUMMER TERM		4
	BPR1170	Field Lab: Community Service	1
		Material Science Elective #2	3
YEAR 2	Building Preservation/Restoration (BPR)		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		65

Note: This outline is only a guide. Students enter the BPR program at a variety of times and with a variety of different academic

*backgrounds and needs. Students are encouraged to work with faculty to determine an efficient schedule that will meet those needs.*

## BPR Electives

RESTRICTIVE 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
BPR2247	Stained Glass	3

# Cleanroom Technology (CLT)

## *Certificate Program*

### Program Overview

The Cleanroom Technician Certificate is a one year/three-semester certificate program focusing on advanced ventilation systems. This certificate was developed in cooperation with the Intel Corporation for training technicians to work on the advanced ventilation systems in Clean Rooms. However, the education and training received in the certificate applies to any building that has advanced ventilation, controls and equipment in areas such as hospitals, surgical centers, commercial buildings, and colleges/universities.

The graduate of this program will find employment calibrating, troubleshooting, and repairing advanced commercial equipment. Additionally, the graduate could also find employment as a service manager, building operations manager or lead technician.

### Program Outcomes

1. Understand cleanroom technology safety.
2. A detailed introduction of semiconductors.
3. How to manage large HVAC projects.
4. Proficiency in aspects of job safety, including obtaining safety credentials.
5. How to install, calibrate, troubleshoot, and repair advanced ventilation systems such as AHUs (Air Handling Units), DOAS (Dedicated Outdoor Air Systems), MAUs (Make Up Air Systems), and exhaust systems
6. Understand, design, install, troubleshoot and repair hydronic systems and pumps.
7. Training to calculate advanced equations related to building science such as Psychometrics, enthalpy, entropy and other building related equations.
8. Understand environmental factors that affect building ventilation operation.
9. How to read and interpret building blueprints.
10. Understand, interpret, wire and troubleshoot building controls.
11. Introduction into the world of predictive and analytical tools associated with maintaining critical systems.

Prerequisite: 2-year Associates Degree in HVAC/R Technology or equivalent, or strong background in HVAC/R and able to pass the air conditioning ESCO HVAC Excellence exam. The 100-question exam covers: air conditioning and refrigeration theory, troubleshooting, refrigerant flow control theory and application.

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

## Class Sequence

YEAR 1	Cleanroom Technology (CLT)		Credit Hours
	FALL SEMESTER		12
	CLT2110	Overview and Safety in Cleanrooms	3
	CLT2113	Introduction to Semiconductors	2
	FST1126	OSHA 30	3
	HAC2145	Hydronic Systems and Pumps	4
	SPRING SEMESTER		12
	HAC2230	Math for Building and Science	3
	HAC2290	Project Management	3
	HAC2291	Commercial Environmental Systems	4
	HAC2293	Blueprint Reading for HVACR	2
	SUMMER SEMESTER		7
	HAC2292	Control Circuits in Commercial Environmental Systems	4
	HAC2294	Predictive Maintenance and Analytical Tools	3
	TOTAL CREDIT HOURS		31

# Heavy Equipment Technician (HET)

*Associate of Applied Science Degree*

## Program Overview

Students will develop the knowledge and skills needed to perform preventative maintenance, diagnose malfunctions, and prescribe corrective action and repair of heavy construction equipment. Additional knowledge is gained in service, sales, and fleet management as it relates to the heavy construction equipment industry.

The successful graduate may find employment as a:

- Heavy Equipment Technician
- Heavy Equipment Maintenance/Repair
- Diesel Technician
- Diesel Maintenance Technician

## Program Outcomes

1. Use approved safety procedures in various work situations. Safety is covered at the beginning of each course.
2. Correctly use basic hand tools, specialty tools and test equipment. Explanations of tools will be covered at the beginning of each course and throughout the semester, as needed.
3. Read and interpret equipment manuals and write clear, accurate, concise, and complete service reports. The internet will be used to find equipment manuals for all donated equipment, and a thorough knowledge of equipment parts will be garnered through teardown and rebuild exercises.
4. Apply and demonstrate the correct procedures for diagnosing and repairing various hydraulic circuits and components, power train components, hydraulic and electric circuitry, and engine systems will be learned through researching the Internet, viewing tutorials, and hands-on training in the lab and via internship experience/training.
5. Receive ASE and other industry recognized credentials.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*



## Class Sequence

YEAR 1	Heavy Equipment Technician (HET)		Credit Hours
	FALL SEMESTER		17
	ENG1110	Composition I	3
	EIE2310	Hydraulics and Pneumatics	4
	HET1200	Base Electricity, Power systems, and Motors	3
	HET2770	Heavy Equipment Electronic Systems	3
	MAT1130	College Algebra	4
	SPRING SEMESTER		15
	COM1110	Interpersonal Communications	3
	FST1116	Workplace Safety	1
	HET1540	Diesel Engine Technology	5
	HET1545	Diesel Engine Lab	4
	HET1190	Fuel Systems	2
YEAR 2	Heavy Equipment Technician (HQT)		Credit Hours
	FALL SEMESTER		18
	EIE2301	DC & AC Machinery	4
	HAC1100	Welding Fundamentals	2
	HET1220	Hydraulics II	4
	HAC2130	A/C Systems Maintenance	3
	PHY1110	Physics I	5
	SPRING SEMESTER		13
	HET1410	Heavy Duty Brake Systems	2
	HET1550	Powertrain and Brake Systems Lab	4
	HET1600	Fundamentals of Powertrain Tech.	4
	HAC2288	HAC Internship	1
	HAC2289	HAC Seminar	1
	HET2870	Heavy Equipment Vehicle Lab	1
	TOTAL CREDIT HOURS		63

# Heating, Ventilation, and Air Conditioning Technology (HVC)

## *Certificate Program*

### Program Overview

Students in this program study heating, ventilation, air conditioning, and refrigeration (HVACR) 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, air conditioning and refrigeration systems. Students should have a mechanical aptitude and be in good physical condition because workers sometimes must move and lift heavy equipment.

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

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

There industry recognized credentials embedded in the course work.

### Program Outcomes

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

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Heating, Ventilation, and Air Conditioning Technology (HVC)		Credit Hours
	FALL SEMESTER		15
	ENG1110	Composition I	3
	HAC1110	Heating & Cooling Fundamentals	3
	HAC1113	Basic Electricity, Power Systems & Motors	3
	HAC2130	A/C Systems Maintenance	3
	MAT1125	Technical Math	3
	SPRING SEMESTER		16
	COM1110/1115	Interpersonal Communications/Speech	3
	HAC1100	Welding Fundamentals	2
	HAC1120	Theory of Refrigeration and Refrigerant Handling	3
	HAC1128	Piping and Installation Fundamentals	3
	HAC2136	Forced Air and Sheetmetal	2
	BUS1111	Introduction to Business	3
	SUMMER SEMESTER		3
	HAC2148	Capstone	3
	TOTAL CREDIT HOURS		34

# Heating, Ventilation, and Air Conditioning Technology (INH)

*Associate of Applied Science Degree*

## Program Overview

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

The successful graduate may find employment as a:

- Installer
- Maintenance Technician
- Service Technician

The degree program prepares the students for:

- the refrigerant-handling License (EPA), which is administered on campus.
- a 160-hour Internship with a local HVAC contractor (final semester) or a Capstone experience.
- employment with Industry Ready Certifications.
- continuing education towards the one-year certificate in the Advanced HVAC Cleanroom Technology (on campus, evening program). This certificate prepares students to design, install, test and evaluate advanced ventilation systems.
- prepares students for their Bachelor of Science Degree in Applied HVACR Engineering.

Capstone course is available in the summer between first and second year. Students choose between Capstone and Internship. Class is one day a week. This allows students to work full time with an established program partner. Employment is a component of the Capstone experience.

## 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.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Heating, Ventilation, and Air Conditioning Technology (INH)		Credit Hours
	FALL SEMESTER		15
	ENG1110	Composition I	3
	HAC1110	Heating and Cooling Fundamentals	3
	HAC1113	Base Electricity, Power systems, and Motors	3
	HAC2130	A/C Systems Maintenance	3
	MAT1125	Technical Math	3
	SPRING SEMESTER		16
	COM1110/1115	Interpersonal Communications/Speech	3
	HAC1120	Theory of Refrigeration and Refrigerant Handling	3
	HAC1100	Welding Fundamentals	2
	HAC1128	Piping and Installation Fundamentals	3
	HAC2136	Forced Air Systems & Sheet Metal	2
	BUS1111	Introduction to Business	3
	SUMMER TERM		3
	HAC2148*	Capstone – HVAC	3
YEAR 2	Heating, Ventilation, and Air Conditioning Technology (INH)		Credit Hours
	FALL SEMESTER		16
	CPT1100	Introduction to Computers	4
	ECE1120	CAD I	4
	HAC1123	Heating Systems I	3
	HAC2133	A/C and Heating Troubleshooting	2
	EIE2120	NEC	2
		Arts & Humanities Elective	3
	SPRING SEMESTER		13 or 15
	FST1116	Workplace Safety	1
	HAC2140	Climate Control	4
	HAC2141	Refrigeration Service and Repair	1
	HAC2142	Work Sequence, Assignments & Clients	1
	HAC2146	Design Project HVAC	3
	HAC2288*	HAC – Internship <i>and</i>	1
	HAC2289*	HAC - Seminar	1
		Natural & Physical Science Elective (NSC 1120 recommended)	3
	TOTAL CREDIT HOURS		64-65

\* Student only needs to take HAC2148 OR HAC2288 and 2289.

# Pipeline Welder Helper I (WHO)

## *Certificate Program*

### Program Overview

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

### Program Outcomes

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

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Pipeline Welder Helper I (WHO)		Credit Hours
	FALL SEMESTER		10
	MAT1125	Technical Math	3
	WAF1110	Oxyfuel Practices	2
	WAF1116	Shielded Metal Arc Welding I	3
	WAF1118	Welding Symbols	2
	SPRING SEMESTER		9
	FST1116	Workplace Safety	1
	WAF1120	Metallic Inert Gas Welding I	3
	WAF2136	Shielded Metal Arc Welding II	3
	WAF2148	Capstone	2
	TOTAL CREDIT HOURS		19

## Pipeline Welder Helper II (WHT)

### *Certificate Program*

### Program Overview

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

### Program Outcomes

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

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



## Class Sequence

YEAR 1	Pipeline Welder Helper II (WHT)		Credit Hours
	FALL SEMESTER		8
	FST1116	Workplace Safety	1
	WAF1118	Welding Symbols	2
	WAF2136	Shielded Metal Arc Welding II	3
	WAF2148	Capstone	2
	SPRING SEMESTER		11
	MAT1125	Technical Math	3
	WAF1128	Weld Testing and Metallurgy	3
	WAF2140	Welding Fabrication	2
	WAF2146	Shielded Metal Arc Welding III	3
	TOTAL CREDIT HOURS		19

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

## Welding Fabricator (WLF)

### *Certificate Program*

### Program Overview

A national curriculum will be used for the study and application of Shielded Metal Arc Welding, Metal Inert Gas Welding, Tungsten Inert Gas Welding processes as applied to the manufacturing and production industries. Topics covered will be machine selection and classification of electrodes, basic welding techniques using 7018 electrodes for fillet welds, welding symbols, best practices in welding fabrication and weld testing. Students will be prepared to earn several American Welding Society (AWS) welding certifications using SMAW, MIG, and TIG welding processes.

### Program Outcomes

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

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Welder Fabricator (WLF)		Credit Hours
	FALL SEMESTER		7
	WAF1110	Oxyfuel Practices	2
	WAF1116	Shielded Metal Arc Welding I	3
	WAF1118	Welding Symbols	2
	SPRING SEMESTER		12
	WAF1120	Metallic Inert Gas Welding I	3
	WAF1128	Weld Testing and Metallurgy	3
	FST1116	Workplace Safety	1
	WAF1123	Tungsten Inert Gas Welding I	3
	WAF2140	Welding Fabrication	2
	TOTAL CREDIT HOURS		19

# Welding Technology (WLD)

## *Certificate Program*

### Program Overview

This nine-month certificate program prepares individuals to become welders. Six welding classes are included in this program.

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

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

### Program Outcomes

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

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Welding Technology (WLD)		Credit Hours
	FALL SEMESTER		13
	ENG1110	Composition I	3
	MAT1125	Technical Math	3
	WAF1110	Oxyfuel Practices	2
	WAF1116	SMAW I	3
	WAF1118	Welding Symbols	2
	SPRING SEMESTER		20
	COM1110/1115	Interpersonal Communications/Speech	3
	CPT1100	Introduction to Computers	4
	ECE1120	CAD I	4
	WAF1120	MIG I	3
	WAF1123	TIG I	3
	WAF1128	Weld Testing & Metallurgy	3
	TOTAL CREDIT HOURS		33

# Welding Technology (INW)

*Associate of Applied Science Degree*

## Program Overview

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.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Welding Technology (INW)		Credit Hours
	FALL SEMESTER		13
	ENG1110	Composition I	3
	MAT125	Technical Math	3
	WAF1110	Oxyfuel Practices	2
	WAF1116	SMAW I	3
	WAF1118	Welding Symbols	2
	SPRING SEMESTER		20
	COM1110/1115	Interpersonal Communications/Speech	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	Welding Technology (INW)		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		14
	BUS1111	Introduction to Business	3
	FST1116	Workplace Safety	1
	WAF2140	Welding Fabrication	2
	WAF2146	SMAW III	3
	WAF2148	Capstone	2
		Natural & Physical Science Elective	3
	TOTAL CREDIT HOURS		63

# LIBERAL ARTS, HUMANITIES AND NATURAL SCIENCES



**Dr. Carrie White**

**VICE PRESIDENT OF ACADEMIC AFFAIRS**

[cwhite@belmontcollege.edu](mailto:cwhite@belmontcollege.edu) / 740.699.3808

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Associate of Arts Degree

Associate of Science Degree



## Associate of Arts Degree (AAG)

### Program Overview

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

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

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

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

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

### Program Outcomes

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

1. Pursue Knowledge: Students learn through discipline-specific and interdisciplinary discovery processes, think critically, and synthesize resulting knowledge.
2. Understand Self: Students achieve self-understanding as conscious and engaged human beings in relation to others and develop a realistic understanding of life and its opportunities.
3. Integrate Socially: Students develop a defined sense of human community, take responsibility for their roles, and integrate successfully in collaborative environments.

4. **Demonstrate Open-Mindedness:** Students cultivate intellectual curiosity, flexibility in thinking, problem solving strategies, and a broad critical perspective that values diversity of thought.
5. **Be Globally Responsible:** Students recognize the interdependence of global forces and local contexts, becoming culturally proficient citizens sensitive to the issues of diverse cultures.
6. **Behave Ethically:** Students form personal values based on belief in the worth and dignity of human beings, apply ethical principles in making decisions, and accept the social consequences of actions.
7. **Communicate Effectively:** Students demonstrate the abilities to read and listen with understanding and express complex ideas in spoken and written forms.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Associate of Arts Degree (AAG)		Credit Hours
	FALL SEMESTER		15-16
	ENG1110	Composition I	3
		Math Elective (MAT 1120 higher)	3
		Natural Science Elective	3-4
		Social & Behavioral Science Elective (PSY1120 and SOC1110 recommended)	6
	SPRING SEMESTER		16-17
	COM1115	Speech	3
	ENG1120	Composition II	3
		Arts & Humanities Electives (PHL2120 recommended)	6
		Natural Science Elective	4-5
YEAR 2	Associate of Arts Degree (AAG)		Credit Hours
	FALL SEMESTER		15
		Arts & Humanities Electives (HUM2110 recommended)	6
		Social & Behavioral Science Elective	3
		Free Electives*	6
	SPRING SEMESTER		15
		Arts & Humanities Elective	3
		Social & Behavioral Science Elective	3
		Free Electives*	9
TOTAL CREDIT HOURS			61-63

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

## AAG Course Elective Information

ENGLISH & COMMUNICATIONS (9)		
ENG1110	Composition I *	3
ENG1120	Composition II *	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	3

**PSYCHOLOGY**

PSY1120	General Psychology	3
PSY1130	Human Development	3
PSY1140	Theories of Personality	3
PSY2110	Abnormal Psychology	3
PSY2120	Social Psychology	3

**NATURAL & PHYSICAL SCIENCES (7)****BIOLOGY**

BIO1110	Human Biology I	3
BIO1112	Human Biology II	3
BIO1120	Life Science	3
BIO1130	Introduction to Biology I	4
BIO1132	Introduction to Biology II	4
BIO2110	Anatomy & Physiology I	4
BIO2112	Anatomy & Physiology II	4
BIO2120	Microbiology	4
BIO2125	Microbiology II	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

**ARTS & HUMANITIES (15)***(choose 9 hours from 2 areas below plus an additional 6 hours)***ART**

ART1000	Beginning Drawing I	3
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
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**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
	Any Foreign Language	
ENG2160	Global 20 <sup>th</sup> -Century Literature	3

**MUSIC**

MUS2110	Traditions in World Music	3
<b>PHILOSOPHY</b>		
PHL2110	Logic/Critical Thinking	3
PHL2120	Philosophy	3
PHL2130	Ethics	3
<b>RELIGION</b>		
RLG2110	World Religions	3

**FIRST YEAR EXPERIENCE (3)**

FYE1110	Student Learning and Success	3
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**ADDITIONAL ELECTIVE CREDITS (15)**

*\*Required*

## Associate of Arts Degree (AAG)

### Program Overview

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

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

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

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

### Program Outcomes

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

1. Pursue Knowledge: Students learn through discipline-specific and interdisciplinary discovery processes, think critically, and synthesize resulting knowledge.
2. Understand Self: Students achieve self-understanding as conscious and engaged human beings in relation to others and develop a realistic understanding of life and its opportunities.
3. Integrate Socially: Students develop a defined sense of human community, take responsibility for their roles, and integrate successfully in collaborative environments.
4. Demonstrate Open-Mindedness: Students cultivate intellectual curiosity, flexibility in thinking, problem solving strategies, and a broad critical perspective that values diversity of thought.



5. Be Globally Responsible: Students recognize the interdependence of global forces and local contexts, becoming culturally proficient citizens sensitive to the issues of diverse cultures.
6. Behave Ethically: Students form personal values based on belief in the worth and dignity of human beings, apply ethical principles in making decisions, and accept the social consequences of actions.
7. Communicate Effectively: Students demonstrate the abilities to read and listen with understanding and express complex ideas in spoken and written forms.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Associate of Arts Degree (AAG)		Credit Hours
	FALL SEMESTER		13-14
	ENG1110	Composition I	3
		Math Elective (MAT 1130 higher)	4
		Natural Science Elective	3-4
		Social & Behavioral Science Elective (PSY1120 and SOC1110 recommended)	3
	SPRING SEMESTER		16-17
	COM1115	Speech	3
	ENG1120	Composition II	3
		Arts & Humanities Electives (PHL2120 recommended)	3
		Math Elective (MAT1140 recommended)	3
		Natural Science Elective	4-5
	Associate of Arts Degree (AAG)		Credit Hours
	FALL SEMESTER		16-17
YEAR 2		Arts & Humanities Electives (HUM2110 recommended)	3
		Natural Science Elective	4-5
		Social & Behavioral Science Elective	3
		Free Electives*	6
	SPRING SEMESTER		14-15
		Arts & Humanities Elective	3
		Natural Science Elective	4-5
		Social & Behavioral Science Elective	3
		Free Electives*	4
	TOTAL CREDIT HOURS		60-64

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

## AAG Course Elective Information

ENGLISH & COMMUNICATIONS (9)		
ENG1110	Composition I *	3
ENG1120	Composition II *	3
BUS1103	Business Communications	3
COM1110	Interpersonal Communications	3
COM1115	Speech *	3

SOCIAL & BEHAVIORAL SCIENCES (9)		
ANTHROPOLOGY / SOCIOLOGY		
ANT2110	Cultural Anthropology	3
SOC1110	Sociology	3
SOC1120	Social Problems	3
SOC2130	Criminology	3
SOC2140	Juvenile Delinquency	3
SOC2150	Marriage and the Family	3
SOC2160	Cultural/Diversity Studies	3
ECONOMICS / BUSINESS / POLITICAL SCIENCE		
BUS2241	Business Law	3
ECN1110	Macroeconomics	3
ECN1120	Microeconomics	3
POL2110	American National Government	3
POL2120	State and Local Government	3
HISTORY		
HIS1110	Western Civilization I	3
HIS1112	Western Civilization II	3
HIS1120	Eastern Civilization I	3
HIS1122	Eastern Civilization II	3
HIS1124	Eastern Civilization III	3
HIS2110	American History I	3
HIS2112	American History II	3
HIS2120	International Studies	3

**PSYCHOLOGY**

PSY1120	General Psychology	3
PSY1130	Human Development	3
PSY1140	Theories of Personality	3
PSY2110	Abnormal Psychology	3
PSY2120	Social Psychology	3

**NATURAL & PHYSICAL SCIENCES (15)****BIOLOGY**

BIO1110	Human Biology I	3
BIO1112	Human Biology II	3
BIO1120	Life Science	3
BIO1130	Introduction to Biology I	4
BIO1132	Introduction to Biology II	4
BIO2110	Anatomy & Physiology I	4
BIO2112	Anatomy & Physiology II	4
BIO2120	Microbiology	4
BIO2125	Microbiology II	4
BIO2150	Physiological Psychology	4

**CHEMISTRY**

CHM1110	Chemistry Principles I	4
CHM1112	Chemistry Principles II	4

**PHYSICS**

PHY1110	Physics I	5
PHY1112	Physics II	5

**NATURAL SCIENCE**

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

**MATH (7)**

MAT1110	Allied Health 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

## ARTS & HUMANITIES (9)

### ART

ART1000	Beginning Drawing I	3
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
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### 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 20 <sup>th</sup> -Century Literature	3
	Any Foreign Language	3

### MUSIC

MUS2110	Traditions in World Music	3
<b>PHILOSOPHY</b>		
PHL2110	Logic/Critical Thinking	3
PHL2120	Philosophy	3
PHL2130	Ethics	3
<b>RELIGION</b>		
RLG2110	World Religions	3

#### FIRST YEAR EXPERIENCE (3)

FYE1110	Student Learning and Success	3
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#### ADDITIONAL ELECTIVE CREDITS (10)

*\*Required*

*\*\* For pre-nursing and pre-PN students only. May not transfer.*

# MEDICAL



**Amanda Piegan, MPA, BTAS, AAS, CMA  
(AAMA)**

**MEDICAL PROGRAM COORDINATOR**

[apiegan@belmontcollege.edu](mailto:apiegan@belmontcollege.edu) / 740.699.3846

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Allied Health Administration

Medical Assisting Certificate

Medical Assisting Degree

Medical Coding Certificate

Phlebotomy Technician Certificate

## Allied Health Administration

### *Associate of Applied Technical Studies Degree*

#### Program Overview

This degree enables you to start or enhance your career by focusing on the fundamentals of healthcare, leadership abilities, and knowledge in management.

Our two-year Allied Health Administration program is the perfect complement to those holding allied health certificates who wish to advance into a management role in their field. This program is designed to provide you with a balance of medical and administrative knowledge to help launch your career.

Additionally, this degree is designed to prepare you to transfer to a four-year college to earn your bachelor's degree in Healthcare Administration, Public Healthcare Management, Health Information Technology, Pharmaceutical Marketing & Management, and other high demand careers.

Belmont's Associate's Degree in Allied Health Administration can be taken completely online or a combination of online with in-person learning.

#### Program Outcomes

1. Seamless progression to a Bachelor's degree in Health Administration.
2. Apply general knowledge of Anatomy & Physiology, medical terminology, and psychology in administration aspects of health care.
3. Demonstrate basic knowledge of medical business practices, including billing & coding procedures, along with reimbursement practices in health care.
4. Demonstrate clear & effective oral and written communication skills, critical thinking, & problem-solving measures in the workplace.
5. Demonstrate knowledge of Health Insurance Portability & Accountability Act (HIPAA), and other applicable healthcare laws.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.



## Class Sequence

YEAR 1	Allied Health Administration		Credit Hours
	FALL SEMESTER		13
	BIO1110/BIO2110	Human Biology I/A&P I	3
	MED1105	Medical Terminology	2
	ENG1110	Composition I	3
	MAT1110	Allied Health Math	3
	MED2260	Introduction to Medical Billing	2
	SPRING SEMESTER		16
	BIO1112/BIO2112	Human Biology II/A&P II	3
	BUS1111	Introduction to Business	3
	BUS1125	Supervision & Management	3
	OAM1150	Document Design & Formatting	3
	MAT1120	Statistics	4
	Allied Health Administration		Credit Hours
YEAR 2	FALL SEMESTER		16
	ECN1110/1120	Micro- <b>OR</b> Macro-Economics	3
	ACC1120	Financial Accounting	4
	PSY1120	General Psychology	3
	MED2258	Introduction to ICD-10CM Coding	3
	MED2265	Introduction to CPT-4 Coding	3
	SPRING SEMESTER		16
	COM1110/COM111	Interpersonal Communications/Speech	3
	MED1160	Basic Pathophysiology	3
	MED2245	Medical Law & Ethics	2
	MED2255	Electronic Health Record Workflow	2
	ENG1120	Composition II	3
	MED2268	Intermediate to ICD-10CM & CPT-4 Coding	3
	TOTAL CREDIT HOURS		61

## Medical Assisting/Phlebotomy Technician Policies & 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:**

25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
Phone: (727) 210-2350

After acceptance into the program, the student must complete the following steps:

1. Attend all scheduled orientation sessions or its equivalent with the program coordinator.
2. Completion of all healthcare requirements including drug screen, physical exam, required immunizations, and healthcare testing.
  - a. Specific healthcare requirements will be shared with the student at the time of acceptance into the program. Please contact the program coordinator with any questions occurring before time of acceptance.
3. Current CPR certification by the American Heart Association for Healthcare Providers. It cannot be the CPR for lay rescuers known as BLS Heartsavers.
4. Submit a state (Ohio Bureau of Criminal Identification and Investigation BCI) and federal (FBI) background check that is less than one year old at time of application to the program.

### 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 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 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.

### Insurance

Student's health problems are their own financial responsibility. All students are advised to carry hospitalization insurance while attending college. While students not covered by hospitalization are

allowed to participate in an externship, they must sign (on their application for externship) a waiver releasing Belmont College from responsibility in the event they are injured at the practicum site, and they must agree to accept financial responsibility for injury.

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

## Background Check

Must be completed prior to the sixth week of the semester and submitted to Program Coordinator. The BCI and FBI background checks must be done through the State of Ohio.

## Field Trips and Clinics

Students will dress appropriately and wear a lab coat and a College I.D. badge. Clinics will be assigned on a rotating basis. If a student cannot attend, the clinic supervisor and instructor must be called.

## Medical Assisting Practicum

The student will spend one and a half to three days a week during his/her last semester at an agency where he/she will enhance both clinical and administrative skills for a total of 160 unpaid hours. Externships will be arranged and supervised by the externship supervisor in conjunction with the agency. In order to be eligible, the student must have completed all program courses or obtain the approval of the externship coordinator and the instructor. 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.

## Phlebotomy Technician Externship

Phlebotomy students will complete 12-hour externship at a clinical site.

## Transportation

Transportation to clinics and externship is the responsibility of the student.

## Uniform

All Medical Assisting/Phlebotomy students must present a neat, well-groomed appearance at all times. In addition to these requirements, the following must be met in the clinical or administrative area:

- Uniform worn as mandated by the College.
- Nails should be of reasonable length and well-manicured.
- Hair must not be loose or dangling.
- Beards and mustaches must be kept neat.
- Makeup should be in moderation.

- Smoking is permitted only in designated areas.
- Gum chewing is not permitted while on duty.
- College I.D. badge and stethoscopes are required.
- Body jewelry is prohibited.

## Certification

Will be eligible to sit for AMT national certification exam upon meeting graduation requirements. Will also be able to hold any of these five credentials: CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA), and CMAC (AMCA).

## Special Enrollment Requirements

American Heart Association Healthcare Provider certification required upon entrance into the program or must take the First Aid & CPR course. AHA certification test must be performed in person.

## Goal of Minimum Expectations

“To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

## Readmission

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

Students shall submit application to readmit to the program no later than the Monday of midterms the semester prior to returning to the program. Student's returning from military deployments are exempt from this expectation.

Students must complete the entire medical assisting or phlebotomy program within three years of the date of entry into the program unless the requirement is waived by the program coordinator in the case of active or reserve military members. Petitions for readmission will be reviewed by the program coordinator. The decision to readmit the students will be made on the basis of the following criteria:

1. No more than 1 previous academic or clinical failure, withdrawal or dismissal from the program. Leaving the program due to military deployment reasons does not constitute a withdrawal.
2. Leaving the program due to illness of self and/or immediate family member does not constitute a withdrawal. Students must submit appropriate documentation that demonstrates proof of illness of self and/or immediate family member.
3. Available space in the program
4. Evaluation of the student's standing relative to any revisions in the curriculum, courses or requirements which may have occurred

5. Review and evaluation of student's academic and clinical performance at the time of student's withdrawal or dismissal.

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

## Readmission Standards

- GPA 2.75 - GPA of 2.0 for students who are returning home from military deployments
- Repeat State of Ohio (BCI) and Federal (FBI) Background Check and Drug Screen at time of readmission application.
- Reinstate testing 85% pass score (with no rounding of points and no option for remediation or any readmission testing) for retained knowledge in theory and skills based on the cumulative knowledge in the semester of successful completion prior to fail or withdrawal.
- Students will be charged for readmission testing. Students returning from military deployment are exempt from testing fee.
- Students will successfully complete at least three skills as identified by the program coordinator in the skills lab.

No potential for readmission if the student's fail, withdrawal, or removal is earned for unprofessional issues in the clinical setting or any violation of the programs honor code.

## Medical Assisting Transition from Certificate to Degree

This program affords medical assisting certificate holders the opportunity to advance to an Associate Degree of Applied Science in medical assisting. Students must present official transcripts which demonstrate the prior attainment of a certificate program from an accredited college. Students must also hold one of these five acceptable credentials: CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA), and CMAC (AMCA). Medical assisting transition students will follow year two of the degree program sequence. Completing the associate degree does not make one eligible for national certification.

## Medical Assisting Technician (MAC)

### *Certificate Program*

### Class Sequence

YEAR 1	Medical Assisting (MAC)		Credit Hours
	FALL SEMESTER		14
	BIO1110/BIO2110	Human Biology I/A&P I	3
	ENG1110	Composition I	3
	MED1105	Medical Terminology	2
	MED1145	Administrative Medical Assisting	3
	MED1555	Clinical Medical Assisting	3
	SPRING SEMESTER		16
	MAT1110	Allied Health Math	3
	BIO1112/BIO2112	Human Biology II/A&P II	3
	MED1160	Basic Pathophysiology	3
	MED2245	Medical Law and Ethics	2
	MED2255	Electronic Health Record Workflow	2
	MED2555	Advanced Clinical Medical Assisting	3
	SUMMER TERM		7
	MED2271	Medical Practicum	2
	MED2281	Medical Seminar	2
	PSY1120	General Psychology	3
	TOTAL CREDIT HOURS		37

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

# Medical Assistant Technician (MED)

*Associate of Applied Science Degree*

## Program Overview

The Medical Assisting Program's goal is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

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

## Program Outcomes

1. Apply general knowledge of anatomy and physiology, medical terminology, psychology, and sociology in the care of patients.
2. Implement good human relations skills including effective communication, confidentiality, accuracy, and dependability.
3. Demonstrate competence in clinical procedures including patient histories, vital signs, preparing patients for exams, administering medications, performing point of care testing, and assisting doctors with physicals and minor surgery.
4. Apply quality control measures in following health and safety policies and procedures to prevent illness and injury.
5. Analyze, test, troubleshoot and repair-components of basic computers and diagnostic equipment for point of care testing.
6. Demonstrate basic knowledge of medical business practices including medical coding and billing procedures.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

	Medical Assisting (MED)		Credit Hours
	FALL SEMESTER		14
YEAR 1	BIO1110/BIO2110	Human Biology I / A&P I	3
	ENG1110	Composition I	3
	MED1105	Medical Terminology	2
	MED1145	Administrative Medical Assisting	3
	MED1555	Clinical Medical Assisting	3
	SPRING SEMESTER		16
	MAT1110	Allied Health Math	3
	BIO1112/BIO2112	Human Biology II / A&P II	3
	MED1160	Basic Pathophysiology	3
	MED2245	Medical Law and Ethics	2
	MED2255	Electronic Health Record Workflow	2
	MED2555	Advanced Clinical Medical Assisting	3
	SUMMER TERM		7
	MED2271	Medical Practicum	2
	MED2281	Medical Seminar	2
	PSY1120	General Psychology	3
YEAR 2	Medical Assisting (MED)		Credit Hours
	FALL SEMESTER		14
	MED2260	Introduction to Medical Billing	2
	MED2258	Introduction to ICD-10CM Coding	3
	MED2265	Introduction to CPT-4 Coding	3
	PHL2120	Philosophy	3
		Arts & Humanities Elective	3
	SPRING SEMESTER		13
	COM1110/COM1115	Interpersonal Communications / Speech	3
	CPT1100	Introduction to Computers	4
	PSY1130	Human Development	3
	SOC1110	Sociology	3
	TOTAL CREDIT HOURS		64



# Medical Coding (MCB)

## *Certificate Program*

### Program Overview

A Medical Coder is the member of a health care team that abstracts patient information and combines it with the knowledge of current coding guidelines and reimbursement procedures in order to provide optimal physician/hospital payment.

The Medical Coding program is designed to develop the student's understanding of medical coding as a data collection tool and as the instrumental force behind reimbursement for health care services. Upon completion of the certificate program, the graduate will be able to apply skills in proper CPT-4 and ICD-10 coding (mainly focused on physician's offices).

Medical Coders must be detail-oriented in dealing with ever-changing reimbursement guidelines.

Medical Coding is performed in physician offices, hospital medical record departments, some daycare facilities, outpatient 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.
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 States Health Insurance Portability and Accountability Act (HIPAA).

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Medical Coding (MCB)		Credit Hours
	FALL SEMESTER		16
	BIO1110/BIO2110	Human Biology I / A&P I	3
	ENG1110	Composition I	3
	MED1105	Medical Terminology	2
	MED2260	Introduction to Medical Billing	2
	MED2258	Introduction to ICD-10CM Coding	3
	MED2265	Introduction to CPT-4 Coding	3
	SPRING SEMESTER		16
	BIO1112/BIO2112	Human Biology II / A&P II	3
	MED2255	Electronic Health Record Workflow	2
	MED2245	Medical Law & Ethics	2
	PSY1120	General Psychology	3
	MED2268	Intermedia ICD-10CM & CPT-4 Coding	3
	MED1160	Basic Pathophysiology	3
	TOTAL CREDIT HOURS		32

## Phlebotomy Technician (PTC)

### Certificate Program

### Program Overview

This is a short-term certificate which offers the basic knowledge needed to perform venipunctures and skin punctures to obtain blood specimens for the purpose of testing and analysis.

Upon successful completion of the program and meeting requirements, graduates are eligible for the RPT (Registered Phlebotomy Technician) certification given through AMT (American Medical Technologist.)

### Special Enrollment Requirements:

- American Heart Association Healthcare Provider certification required upon entrance to program or must take the First Aid & CPR course (MED2247). The certification test must be performed in person. Only the theory portion can be done online.
- Must have complete physical and immunizations along with complete background check. Background checks (BCI & FBI) must be recent and from the State of Ohio.

### Program Outcomes

- Understand 'Basic' and 'Advanced' principles of phlebotomy.
- Perform venipuncture and capillary punctures using correct "order of draw".
- Utilize professional communications with individuals from diverse backgrounds.
- Perform patient care procedures using quality standards of the Code of Ethics of American Medical Technicians (AMT).

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

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).

### Class Sequence

Phlebotomy Technician (PTC)			Credit Hours
YEAR 1	FALL SEMESTER		16
	BIO1110	Human Biology I	3
	MED1105	Medical Terminology	2
	PSY1120	General Psychology	3
	MED1800	Phlebotomy	5
	COM1110/COM111	Interpersonal Communications/Speech	3
	TOTAL CREDIT HOURS		16

# NURSING PROGRAM



**Karolyn Fox, MSN, RN, CCRN**

**DIRECTOR OF NURSING**

[kfox@belmontcollege.edu](mailto:kfox@belmontcollege.edu) / 740.699.3910

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Practical Nursing

Registered Nursing

RN Transitional

# Practical Nursing (PNP)

## *Certificate Program*

### Program Overview

This certificate program prepares men and women to become practical nurses. Licensing occurs after passing the NCLEX-PN examination. The practical nurse serves as a member of the healthcare team working under the supervision of a licensed physician or a registered nurse to meet the physical and psychosocial needs of people.

This program has been approved by the Ohio Board of Nursing and by The Higher Learning Commission. Lecture, lab, and clinical classes are limited in size to increase student/faculty interaction and student learning. Patient simulation, mastery of technical skills, and caring interventions occur in the nursing lab. This provides the student an opportunity to develop, practice, and implement the knowledge, skills, and abilities needed for hospital and healthcare agency experiences. Clinical learning experiences are provided at local healthcare facilities.

### Program Outcomes

1. Contribute to the identification of holistic needs in the plan of care as a member of a healthcare team.
2. Practice evidence-based decision making to establish priorities according to human needs of patients.
3. Utilize effective verbal, nonverbal, written, and computer skills while providing care for patients with holistic needs and while communicating with other healthcare providers.
4. Employ safety and health promotion practices in the ever-changing environment to maintain the patient's state of well-being.
5. Understand and demonstrate holistic nursing care within the limits relative to their scope of nursing practice and ethical standards.
6. Illustrate advocacy by speaking, writing, or acting in support of the patient's needs.
7. Employ delegation techniques within the scope of practice in providing holistic care.

FYE1110 - First Year Experience is required for all students no later than first year, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Practical Nursing (PNP)		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		40

\*\* Or its transfer equivalency

The following courses are not a part of the PNP certificate but must be taken prior to acceptance into the program:

PRE-ADMISSION REQUIREMENTS		
BIO2110**	Anatomy & Physiology I	4
MAT1110**	Allied Health Math	3
AHT1100**	Nurse Aide	4

## Grades

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

- BIO2110
- BIO2112
- MAT1110

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

## Traditional Registered Nursing (ADN)

### *Associate of Applied Science Degree*

### Program Overview

The Associate Degree Nursing program at Belmont College is designed to provide an educational opportunity in which students develop a scientific basis of nursing practice, master technical skills, and develop caring patient relationships.

Lecture, lab, and clinical classes are limited in size which allows for enhanced student/faculty interaction and student learning. Patient simulation, mastery of technical skills, caring interventions, and the development of critical thinking occur in the nursing lab. Clinical experiences in local healthcare facilities provide students opportunities to utilize their knowledge, skills, and abilities while providing nursing care under the direct supervision of qualified nursing faculty.

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

The following courses are not a part of the ADN program but must be taken prior to acceptance into the program:

PRE-ADMISSION REQUIREMENTS		
BIO2110**	Anatomy & Physiology I	4
MAT1110**	Allied Health Math	3
PSY1120**	General Psychology	3
AHT1100**	Nurse Aide	4

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

*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).*

## Class Sequence

YEAR 1	Traditional Registered Nursing (ADN)		Credit Hours
	FALL SEMESTER		15
	ADN1105	Nursing Healthcare Concepts I	4
	ADN1115	Professional Nursing Concepts	2
	ADN1135	Physical Assessment & Diagnostics	2
	ADN1125	Principles of Nursing Practice I	3
	BIO2112**	Anatomy & Physiology II	4
	SPRING SEMESTER		15
	ADN1205	Nursing Healthcare Concepts II (1/2 Semester)	4
	ADN1215	Mental Health Concepts (1/2 Semester)	4
	ADN1225	Nursing Pharmacology	3
	BIO2120**	Microbiology	4
	SUMMER TERM		6
	ENG1110**	Composition I	3
	COM1110**	Interpersonal Communications	3
YEAR 2	Traditional Registered Nursing (ADN)		Credit Hours
	FALL SEMESTER		12
	ADN2105	Nursing Healthcare Concepts III	3
	ADN2115	Family Health Concepts	2
	ADN2125	Principles of Nursing Practice III	4
	PSY1130**	Human Development	3
	SPRING SEMESTER		13
	ADN2205	Integration of Nursing Healthcare Concepts	9
	ADN21215	Advanced Professional Nursing Concepts	4
	TOTAL CREDIT HOURS		61

\*\* Or its transfer equivalency



## Transitional (TAN) Registered Nursing

*Associate of Applied Science Degree*

### Program Overview

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

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

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

The following courses are not a part of the TAN program but must be taken prior to acceptance into the program:

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

## Class Sequence

YEAR 1	Transitional (TAN) Registered Nursing		Credit Hours
	FALL SEMESTER		9
	ADN1145	Transition to Professional Nursing	3
	ADN1135	Physical Assessment & Diagnostics	2
	BIO2112**	Anatomy & Physiology II	4
	SPRING SEMESTER		15
	ADN1205	Nursing Healthcare Concepts II (1/2 Semester)	4
	ADN1215	Mental Health Concepts (1/2 Semester)	4
	ADN1225	Nursing Pharmacology	3
	BIO2120**	Microbiology	4
	SUMMER TERM		6
	ENG1110**	Composition I	3
	COM1110**	Interpersonal Communications	3
	Traditional Registered Nursing (ADN)		Credit Hours
YEAR 2	FALL SEMESTER		12
	ADN2105	Nursing Healthcare Concepts III	3
	ADN2115	Family Health Concepts	2
	ADN2125	Principles of Nursing Practice III	4
	PSY1130**	Human Development	3
	SPRING SEMESTER		13
	ADN2205	Integration of Nursing Healthcare Concepts	9
	ADN21215	Advanced Professional Nursing Concepts	4
	TOTAL CREDIT HOURS		55

\*\* Or its transfer equivalency

# Registered Nursing

## *Associate of Applied Science Degree*

### Program Outcomes

1. Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings. (NLN, 2010)
2. Combine theoretical knowledge from nursing, scientific, environmental, humanistic disciplines within the safe practice of nursing. (NLN, 2010)
3. Make judgements in practice substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. (NLN, 2010)
4. Integrate therapeutic communication techniques and information technology to foster strong relationships within the healthcare environment to promote optimal patient outcomes. (NLN, 2010)
5. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family community context. (NLN, 2010)
6. Practice according to current ethical and legal standards of professional nursing with a focus on excellence, safety, and quality care which includes health promotion and patient education. (NLN, 2010)
7. Critically analyze the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of holistic care for patients, families, and communities. (NLN, 2010)
8. Value and accept accountability for the continuous evaluation of one's own personal and professional behavior, including integrity, ethics, excellence and the practice of life-long learning. (NLN, 2010)

## Grades

To successfully complete the program, the student is required to achieve a letter grade of at least a 'C' in all ADN-numbered courses that are in their required curriculum plan and the following courses.

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

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

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

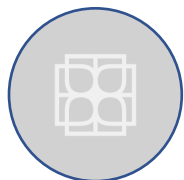
ADN1135 and ADN1145 are required for the first semester transitional students.

## Grades

The grading system in nursing courses is as follows:

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

# RADIOLOGY PROGRAM



**Jennifer Bond**

**DIRECTOR OF RADIOLOGY PROGRAM**

[jbond@belmontcollege.edu](mailto:jbond@belmontcollege.edu) / 740.699.6952

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Computed Tomography

Radiologic Technology

# Computed Tomography (CTC)

## *Certificate Program*

### Program Overview

Working radiologic technologists may choose to apply to sit for the Computed Tomography registry examination offered by the American Registry of Radiologic Technologists (ARRT)\*. Our Computed Tomography program is designed to give you the theoretical background and documented clinical experience necessary do that. Once you complete the program, you'll be equipped to care for patients, obtain basic equipment knowledge to perform CT scan, identify common pathologies on scans, and more.

The program is based on the curriculum recommended by the American Society of Radiologic Technologists (ASRT) and the structured education and clinical standards required by the ARRT. The didactic component of the curriculum will be delivered online using Canvas, consisting of lectures, discussions, assignments, and quizzes. The clinical component occurs in a real-world affiliated clinical setting or may be fulfilled for those already working in a CT environment.

\*Belmont College does not guarantee that students will complete all clinical requirements for the ARRT exam.

### Program Outcomes

1. Use critical thinking/problem solving skills to demonstrate comprehension of CT theory, principles, and instrumentation.
2. Perform the skills necessary to safely and effectively produce cross-sectional images used to aid radiologists in the diagnosis of disease and disorders.
3. Display the professional behaviors required to function as a competent entry-level computed tomography technologist.

*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).*

*Applicants must already work in CT, however if clinical placement is needed, it must be at a facility in which Belmont College already have an affiliation. For a list of placement locations please contact the Radiology Program Director at [sstauver@belmontcollege.edu](mailto:sstauver@belmontcollege.edu).*

## Class Sequence

YEAR 1	Computed Tomography (CTC)		Credit Hours
	FALL SEMESTER		18
	RAD1500	Radiographic Procedures I	3
	RAD1550	Radiographic Procedures II	3
	RAD2500	Radiographic Procedures III	3
	CTC1300	CT Patient Care and Management	3
	CTC1400	CT Physics	4
	CTC1500	CT Clinical Practicum	2
	TOTAL CREDIT HOURS		18

**Note:** Students who have already completed the RAD courses in the Belmont College Radiology Program, other Radiology program, may transfer. Belmont College will accept credit earned at other institutions accredited by regional accreditation agencies. The courses must be comparable in earned credit to those taught at Belmont College. No credit will be transferred with a letter grade of less than "C." Additionally, courses taken at another college in which a letter grade of "P" (pass) was earned may be accepted. Official college transcripts must be submitted to the Belmont College Records Office. Credits will be assessed and approved at the discretion of the Radiology Program Director.



# Radiologic Technology (RAD)

## *Associate of Applied Science Degree*

### Program Overview

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 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 outpatient centers, as well as industry, government and public health.

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

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

The student will complete 62-63 credit hours over five semesters to include didactic and clinical instruction. Clinical rotations occur at WVU-Reynolds Memorial Hospital, Reynolds Rapid Care, Wheeling Hospital, Harrison Community Hospital, Wetzel County Hospital, Bellaire Clinic, St. Clairsville Health Center, Morristown Clinic, Washington Hospital, Genesis Hospital, Barnesville Hospital, Doctor's Urgent Care - Barnesville, East Ohio Regional Hospital, and Advanced Orthopedics.

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

### Program Outcomes

1. Graduates will demonstrate clinical competence as entry-level radiographers.
2. Graduates will demonstrate effective communication skills (oral and written).
3. Graduates will develop critical thinking skills.
4. Graduates will model professionalism and understand the importance of professional work ethics and life-long learning.
5. The program will provide qualified radiographers to meet the needs of the health care community.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

	Radiologic Technology (RAD)		Credit Hours
	FALL SEMESTER		17
YEAR 1	BIO2110	Anatomy & Physiology	4
	ENG1110	Composition I	3
	RAD1300	Intro to Radiation Science/Patient Care	3
	RAD1400	Radiographic Concepts I	3
	RAD1500	Radiographic Procedures I	3
	RAD1600	Clinical Practice I	1
	SPRING SEMESTER		15/16
	BIO2112	Anatomy & Physiology II	4
	MAT1110/MAT1120	Allied Health Math/Statistics	3/4
	RAD1450	Radiographic Concepts II	3
	RAD1550	Radiographic Procedures II	3
	RAD1620	Clinical Practice II	2
	SUMMER TERM		11
	MED1105	Medical Terminology	2
	PSY1120	General Psychology	3
	RAD1700	Radiation Biology and Protection	3
	RAD1640	Clinical Practice III	3
YEAR 2	Radiologic Technology (RAD)		Credit Hours
	FALL SEMESTER		10
	RAD2300	Radiographic Pathology	3
	RAD2400	Radiographic Concepts III	2
	RAD2500	Radiographic Procedures III	3
	RAD2600	Clinical Practice IV	2
	SPRING SEMESTER		9
	COM1110/COM1115	Interpersonal Communications/Speech	3
	RAD2100	Registry Review/Advanced Imaging Modalities	3
	RAD2650	Clinical Practice V	3
	TOTAL CREDIT HOURS		62

# SOCIAL AND BEHAVIORAL SCIENCES



**Dr. Carrie White**

**VICE PRESIDENT OF ACADEMIC AFFAIRS**

[cwhite@belmontcollege.edu](mailto:cwhite@belmontcollege.edu) / 740.699.3808

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Mental Health

Early Childhood Development

Certified Chemical Dependency

Teacher Education

# Mental Health (MHT)

## *Associate of Applied Science Degree*

### Program Overview

Mental Health Technology is a program designed to train social service workers who work under the supervision of other professionals in a wide variety of community settings.

Along with gaining knowledge and skills in group dynamics, interpersonal communication, and social casework, there will be a strong emphasis on the characteristics of an effective helper—self-harmony, genuineness, empathy, acceptance, and responsiveness.

Due to the general background of the program, the graduate may expect to find employment in various community settings. Among these may be community mental health centers, substance abuse centers, treatment centers (inpatient and outpatient), senior citizen programs, and as advocates for these types of services.

### Program Outcomes

1. Understand the history, current state and nature of the mental health/social services professions.
2. Become proficient in interviewing techniques and related casework and mental health/social services record-keeping.
3. Have in-depth knowledge of personality theory and the counseling theory and techniques that evolve from the personality theory, and show proficiency in putting these techniques into practice.
4. To show proficiency in theory, content, and application of activity therapy and its use in mental health and social services.
5. Understand the techniques of counseling diverse populations and the issues of diversity as they apply to working in the mental health and social services field.
6. Understand group dynamics theory and show proficiency in applying this theory, both in group leadership and group participation in actual practice.
7. Understand the history, cultural interpretation, and diagnostic classification system of mental disorders and demonstrate basic capability of using the DSM 5.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

	Mental Health (MHT)		Credit Hours
	FALL SEMESTER		18
YEAR 1	ENG1110	Composition I	3
	MHT1110	Introduction to Social Services	3
	PHL2120	Philosophy <b>OR</b>	3
	PHL2130	Ethics	3
	PSY1120	General Psychology	3
	SOC1110	Sociology	3
		Math Elective	3
	SPRING SEMESTER		15
	COM1115	Speech	3
	ENG1120	Composition II	3
YEAR 2	MHT1130	Interviewing Techniques/Casework	3
	PSY1140	Theories of Personality	3
		Natural/Physical Science Elective	3
	Mental Health (MHT)		Credit Hours
	FALL SEMESTER		15
	MHT1120	Counseling Theory & Techniques	3
	MHT2230	Principles of Addiction	3
	MHT2250	Group Dynamics	3
	PSY1130	Human Development	3
	PSY2110	Abnormal Psychology	3
	SPRING SEMESTER		16
	MHT2240	RBT	3
	MHT2260	Mental Health Practicum	2
	MHT2270	Mental Health Seminar	2
	PSY2130	Psychology of Adolescence	3
	SOC1120	Social Problems	3
	SOC2150	Marriage and the Family	3
TOTAL CREDIT HOURS			61

# Mental Health Technology (MHT) Policies & Procedures

## Uniform

All mental health technology students must present a neat, well-groomed appearance at all times. No specific uniform for mental health technology students is required. Rare practicum situations may require a lab coat or uniform required by that particular facility. When this is the case, the lab coat or uniform is always to be worn in the practicum service only. In those cases where a lab coat or uniform may be required, students are responsible for laundering, mending, and making slight alterations to their uniform and are not to go on duty with anything other than a meticulous appearance appropriate to the function of a mental health professional.

Requirements for the dress and appearance of the mental health technology student are in the tradition of the therapeutic milieu based on the assumption that the mental health worker is a role model for the clientele with whom he/she works in his/her individual facility or setting. Given this, mental health technology students should always provide a dress and appearance that is indicative of good self-esteem and self-image and reflects the ability to appropriately and productively function in society in a professional manner. The practicum site has the right to request the student change their mode of dress if it is a distraction to the environment.

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

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

## Assignments

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

## Confidentiality

Confidentiality is a crucial requirement for mental health professionals. There are certain courses in the program in which the requirement is more crucial than others (e.g. Counseling Theory & Techniques, Group Dynamics, and Seminar/Practicum). In those courses for which it is crucial, the first breach of confidentiality will result in a student's grade in that course being dropped by a letter grade for the entire course and will require a conference with the instructor regarding the seriousness of the offense. A second offense in the same course will result in the student being dropped from that class and receiving a letter grade of "F" for the course.

## Graduation Requirements

Students are responsible for completing all course requirements of the mental health technology curriculum. An 'Intent to Graduate' form #73 must be completed and submitted to the Records Office one semester before students expect to graduate. Graduation requirements include successful completion of all required courses with a cumulative grade point average of 2.0. More information on degree requirements and graduation may be found in the Academic Policies and Procedures section of 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 assigned Mental Health instructor. Eligibility for returning requires permission from the assigned Mental Health instructor. 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 full-time mental health instructor.

## Practicum/Clinical Experience

In mental health technology, the following courses must be completed successfully before entering a practicum: MHT1110–Introduction to Social Services, MHT1130 –Interviewing Techniques & Casework, PSY1140–Theories of Personality, MHT1120–Counseling Theory & Techniques, MHT2230–Principles of Addiction, and SOC1120–Social Problems. A student may begin a practicum with up to three of the above courses deficient with permission of the full-time mental health instructor, 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 full-time mental health instructor. 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.



# Early Childhood Education (EDU)

*Associate of Applied Science Degree*

## Program Overview

The program prepares students to work with the children from birth through age ten. Employment may be gained in public and private preschools, 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 prenatal periods through the age of ten.
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 eight to include aspects of physical, cognitive, social, emotional, language, and aesthetic domains; play, activity, learning process; and motivation to learn. Candidates recognize that developmental domains are interrelated and provide examples of interrelationships among developmental domains.
3. Recognize and articulate multiple influences on children's development and learning which include the diverse cultural, economic, and linguistic contexts for development; ecological contexts (home, community, support systems, etc.) child's health status, and disabilities; individual developmental variations and learning styles; and opportunities to play and learn.
4. Demonstrate familiarity with well-known interventions programs such as The Perry Preschool Project, Chicago Parent-Child Program, Head Start and Montessori Method.
5. Cite current research about the influence of early intervention programs on child outcomes.
6. Describe the essentials of developmental research and the principles used as a basis for creating effective learning environments.
7. Acknowledge and value the central role of relationships and efficacy in the promotion of learning.
8. Recognize elements of preliminary early childhood learning environments and opportunities to learn that are healthy, respectful, and supportive.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Early Childhood Education (EDU)		Credit Hours
	FALL SEMESTER		18
	EDU1111	Introduction to Early Childhood Education	3
	EDU1120	Introduction to Child Development	3
	ENG1110	Composition I	3
	PSY1120	General Psychology	3
	SOC1110	Sociology	3
		Math Elective	3
	SPRING SEMESTER		15
	PHL2120	Philosophy <b>OR</b>	3
	PHL2013	Ethics	3
	EDU1135	Creatives Experiences for the Young Child	3
	EDU1131	Child Health, Safety & Nutrition (Online)	3
	ENG1120	Composition II	3
		Natural & Physical Science	3
YEAR 2	Early Childhood Education (EDU)		Credit Hours
	FALL SEMESTER		15
	COM1115	Speech	3
	EDU2235	Introduction to Individuals with Exceptionalities	3
	EDU2240	Families, Communities, and Schools	3
	EDU2245	Observation and Assessment	3
	EDU2260	Educational Technology (Online)	3
	SPRING SEMESTER		15.5
	EDU2250	Positive Guidance/Behavior Management	2
	EDU2275	Foundations of Early Literacy	3
	EDU2280	Educational Psychology	3
	EDU2290	Early Childhood Practicum	2.5
	EDU2295	Early Childhood Seminar	2
	PSY2110	Abnormal Psychology	3
	TOTAL CREDIT HOURS		63.5

## Early Childhood Education (EDU) Policies & 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 requirements outside facilities.

### Assignments

All assignments must be submitted by the due date 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

Faculty will manage breaks of confidentiality.

### 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.

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. EDU students are required to complete 210 hours of practicum. A completed time sheet is a requirement for course completion.

## 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 Early Childhood Education full-time instructor.

Upon entering the program students who present a valid and current Child Development Associate (CDA) credential will be given credit for EDU1131 - Health, Safety, and Nutrition and EDU1135 - Creative Experiences for the Young Child.

## Practicum/Clinical Experience

EDU students should have successfully completed the following courses prior to entering a practicum: EDU1111 – Introduction to Early Childhood Education, EDU1120 – Introduction to Child Development, EDU1131 – Health, Safety and Nutrition, and EDU2240 - Family, Schools & Community and EDU2245 - Observation & Assessment, and permission from the Early Childhood Education full-time instructor. Final decision to place the student in a practicum is that of the Early Childhood Education full-time instructor. EDU students must also have a cumulative letter grade average of at least “C” (2.0) and a cumulative letter grade average of at least “C” (2.0) in all EDU courses.

EDU students who are currently Head Start employees, have a career goal of one day working for Head Start, or believe they may have an interest in the future, must complete their practicum in a pre-kindergarten supervised teaching environment in which they will complete 210 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 childcare facilities other than pre-kindergarten supervised teaching environments.

Entry or reentry into a practicum may be dependent upon prerequisite activities deemed appropriate by the EDU Program Leader, Early Childhood Education full-time instructor, or Dean. Assignment of a student to a practicum may particularly be dependent on attendance in classes prerequisite to the practicum. Students will also be required to pass a background (FBI, BCI) check along with other requirements as requested by practicum site s.

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

## 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 Early Childhood Education full-time instructor. 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.

# Certified Chemical Dependency Assistant (CDA)

## Certificate Program

### Program Outcomes

1. Demonstrate knowledge and skills to fulfill the role of an addiction counselor.
2. Identify the classifications of drugs of abuse (from the current DSM) and display an understanding of the diagnosis of substance dependency and/or substance abuse.
3. Identify the ethical and professional behaviors expected in the field of substance use and addictive disorders.
4. Define and describe the basic components of prevention, assessment, intervention, diagnosis, and treatment of substance use and addictive disorders.
5. Demonstrate learned theory and skills in group dynamics, counseling theory and techniques, and interviewing and casework.

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).

### Class Sequence

Certified Chemical Dependency Assistant (CDA)			Credit Hours
YEAR 1	FALL SEMESTER		18
	MHT1110	Introduction to Social Services	3
	MHT1120	Counseling Theories & Techniques	3
	MHT2230	Principles of Addiction	3
	MHT2250	Group Dynamics	3
	PSY2110	Abnormal Psychology	3
	PSY2110	Ethics	3
	TOTAL CREDIT HOURS		18

# Teacher Education (TED)

## *Associate of Applied Science Degree*

### Program Overview

This program prepares students to transfer to a 4-year institution for their teaching degree, primary or secondary education. Upon successful completion of the program, students will transfer to a 4-year institution and enter the education field with the following:

1. Communication skills focusing on effective written and oral communications in an educational setting with parents, fellow education professionals, and community business leaders.
2. Knowledge needed to identify, assess, and assist with the education of a diverse student population.
3. A working foundation of the historical, philosophical, theoretical, and legal issues in education.
4. Practical professional skills to assist in the establishment and maintenance of an effective, productive, and safe educational setting.
5. Personal ethical standards and professional practices used by successful education professionals.

According to the standards of Ohio educators, students will be able to:

1. Understand student learning and development and respect the diversity of the students they teach.
2. Understand the content area for which they have instructional responsibility.
3. Understand and use varied assessments to inform instruction, evaluate, and ensure student learning.
4. Plan and deliver effective instruction that advances the learning of each individual student.
5. Create learning environments that promote high levels of learning and achievement for all students.
6. Collaborate and communicate with students, parents, and other educators, administrators, and the community to support student learning.
7. Assume responsibility for professional growth, performance, and involvement as an individual as a member of a learning community.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Teacher Education (TED)		Credit Hours
	FALL SEMESTER		15
	EDU1111	Introduction to Early Childhood Education	3
	EDU1120	Introduction to Child Development	3
	ENG1110	Composition I	3
	SOC1110	Sociology	3
		Math Elective	3
	SPRING SEMESTER		18
	EDU1131	Child Health, Safety & Nutrition	3
	EDU2270	Children's Literacy	3
	ENG1120	Composition II	3
	PSY1120	General Psychology	3
	PSY1130	Human Development	3
		Arts and Humanities Elective	3
	Teacher Education (TED)		Credit Hours
YEAR 2	FALL SEMESTER		15
	EDU2235	Introduction to Individuals with Exceptionalities	3
	EDU2240	Families, Communities, and Schools	3
	EDU2245	Observation and Assessment	3
	EDU2260	Educational Technology (Online)	3
		Natural Science Elective	3
	SPRING SEMESTER		15
	EDU2275	Foundations of Early Literacy	3
	EDU2280	Educational Psychology	3
	COM1115	Speech	3
		Natural Science Elective	3
		Arts and Humanities Elective	3
	TOTAL CREDIT HOURS		63



# ALLIED HEALTH SCIENCES



**Dr. Carrie White**

**VICE PRESIDENT OF ACADEMIC AFFAIRS**

[cwhite@belmontcollege.edu](mailto:cwhite@belmontcollege.edu) / 740.699.3808

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Lab Technician

Massage Therapy

## Lab Technician (LAB)

*Associate of Applied Science Degree*

### Program Overview

The lab technician provides a variety of laboratory testing that assists an ordering physician in the diagnosis and treatment of disease. Lab technicians work in a variety of settings such as hospitals, clinics, industry, research, and private testing centers.

### Program Outcomes

1. Collect, process, and analyze urine/blood specimens and or other substances.
2. Perform routine clinical laboratory testing(s).
3. Demonstrate professionalism and apply legal and ethical responsibilities within the healthcare environment.
4. Demonstrate knowledge of infection control and apply all safety practices.
5. Demonstrate professional interpersonal, oral, and written communications to best serve the needs of patients.

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Lab Technician (LAB)		Credit Hours
	FALL SEMESTER		16
	CHM1110	Chemistry Principles I	4
	ENG1110	Composition I	3
	LAB1110	Basic Laboratory Techniques	3
	MAT1120	Statistics	4
	MED1105	Medical Terminology	2
	SPRING SEMESTER		18
	BIO2120	Microbiology	4
	CHM1112/LAB1125	Chemistry Principles II/Clinical Chemistry	4
	ENG1120	Composition II	3
	LAB1115	Body Fluids	3
	LAB1120	Hematology and Coagulation	4
	Lab Technician (LAB)		Credit Hours
YEAR 2	FALL SEMESTER		15
	BIO2125	Clinical Microbiology	4
	LAB2110	Immunology and Serology	3
	COM1110/COM1115	Interpersonal Communications / Speech	3
	MED1800	Basic Phlebotomy	5
	SPRING SEMESTER		13
	BIO2110	Anatomy & Physiology	4
	LAB2115	Immunohematology	4
	LAB2120	Clinical I	1
	LAB2125	Seminar I	1
	PSY1120	General Psychology	3
	TOTAL CREDIT HOURS		62

# Massage Therapy (MSG)

## *Certificate Program*

### Program Overview

The one-year Massage Therapy certificate program can prepare you for a career in a field that could put you in a variety of professional health and wellness settings. Once you've completed the program, you'll be ready to take the Massage and Bodywork Licensing Examination (MBLEx) in the State of Ohio, which will qualify you to begin your professional practice.

### Program Outcomes

1. A candidate to sit for the Massage and Bodywork Licensing Examination (MBLEx) provided by the Federation of State Massage Therapy Boards (FSMTB). A passing score allows the graduate to apply for a license to practice massage therapy in the state of Ohio via the State Medical Board of Ohio (SMBO). In Ohio, licensure from the SMBO is required for massage therapy employment.
2. Able to perform safe and ethical massages ranging up to 2-hours in a professional setting.
3. Familiar of all state regulations related to becoming a massage therapist, remaining a massage therapist, and ethically performing massage.
4. Able to behave professionally in a massage environment, including technical skills and soft skills.

All massage therapy students are required to submit and pass a criminal background check prior to full acceptance into the program.

According to Rule 4731-1-15(D):

- Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure as a massage therapist.
- Arrests, charges, or convictions of criminal offenses may be cause to deny or limit employment opportunities in specific careers and occupations.
- Arrests, charges, or convictions of criminal offenses may limit the student's ability to obtain federal, state, and other financial aid.

Please refer to the explanatory statement and disqualifying offense list on the board's website at [www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions](http://www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions).

*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).*

FYE1110 - First Year Experience is required for all students to take in year 1, fall semester. Students must receive a passing grade.

## Class Sequence

YEAR 1	Massage Therapy (MSG)		Credit Hours
	FALL SEMESTER		17
	BIO2110	Anatomy & Physiology I	4
	MTC1110	Massage Therapy Techniques	4
	MTC1120	Communicable Disease, Sanitation, and Safety	3
	MTC1130	Fundamental of Massage Therapy	3
	MTC1140	Kinesiology I	3
	SPRING SEMESTER		19
	MTC1000	Business Law	3
	MTC1115	Massage Therapy Law & Ethics	3
	MTC1125	Massage Pathophysiology	4
	MTC1135	Trigger Point Therapy and Hot Stone Massage	3
	MTC1145	Kinesiology II	3
	MTC1150	Massage Therapy Clinical	3
	TOTAL CREDIT HOURS		36



# COURSE DESCRIPTIONS

*2025–2026 Academic Year*

## General Education Courses

The General Education course requirements can be met at Belmont College by choosing from the courses specified below.

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 an Academic Advisor for up-to-date information on the transfer of credits in General Education.**

English Composition & Communications			
Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides		
3 Credit Hours	ENG1110	Composition I	3
	ENG1120	Composition II	3
	ENG1125	Critical Writing	3
	COM1110	Interpersonal Communications	3
	COM1115	Speech	3
	COM1120	Public Speaking	3

Math			
Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides		
3 Credit Hours	MAT1120	Statistics	4
	MAT1128	Math for the Liberal Arts	3
	MAT1130	College Algebra	4
	MAT1140	Trigonometry	3
	MAT1150	College Algebra/Trigonometry Accelerated	5
	MAT2110	Business Calculus 1	3
	MAT2112	Business Calculus II	3
	MAT2120	Calculus I	4
	MAT2122	Calculus II	4
	MAT2130	Linear Algebra	4
	MAT2135	Differential Equations	4
	MAT2140	Finite Mathematics	4
<b>Other General Education Course Options</b> (These courses are not eligible in the Ohio Department of Higher Education (ODHE) Ohio Transfer 36 or Transfer Assurance Guides (TAGs) but are still acceptable for completion of the General Education Requirement at Belmont)			
	MAT1110	Allied Health Math	3
	MAT1115	College Business Math	3
	MAT1125	Technical Math I	3



Arts & Humanities			
Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides		
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
	ENG2130	World Literature I	3
	ENG2132	World Literature II	3
	ENG2140	Fantasy Worlds	3
	ENG2150	The Novel	3
	ENG2160	Global 20 <sup>th</sup> -Century Literature	3
	HIS1130	History of American Architecture I	3
	HIS1132	History of American Architecture 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
<b>Other General Education Course Options</b> <b>(These courses are not eligible in the Ohio Department of Higher Education (ODHE) Ohio Transfer 36 or Transfer Assurance Guides (TAGs) but are still acceptable for completion of the General Education Requirement at Belmont)</b>			
	ENG1130	Modern Poetry	3
		All Foreign Languages	

Social & Behavioral Sciences			
Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides		
6 Credit Hours	ANT2110	Cultural Anthropology	3
	BUS2241	Business Law	3
	ECN1110	Macroeconomics	3
	ECN1120	Microeconomics	3
	EDU2280	Educational Psychology	3
	HIS1110	Western Civilization I	3
	HIS1112	Western Civilization II	3
	HIS1120	Eastern Civilization I	3
	HIS1122	Eastern Civilization II	3
	HIS1124	Eastern Civilization III	3
	HIS2110	American History I	3
	HIS2112	American History II	3
	HIS2120	International Studies	3
	POL2110	American National Government	3
	POL2120	State & Local Government	3
	PSY1120	General Psychology	3
	PSY1130	Human Development	3
	PSY1140	Theories of Personality	3
	PSY2110	Abnormal Psychology	3
	PSY2130	Psychology of Adolescence	3
	SOC1110	Sociology	3
	SOC1120	Social Problems	3
	SOC2130	Criminology	3
	SOC2140	Juvenile Delinquency	3
	SOC2160	Cultural/Diversity Studies	3

Natural & Physical Sciences			
Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides		
6 Credit Hours	BIO1110	Human Biology I	3
	BIO1112	Human Biology II	3
	BIO1120	Life Science	3
	BIO1130	Introduction to Biology I	4
	BIO2110	Anatomy & Physiology I	4
	BIO2112	Anatomy & Physiology II	4
	BIO2120	Microbiology	4
	CHM1110	Chemistry Principles I	4
	CHM1112	Chemistry Principles II	4
	GEO1110	Geology	4
	NSC1110	Physical Science I	4
	NSC1112	Physical Science II	4
	NSC1120	The Science of Energy	4
	PHY1110	Physics I	5
	PHY1112	Physics II	5
<b>Other General Education Course Options</b> (These courses are not eligible in the Ohio Department of Higher Education (ODHE) Ohio Transfer 36 or Transfer Assurance Guides (TAGs) but are still acceptable for completion of the General Education Requirement at Belmont)			
	BIO2150	Physiological Psychology	4
	CHM1130	Chemistry for Conservators	3
	NSC2110	Global Environment/Energy	4

**General Education Electives**

Requirements for Completion of Full Ohio Transfer 36	General Education Course Options Approved in the Transfer Module and/or Transfer Assurance Guides
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.

## Course Descriptions

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

## ACC – Accounting

### ACC1105 – General Accounting

Study of recording business transactions, preparing working papers, special journals, subsidiary ledgers, financial reports, and basic payroll procedures along with periodic payroll reporting for governmental agencies.

<b>Code</b>	ACC1105
<b>Credits</b>	4
<b>Fee</b>	\$75.00

### ACC1120 – Financial Accounting

Introduction to basic accounting theory. The course centers on recording business transactions, preparing working papers, and financial reports. Special topics include receivables, payables, inventories, fixed assets, and long-term debt and investment accounting.

<b>Code</b>	ACC1120
<b>Credits</b>	4
<b>Fee</b>	\$60.00

### ACC1126 – Managerial Accounting

Focus on managerial accounting concepts. The course includes studies on cost behaviors and analysis and the use of managerial accounting information as the basis for management decisions.

<b>Code</b>	ACC1126
<b>Credits</b>	4
<b>Prerequisites</b>	ACC1120 Financial Accounting

<b>Fee</b>	\$60.00
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## ACC2204 – Intermediate Accounting I

Survey and analysis of methods of accounting for current assets and liabilities. Students are exposed to an intensive study of the content and format of financial statements and reports using General Accepted Accounting Principles and Financial Accounting Standards Board Pronouncements.

<b>Code</b>	ACC2204
<b>Credits</b>	4
<b>Prerequisites</b>	ACC1126 or Permission
<b>Fee</b>	\$53.00

## ACC2205 – Intermediate Accounting II

Study of the acquisition, use, retirement, and depreciation of plant and equipment. Students study the nature and valuation of intangible assets. Students also learn how to account for transactions which are unique to corporate accounting with emphasis being placed on capital stock, stock rights, stock options, retained earnings, dividends, and long-term liabilities.

<b>Code</b>	ACC2205
<b>Credits</b>	4
<b>Prerequisites</b>	ACC2204 or Permission
<b>Fee</b>	\$53.00

## ACC2225 – Comp Accounting with QuickBooks

Use of accounting software program QuickBooks to record business transactions for an organization. Students will learn how to account for receivables, payables, payroll, year-end adjusting entries, and bank reconciliations.

<b>Code</b>	ACC2225
<b>Credits</b>	3
<b>Prerequisites</b>	ACC1120 and CPT1100 or Permission
<b>Fee</b>	\$10.00

## ACC2238 – Fundamentals of Tax Accounting

In-depth study of the federal income tax laws as they relate to taxation for individuals, sole-proprietorships, partnerships, and corporations (including LLCs and S Corporations). The course focuses on the preparation of tax returns and also utilizes a tax preparation software program.

<b>Code</b>	ACC2238
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<b>Credits</b>	4
<b>Fee</b>	\$90.00

## ACC2243 – Cost Accounting

Study of job order and process cost accounting systems. Students will study joint and by-products, job order costing, process costing, standard costing, and payroll accounting. Budgeting and analysis of budget variances are also addressed in this course.

<b>Code</b>	ACC2243
<b>Credits</b>	4
<b>Fee</b>	\$38.00

## ACC2283 – Accounting Capstone

Course takes one of two directions. The student can work in the accounting field and receive course credit for their work. Students are required to work a minimum of 10 hours per week. As an alternative, students can prepare case analysis of the financial reports of companies.

<b>Code</b>	ACC2283
<b>Credits</b>	1
<b>Prerequisites</b>	ACC2205 or Permission
<b>Fee</b>	\$53.00

## ADN – Registered Nursing

### ADN1105 – Nursing Healthcare Concepts I

This course introduces the fundamental concepts necessary to provide safe, patient-centered nursing care to a diverse patient population. This course is designed to introduce foundational concepts within the three domains of the individual, health and illness, and professional and healthcare concepts. Concepts introduced in this course include stress/anxiety, clotting, comfort/rest, communication, culture/diversity, elimination, fluid & electrolytes, gas exchange, immunity, mobility, patient education/health promotion, perfusion, safety, sensory perception, thermoregulation and tissue integrity. The student will be introduced to nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to facilitate physiologic and psychosocial integrity.

<b>Code</b>	ADN1105
<b>Credits</b>	4
<b>Corequisites</b>	ADN1115, ADN1125, ADN1135
<b>Pre-/Corequisites</b>	BIO2112
<b>Fee</b>	\$75.00

### ADN1115 – Professional Nursing Concepts

This course is designed to introduce the nursing student to core concepts related to the registered nursing profession. Emphasis is placed on the role of the professional nurse, scope of practice, prioritization and delegation of nursing care, communication, culture, clinical judgment/nursing process, evidence-based practice and patient education/health promotion. The student will also explore legal and ethical aspects of nursing, professionalism, life-long learning and use of technology as they influence the practice of nursing.

<b>Code</b>	ADN1115
<b>Credits</b>	2
<b>Prerequisites</b>	BIO2110, MAT1110, PSY1120
<b>Corequisites</b>	ADN1105, ADN1125, ADN1135
<b>Fee</b>	\$75.00

### ADN1125 – Principles of Nursing Practice 1

This course introduces the nursing student to the application of concepts through clinical skills in laboratory, and/or the clinical setting. The course focuses on the principles of communication, assessment, safety, and specific nursing interventions including accurate calculation, measurement, and administration of medications. This course provides the student with knowledge and practical application



of basic nursing skills while incorporating concepts learned in Nursing Healthcare Concepts 1 and Professional Nursing Concepts; and integrating clinical decision-making. Students learn and practice basic nursing skills in infection control, safety, vital signs, sterile technique, patient safety, documentation, and medication administration. There is major emphasis on the critical elements of nursing procedures and the scientific rationale for performing the procedures correctly.

<b>Code</b>	ADN1125
<b>Credits</b>	3
<b>Prerequisites</b>	BIO2110, MAT1110, PSY1120
<b>Corequisites</b>	ADN1105, ADN1115, ADN1135
<b>Fee</b>	\$160.00

## ADN1135 – Physical Assessment and Diagnostics

This course focuses on learning foundational assessment skills. The course is designed to introduce a systematic, holistic nursing process approach to health history and physical examination for the purpose of differentiating normal from abnormal states of health and critical assessment of client needs. Analysis of diagnostic testing and results is also introduced. Application of concepts and skill acquisition is facilitated in the laboratory experience.

<b>Code</b>	ADN1135
<b>Credits</b>	2
<b>Prerequisites</b>	BIO2110, MAT1110, PSY1120
<b>Traditional Student Corequisites</b>	ADN1105, ADN1115, ADN1125
<b>Transitional Student Corequisites</b>	ADN1145
<b>Fee</b>	\$150.00

## ADN1145 – Transition to Professional Nursing

This course is designed to enable the student to explore integrative concepts in nursing and to assist the student in the role transition from licensed practical nurse or paramedic to registered nurse. This course is designed to introduce foundational concepts within the three domains of the individual, health and illness, and professional and healthcare concepts. Application of the nursing process is stressed with a focus on health assessment and the use of concept maps for planning, implementing, and evaluating nursing care in the campus lab setting. All aspects of professional communication are explored and practiced.

<b>Code</b>	ADN1145
<b>Credits</b>	3

<b>Prerequisites</b>	BIO2110, MAT1110, PSY1120
<b>Pre/Corequisites</b>	BIO2112
<b>Corequisites</b>	ADN1135
<b>Fee</b>	\$160.00

## ADN1205 – Nursing Healthcare Concepts 2 (1/2 semester)

This **part of term course** is designed to further develop the concepts necessary to provide safe, patient-centered nursing care to a diverse population using critical thinking and clinical-decision making skills. New concepts within the three domains of the individual, health and illness, and professional nursing and healthcare concepts include: acid-base and metabolism/nutrition. Expansion on the following concepts: communication, comfort, fluid & electrolytes, gas exchange, immunity, perfusion, and safety are also included. The student will utilize the nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to patients experiencing alterations in health in the lab, simulation, and healthcare facility.

<b>Code</b>	ADN1205
<b>Credits</b>	4
<b>Prerequisites</b>	ADN1105 OR ADN1145
<b>Corequisites</b>	ADN1215, ADN1225
<b>Fee</b>	\$175.00

## ADN1215 – Mental Health Concepts (1/2 semester)

This **part of term course** will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. The course will focus on the mental health concepts of anxiety/stress/coping, coordination of care, grief/loss, mood & affect/psychosis, crisis and violence. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. The student will utilize nursing knowledge, skills and attitudes needed to provide evidence-based, safe, effective quality care to patients experiencing alterations in mental health in the lab, simulation and both inpatient and outpatient mental health facilities.

<b>Code</b>	ADN1215
<b>Credits</b>	4
<b>Prerequisites</b>	ADN1105 OR ADN1145
<b>Corequisites</b>	ADN1205, ADN1225
<b>Fee</b>	\$175.00

## ADN1225 – Nursing Pharmacology

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

<b>Code</b>	ADN1225
<b>Credits</b>	3
<b>Prerequisites</b>	ADN1105 OR ADN1145
<b>Pre/Corequisites</b>	BIO2120
<b>Corequisites</b>	ADN1205, ADN1215
<b>Fee</b>	\$75.00

## ADN2105 – Nursing Healthcare Concepts 3

This course is designed to further develop the concepts within the three domains of the individual, health and illness, and professional nursing and healthcare concepts. Concepts introduced in this course include: cellular regulation and intracranial regulation. This course also includes expansion on the following concepts: communication, comfort, gas exchange, immunity, mobility, patient education (including the operative process), perfusion, and safety.

<b>Code</b>	ADN2105
<b>Credits</b>	3
<b>Prerequisites</b>	ADN1205
<b>Pre/Corequisites</b>	PSY1130
<b>Corequisites</b>	ADN2115, ADN2125
<b>Fee</b>	\$75.00

## ADN2115 – Family Health Concepts

The content of this course is designed to provide the student with the opportunity to learn basic principles in caring for the childbearing and child-rearing family within the inpatient and outpatient/community setting. Family health concepts are intended to build on previously introduced health care concepts with an application to growth, development and illness in the pediatric population. Men and women's new

health care concepts will focus on the obstetric, gynecological, and fertility patient specific to the antepartum, intrapartum, and postpartum population including sexuality and reproduction.

<b>Code</b>	ADN2115
<b>Credits</b>	2
<b>Prerequisites</b>	ADN1205
<b>Corequisites</b>	ADN2105, ADN2125
<b>Fee</b>	\$75.00

## ADN2125 – Principles of Nursing Practice 3

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

<b>Code</b>	ADN2125
<b>Credits</b>	4
<b>Prerequisites</b>	ADN1205
<b>Corequisites</b>	ADN2105, ADN2115
<b>Fee</b>	\$185.00

## ADN2205 – Integration of Nursing Healthcare Concepts

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

competencies needed to transition into entry-level nursing practice.

<b>Code</b>	ADN2205
<b>Credits</b>	9
<b>Prerequisites</b>	ADN1205
<b>Corequisites</b>	ADN2115
<b>Fee</b>	\$175.00

## ADN2215 – Advanced Professional Nursing Concepts

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

<b>Code</b>	ADN2215
<b>Credits</b>	4
<b>Prerequisites</b>	ADN1205
<b>Corequisites</b>	ADN2055
<b>Fee</b>	\$155.00

## AHT – Allied Health Technology

### AHT1000 – Introduction to Health Professions

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

<b>Code</b>	AHT1000
<b>Credits</b>	1
<b>Fee</b>	\$35.00

### AHT1100 – Nurse Aide

Accredited by the Ohio Department of Health and designed to prepare students with entry level skills to perform basic patient personal care. Coursework includes lecture, lab, and clinical hours. Skills covered include personal hygiene care, bed making, isolation precautions, vital signs, patient transfer, and communication/interpersonal skills.

<b>Code</b>	AHT1100
<b>Credits</b>	4
<b>Fee</b>	\$140.00

## ANT – Anthropology

### ANT2110 – Cultural Anthropology

Introduction to the science of humankind. Students use anthropological methods to explore the concept of culture, ethnocentrism, and cultural relativism as related to evolution and the diversity of human and sociocultural systems. Students learn about anthropological perspectives on ethnic diversity, traditions, language, beliefs, family, economics, education, and social values and institutions.

<b>Code</b>	ANT2110
<b>Credits</b>	3
<b>Prerequisites</b>	ENG1110
<b>Fee</b>	\$53.00

## ART – Art

### ART1000 – Beginning Drawing I

Beginning Drawing I is an introductory course designed for students with little to no prior experience in drawing. This course emphasizes the fundamental principles and techniques of drawing offering students a solid foundation in the visual arts. Throughout the course, students will explore various methods of observation, line quality, composition, and shading.

<b>Code</b>	ART1000
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### ART2110 – Global Traditions in Art History

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

<b>Code</b>	ART2110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## BIO – Biology

### BIO1110 – Human Biology I

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

<b>Code</b>	BIO1110
<b>Credits</b>	3
<b>Fee</b>	\$140.00

## BIO1112 – Human Biology II

A continuation of Human Biology I (BIO1110). The course provides opportunity for the assimilation of knowledge of human anatomy and physiology for the following systems: cardiovascular, lymphatic, endocrine, digestive, urinary, and reproductive.

<b>Code</b>	BIO1112
<b>Credits</b>	3
<b>Prerequisites</b>	BIO1110
<b>Fee</b>	\$140.00

## BIO1120 – Life Science

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

<b>Code</b>	BIO1120
<b>Credits</b>	3
<b>Fee</b>	\$140.00

## BIO1130 – Introduction to Biology I

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

<b>Code</b>	BIO1130
<b>Credits</b>	4
<b>Fee</b>	\$160.00

## BIO1132 – Introduction to Biology II

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

<b>Code</b>	BIO1132
<b>Credits</b>	4
<b>Fee</b>	\$160.00



## BIO2110 – Anatomy & Physiology

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.

<b>Code</b>	BIO2110
<b>Credits</b>	4
<b>Fee</b>	\$160.00

## BIO2112 – Anatomy & Physiology II

Second semester of a two-semester sequence covering the study of human anatomy and physiology. This course is designed to provide the student with an understanding of the organization and function of the following organ systems: endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive. Students must also register for a laboratory section to apply and assimilate information learned in lecture.

<b>Code</b>	BIO2112
<b>Credits</b>	4
<b>Prerequisites</b>	BIO2110
<b>Fee</b>	\$160.00

## BIO2114 – A & P

This course provides a detailed study of the structure and functions of the body's cells, tissues, and organ systems. Laboratory activities are designed to enhance theory content. This course is specific to nursing students enrolled in the Trinity Health System School of Nursing.

<b>Code</b>	BIO2114
<b>Credits</b>	4
<b>Fee</b>	\$160.00

## BIO2120 – Microbiology

Concepts of fundamental microbiology and parasitology, the role of microorganisms in disease, and various mechanisms of microbial control. Laboratory exercises include preparation and use of media, preparation, staining, and examination of slides, culturing techniques, sterilization, and experimentation.

<b>Code</b>	BIO2120
<b>Credits</b>	4
<b>Fee</b>	\$160.00

## BIO2125 – Clinical Microbiology

The student will study the morphology and identification of microorganisms commonly found in humans, their relationship to disease states and their susceptibility to antibiotics. The lectures will focus on procedures for identification of clinically significant pathogens in specialized areas of microbiology with emphasis on parasitology, virology, and mycobacteriology. This course will be updated annually to reflect new disease trends related to the previously listed areas. Students will be required to research emerging pathogens in these areas of microbiology.

<b>Code</b>	BIO2125
<b>Credits</b>	4
<b>Prerequisites</b>	BIO2120
<b>Fee</b>	\$160.00

## BIO2130 – Advanced Physiology

A continuation of the study of human physiology. This course will help to relate that physiology to the health and well-being of the human body. Students will learn some of the underlying cellular mechanisms of disease and discover how medications and other treatments affect these mechanisms.

<b>Code</b>	BIO2130
<b>Credits</b>	2
<b>Prerequisites</b>	BIO2112
<b>Fee</b>	\$78.00

## BIO2140 – Special Topics – Biology

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

<b>Code</b>	BIO2140
<b>Credits</b>	0.5 - 4
<b>Prerequisites</b>	BIO2112
<b>Fee</b>	\$70.00

## BIO2150 – Physiological Psychology

Designed to provide a broader foundation and understanding of the physiological processes of our brain and nervous system and the resulting behavior. It is presumed that the student has already been introduced to these basic concepts in General Biology, General Psychology, or other related courses. This course will serve to build on that knowledge and give the learner a more comprehensive understanding of the correlation between the brain-mind-body connections. Additionally, the focus will be biological mechanisms that are the key issues in neuroscience research today for our ever - expanding knowledge base.

<b>Code</b>	BIO2150
<b>Credits</b>	4
<b>Prerequisites</b>	BIO1110 or PSY1120
<b>Fee</b>	\$65.00

## BPR – Building Preservation/Restoration

### BPR1101 – Introduction to Historic Preservation

An in-depth analysis of the historic preservation movement in the United States including the history and evolution of the movement, theoretical origins, current conditions and laws, organizational framework, and design philosophies.

<b>Code</b>	BPR1101
<b>Credits</b>	3
<b>Fee</b>	\$20.00

### BPR1113 – Architectural Drafting & Design

The ability to communicate in a graphic language is fundamental in the field of construction, architecture, and historic preservation. This course will explore the basics of architectural drafting including line quality, lettering, and types of paraline drawings typical to a multi-story structure. Additionally, the course will study the forms and organization of our built environment. Students will learn about design elements, design principles, and basic color theory. The students will manipulate forms into coherent meaningful and useful organizations of space, structure, and enclosure.

<b>Code</b>	BPR1113
<b>Credits</b>	3
<b>Fee</b>	\$70.00

## BPR1123 – Historic Research & Documentation

Examination and practical application of field techniques used to document historic buildings including GIS systems, field measuring, photography, photogrammetry, and surveys.

<b>Code</b>	BPR1123
<b>Credits</b>	2
<b>Prerequisite</b>	BPR1113
<b>Fee</b>	\$75.00

## BPR1133 – Materials and Methods of Construction

Introduction to construction practices, tools, terminology, and safety as well as how materials are used and how technology has influenced American building practices. Students will be introduced to proper use of hand and power tools, model and mold making, paint removal, basic framing techniques used in framing, and epoxy and Dutchman repairs to wood.

<b>Code</b>	BPR1133
<b>Credits</b>	3
<b>Fee</b>	\$80.00

## BPR1136 – Building Pathology

A study of how and why buildings and their components deteriorate and the various techniques used to rectify deterioration. Basic structural terminology and theory are integrated 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.

<b>Code</b>	BPR1136
<b>Credits</b>	4
<b>Prerequisite</b>	BPR1133
<b>Fee</b>	\$80.00

## BPR1140 – Mechanical Systems

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

<b>Code</b>	BPR1140
<b>Credits</b>	3
<b>Fee</b>	\$125.00

## BPR1142 – Windows and Doors

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

<b>Code</b>	BPR1142
<b>Credits</b>	3
<b>Fee</b>	\$125.00

## BPR1146 – Roofing & Flooring

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

<b>Code</b>	BPR1146
<b>Credits</b>	3
<b>Fee</b>	\$150.00

## BPR1150 – Construction Management & Estimating

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

<b>Code</b>	BPR1150
<b>Credits</b>	3
<b>Fee</b>	\$20.00

## BPR1160-1164 – Field Lab – Morristown

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

<b>Code</b>	BPR1160-1164
<b>Credits</b>	1
<b>Fee</b>	\$100.00

## BPR1170 – Field Lab – Community

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

<b>Code</b>	BPR1170
<b>Credits</b>	1
<b>Fee</b>	\$100.00

## BPR1198 – Special Problems I

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

<b>Code</b>	BPR1198
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## BPR1199 – Directed Study I

This course is designed to allow students the opportunity to further pursue their studies in a specific area of interest. Each student will work independently with a faculty member within the department to create a syllabus and develop a project that fulfills their specific needs. Advance academic standing and instructor permission are required.

<b>Code</b>	BPR1199
<b>Credits</b>	3

<b>Fee</b>	\$0.00
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## BPR2241 – Material Science: Decorative Finishes

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

<b>Code</b>	BPR2241
<b>Credits</b>	3
<b>Prerequisite</b>	BPR1133
<b>Fee</b>	\$150.00

## BPR2242 – Material Science: Wood

The study of the physical, chemical, and biological properties of wood and its deterioration process with an emphasis on basic woodworking techniques as they relate to the building construction industry. Shop based instruction in mechanical and non-mechanical joinery, architectural element reconstruction and replication, and the application of clear finishes. Epoxy and Dutchman repairs will also be covered.

<b>Code</b>	BPR2242
<b>Credits</b>	3
<b>Prerequisite</b>	BPR1133
<b>Fee</b>	\$200.00

## BPR2243 – Material Science: Masonry & Ceramics

An analysis of the physical and chemical properties of stone, brick, terra cotta, ceramic, concrete, mortar, and grout. Emphasis is placed on identifying and rectifying deterioration issues and learning and practicing basic installation and repair techniques.

<b>Code</b>	BPR2243
<b>Credits</b>	3
<b>Prerequisite</b>	BPR1133
<b>Fee</b>	\$150.00

## BPR2244 – Material Science: Plaster & Composition

The study of plaster, composition, and gypsum products as used in the building process. Emphasis is placed on traditional application techniques, deterioration processes, and repair techniques. Topics to be covered include traditional flat wall work, decorative plaster molding and running, the preparation and use of traditional composition ornament, and the creation of scagliola.

<b>Code</b>	BPR2244
<b>Credits</b>	3
<b>Prerequisite</b>	BPR1133
<b>Fee</b>	\$200.00

## BPR2245 – Material Science: Metals

The study of the physical and chemical properties of metals as they relate to construction and decorative ornamentation. Emphasis centers on the analysis of galvanic action, historic metals repair, replication techniques, wrought iron work, architectural casting, repoussé, and basic welding.

<b>Code</b>	BPR2245
<b>Credits</b>	3
<b>Fee</b>	\$200.00

## BPR2247 – Material Science: Stained Glass

The course of study emphasizes American decorative glazing practices, and the production and restoration of leaded windows. Techniques including etching and painting, and the lead and copper foil methods of production are covered.

<b>Code</b>	BPR2247
<b>Credits</b>	3
<b>Fee</b>	\$200.00

## BPR2275 – Preservation Capstone

Final culmination of student's BPR experience. Student will complete a capstone project of their design under the direction of their academic advisor. It is expected that student projects reflect an advanced level of knowledge in one or more areas of the BPR program.

<b>Code</b>	BPR2275
<b>Credits</b>	2



<b>Prerequisite</b>	Sophomore Status
<b>Fee</b>	\$75.00

## BUS – Business

### BUS1111 – Introduction to Business

Extensive overview of both internal and external influences affecting today's business organizations. Coverage includes, but is not limited to: The U.S. business environment; free market capitalism vs. planned economic systems; profit maximization, demand, supply, and the price system; small business management and entrepreneurship; the ethical and social responsibilities of businesses; the forms of business ownership and liability; motivational and leadership theories; labor and EEOC law; the marketing mix; money and banking; and securities and investments.

<b>Code</b>	BUS1111
<b>Credits</b>	3
<b>Fee</b>	\$10.00

### BUS1116 – Business Ethics

Comprehensive and practical study of the principles of ethics. The course develops a framework for determining what is right and wrong within an organizational context. This course provides the student with an understanding of the importance of and obligation to uphold fairness, honor, and integrity with all people, and in all business dealings. Students will learn that, especially today, honesty must be the hallmark of our business world.

<b>Code</b>	BUS1116
<b>Credits</b>	3
<b>Fee</b>	\$10.00

### BUS1121 – Introduction to Marketing

This is an introductory course describing the distribution of a product from the manufacturer to the consumer. Major marketing areas to be studied are the social foundations of marketing, analysis of market opportunities, target markets, how the marketing mix (produce, pricing, promoting, and placing) is developed, how the marketing effort is managed, and how marketing is extended. Students will learn the varied economic issues of marketing and how they are applied, including marketing ethics.

<b>Code</b>	BUS1121
<b>Credits</b>	3
<b>Prerequisite</b>	ECN1120
<b>Fee</b>	\$10.00

## BUS1125 – Supervision and Management

Principles and practices of the management process in the familiar sequence of planning, organizing, staffing, leading, and controlling. The course provides an overview of contemporary supervisory theories, organizational behavior, EEOC and labor law, and leadership techniques. Special emphasis is given to professionalism, both inside and outside of the workplace.

<b>Code</b>	BUS1125
<b>Credits</b>	3
<b>Fee</b>	\$10.00

## BUS2216 – Leadership

This course is designed to teach the student the fundamentals of leadership management. The impact, process, character, motivation, creativity, and communication of leadership are emphasized. Additionally, this course provides an in-depth study of leadership styles, skills, and roles as well as the functions, and ethics of leaders in organizations. Students will see that organizations are searching for leaders to provide direction during this era of dynamic organizational challenges and competition.

<b>Code</b>	BUS2216
<b>Credits</b>	3
<b>Prerequisite</b>	BUS1125 or permission
<b>Fee</b>	\$10.00

## BUS2241 – Business Law

A survey of the legal framework of business. The course includes contract, agency, sales, negotiable instruments, bankruptcy, employment, and property law.

<b>Code</b>	BUS2241
<b>Credits</b>	3
<b>Fee</b>	\$10.00

## BUS2251 – Human Resources Management

An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.

<b>Code</b>	BUS2251
<b>Credits</b>	3
<b>Fee</b>	\$10.00

## BUS2280 – Business Decision Making

This two-credit-hour capstone course guides the student through the necessary processes for reaching sound, informed business decisions. The student will be required to participate in a Capstone Team decision-making project utilizing such techniques as: process flow diagrams, brainstorming and Fishbone cause and effect diagrams, force field analysis, Pareto charting, and Gantt charting.

<b>Code</b>	BUS2280
<b>Credits</b>	2
<b>Prerequisites</b>	Completion of both the Business Management core and the Business Administration and Leadership concentration course requirements or permission.
<b>Fee</b>	\$10.00

## BUS2288 – Business Internship

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member, 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.

<b>Code</b>	BUS2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	BUS2289
<b>Fee</b>	\$10.00

## BUS2289 – Business Seminar

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

<b>Code</b>	BUS2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	BUS2288
<b>Fee</b>	\$10.00

## CHM – Chemistry

### CHM1110 – Chemistry Principles I

An overview of the application of chemistry to material changes. Atoms and molecules in both organic and inorganic compounds are discussed in detail. The classification of elements and the periodic table are explained. Chemical equations are used to show how elements and compounds combine to form new compounds. Laboratory experiments provide hands-on experience with the concepts discussed in the classroom.

<b>Code</b>	CHM1110
<b>Credits</b>	4
<b>Fee</b>	\$120.00

### CHM1112 – Chemistry Principles II

The application of chemistry to material changes. The characteristics of gases, liquids, solids, and phase changes are studied. The properties of water, solutions, and colloids are examined. Concepts in the areas of electrochemistry, organic chemistry, and nuclear chemistry are discussed. Laboratory experiments provide hands-on experience with the concepts discussed in the classroom.

<b>Code</b>	CHM1112
<b>Credits</b>	4
<b>Prerequisite</b>	CHM1110
<b>Fee</b>	\$120.00

## CHM1130 – Chemistry for Conservators

Introduction to basic chemistry in a material conservation context. Emphasis will be placed on atomic structure, chemical bonding, and how chemical structure relates to the physical and chemical properties displayed in common materials used or worked on by conservators. Labs will focus on the chemical deterioration of materials and the processes used for cleaning and repair.

<b>Code</b>	CHM1130
<b>Credits</b>	3
<b>Fee</b>	\$75.00

## CLT – Cleanroom Technology

### CLT2110 – Overview & Safety in a Cleanroom

This course introduces an overview of, 'what is a cleanroom', what kind of activities happen in a cleanroom and safe practices in a cleanroom. The course focuses on gowning, PPE, operations, and safe handling of materials in a cleanroom. Upon completion of the course, students should be able to: 1) explain what a cleanroom is; 2) apply proper safety practices in a cleanroom environment; 3) identify proper PPE and why it is used; and 4) how to safely handle the material and supplies in a cleanroom environment.

<b>Code</b>	CLT2110
<b>Credits</b>	3
<b>Fee</b>	\$103.00

### CLT2113 – Intro to Semi-Conductors

This course introduces semi-conductors, what they are, their purpose, and how they are designed and constructed. Students will understand the operation that creates the chips and wafers. Upon completion of this course, students should be able to: 1) determine what a semiconductor is; 2) explain how chips are manufactured, and 3) understand the transport operation in a cleanroom environment.

<b>Code</b>	CLT2113
<b>Credits</b>	2
<b>Fee</b>	\$8.00

## COM – Communications

### COM1110 – Interpersonal Communications

Study of interpersonal communication to better understand one's own role in the communication process to achieve/maintain personal and professional relationships. Skill-building exercises are used with attention given to verbal/nonverbal communication, self-concept, gender/cultural differences, perception, and conflict resolution.

<b>Code</b>	COM1110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### COM1115 – Speech

Study of the elements of good speech, with emphasis on speaking to inform or persuade. A variety of speaking experiences will be provided, ranging from individual presentations to group discussions.

<b>Code</b>	COM1115
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### COM1120 – Public Speaking

Coordination of the principles of developing effective speeches and presentations with research and communication theory. Students are required to deliver oral presentations to community organizations and to attend and evaluate a live public speaking engagement.

<b>Code</b>	COM1120
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## CTC – Computed Tomography

### CTC1300 – CTC Patient Care and Management

In this course, the student will complete lessons related to patient care and safety management, cross-sectional anatomy, pathology, imaging procedures/protocols and advanced special procedures.

<b>Code</b>	CTC1300
<b>Credits</b>	3
<b>Prerequisite</b>	Formal admission into program
<b>Corequisites</b>	CTC1400 and 1500
<b>Fee</b>	\$200.00

### CTC1400 – CTC Physics

Topics included in this course are history of computed tomography, image and data acquisition, digital imaging processing, reconstruction, and quality, scanning methods, radiation protection, and quality control.

<b>Code</b>	CTC1400
<b>Credits</b>	4
<b>Prerequisite</b>	Formal admission into program
<b>Corequisites</b>	CTC1300 and 1500
<b>Fee</b>	\$200.00

### CTC1500 – CT Clinical Practicum

In this course, the student will complete clinical practice to include hand-on learning related to patient care and safety, procedure and scan performance, as well as applying didactic knowledge in the clinical environment. Students are supervised in areas of exam performance, patient care, radiation safety, and quality control. Each student must complete 192 hours (12 hours per week), as well as the exam completion requirements set forth by the ARRT to receive a certificate and to be eligible to take the ARRT CT certification exam.

<b>Code</b>	CTC1500
<b>Credits</b>	2
<b>Prerequisite</b>	Formal admission into program and compliance with vaccination requirements
<b>Corequisites</b>	CTC1300 and 1400

<b>Fee</b>	\$200.00
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## CPT – Computer Technology

### CPT1110 – Introduction to Computers & OS

This beginning course introduces the student to the digital computer and its components and the various software that control the computer. In addition, the student will focus on the latest social issues regarding computers. Students are also given hands-on experience in basic concepts of operation systems, word processing, data base management, and spreadsheet applications.

<b>Code</b>	CPT1110
<b>Credits</b>	4
<b>Fee</b>	\$53.00

### CPT1101 – Computer Concepts & Applications

This course is for students with insufficient computer skills. The student will learn: basic computer skills, file management techniques, and system operations. In addition, the student will learn fundamental Web skills, basic keyboarding, word processing, and presentation software skills.

<b>Code</b>	CPT1101
<b>Credits</b>	2
<b>Fee</b>	\$15.00

### CPT1117 – Visual Basic Programming

Fundamentals of program development are learned, emphasizing on-screen data entry, decision-making, looping, and multi-form processing. Students enter and execute their own programs (windows-based applications) in a visual event-driven environment. Topics such as designing a Visual Basic user interface, creating a windows application, variables and arithmetic operations, decision structures and loop structures are covered in the first part of the semester. Web applications with ASP and string manipulation, procedures, try/catch (Exception handling), arrays, and data files are more advanced topics and are covered in the second half of this course.

<b>Code</b>	CPT1117
<b>Credits</b>	4
<b>Prerequisite</b>	CPT1100



<b>Fee</b>	\$53.00
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## CPT1119 – Multimedia Design & Development

This course provides an introduction to multimedia and design along with how best to display information so that it can be used to help convey a message or make decisions. Studies will include hardware and software components necessary for multimedia production, good design concepts using storyboard techniques, an introduction to non-linear navigational concepts, and how to create graphs, charts, images that could be shown electronically, on paper, or on the web. Students will produce and evaluate effective and efficient information designs. Students will use the Systems Development Life Cycle (SDLC) approach to solve problems. The Microsoft PowerPoint software and its creation of slide presentations will also be covered in this course.

<b>Code</b>	CPT1119
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100 or concurrent enrollment
<b>Fee</b>	\$53.00

## CPT1125 – Introduction to Media

Provides an overview of the most popular and current media being used. This course will look at social media and its overarching trend toward audience-originated content that has forced media executives, advertisers and public relations executives to rethink their strategies. Media, Social Networking, and the Information Age along with the issues are topics that are covered in this course.

<b>Code</b>	CPT1125
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## CPT1136 – Database Management

A “hands-on” course designed to teach students how to work efficiently with database management software. This course will emphasize creation of files, manipulation of data by records and/or data elements, and retrieval of data in a required format. This includes advanced queries, reports, and menu creation.

<b>Code</b>	CPT1136
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$53.00

## CPT1163 – HTML/Web Page Design

The primary purpose of this course is to familiarize the student with HTML Programming and the use of an HTML editing program for the creation of web pages. The editing package used in this course is Adobe Dreamweaver. Students will create websites 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.

<b>Code</b>	CPT1163
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1119
<b>Fee</b>	\$53.00

## CPT2240 – Video Editing

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

<b>Code</b>	CPT2240
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1119
<b>Fee</b>	\$53.00

## CPT2247 – C++ Programming

This course will cover the fundamentals needed in the C++ programming language. The basic concepts and practices of the language will be covered. This includes input, output, calculations, functions, decisions, and arrays.

<b>Code</b>	CPT2247
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100 or permission
<b>Fee</b>	\$53.00

## CPT2250 – Mobile Web Applications

Use HTML, C++, Java Script, and other languages to design and create applications for mobile devices. The student will design, create, test, and revise a mobile web application using mobile device emulators.

<b>Code</b>	CPT2250
<b>Credits</b>	3
<b>Prerequisite</b>	CPT2247
<b>Fee</b>	\$53.00

## CPT2264 – Photo Editing & Illustrations

This course uses drawing, painting, and editing software to create, manipulate, and edit computer-generated images/photos. The course will cover bitmapped images using Adobe Photoshop, vector images using Adobe Illustrator, and publishing using Adobe InDesign. The results of this work can be used within a page layout, multimedia presentation, or on the web.

<b>Code</b>	CPT2264
<b>Credits</b>	4
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$53.00

## CPT2283 – IT Project Design/Build

This course is a capstone course for students in Information Technology. The course involves a project which encompasses material covered in the students' curriculum.

<b>Code</b>	CPT2283
<b>Credits</b>	2
<b>Prerequisite</b>	All required courses completed or currently enrolled
<b>Fee</b>	\$53.00

## CPT2288 – IT Internship

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member, 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.

<b>Code</b>	CPT2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$0

## CPT2289 – IT Seminar

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

<b>Code</b>	CPT2289
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$0

## CSF – Cyber Security

### CSF1101 – Introduction to Network Security

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

<b>Code</b>	CSF1101
<b>Credits</b>	3
<b>Fee</b>	\$68.00

### CSF1112 – Cyber Law and Ethics

Provides an understanding of the ethical values surrounding the Internet, Free Speech and Content Control in Cyberspace, Intellectual Property, Securing Electronic Data, and Cyber Crimes. In addition, this course will look at Cyber Security as a whole covering terminology and the basics of this field and therefore is a great introduction course.

<b>Code</b>	CSF1112
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$53.00

## CSF1152 – Web Security

Designed to educate users in the technologies, terms, and processes related to Internet Security. Individuals will learn about the concepts and techniques related to general security, network security, operating system security, and methods for testing security. Both UNIX and Microsoft Windows operating systems are covered, providing a broad range of information essential for every Web Professional.

<b>Code</b>	CSF1152
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$68.00

## CSF2201 – Computer Forensics & Investigation

Students will master the skills necessary to launch and complete a successful computer investigation. This course guides students through conducting a high-tech investigation, from acquiring digital evidence to reporting its findings. Students will learn how to set up a forensics lab, how to acquire the proper and necessary tools, and how to conduct the investigation and subsequent digital analysis. The course features the latest forensic software, so students can become familiar with the tools of the trade.

<b>Code</b>	CSF2201
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$53.00

## CSF2210 – Ethical Hacking & Network Defense

Provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration testing methodologies used by ethical hackers. In addition, the course provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.

<b>Code</b>	CSF2210
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$68.00

## CSF2252 – Collecting Evidence

This course provides the groundwork for an understanding of what computer forensics is and the approach to collection of digital evidence. The following areas will be examined: Computer Forensics and Evidence Dynamics, Information Systems, Data Storage Systems and Media, Artifact Collection, Archiving and Maintaining Evidence, and Computer Evidence Collection and Preservation. This course is intended for students of computer forensics, law enforcement, system administrators, information technology security professionals, and legal professionals.

<b>Code</b>	CSF2252
<b>Credits</b>	3
<b>Prerequisites</b>	CPT1100, MAT1125
<b>Fee</b>	\$68.00

## EDU – Early Childhood Education

### EDU1111 – Introduction to Early Childhood Education

Historical development of early childhood education. Learning theories. Types of child care centers and programs. Assessment of young children. Setting up and maintaining physical environment in child care centers. Career possibilities in working with young children.

<b>Code</b>	EDU1111
<b>Credits</b>	3
<b>Fee</b>	\$60.00

### EDU1120 – Introduction to Child Development

Theories of early childhood development are presented from birth through middle childhood. Prenatal development and birth. Genetic and other prenatal influences on early child development. Emphasis on psychological, social and emotional development, and early childhood mental health. Consideration of impact of social and emotional development on early childhood personality.

<b>Code</b>	EDU1120
<b>Credits</b>	3
<b>Fee</b>	\$60.00

## EDU1131 – Child Health, Safety, and Nutrition

Health, safety, and nutritional needs of young children. Common illnesses and communicable diseases, emergencies, trauma, and first aid. Methods contributing to health, safety, and prevention of accidents. Child abuse recognition and prevention. Basic childhood nutrition, dietary analysis, and balance. Implementing nutritional programs with young children.

<b>Code</b>	EDU1131
<b>Credits</b>	3
<b>Fee</b>	\$60.00

## EDU1135 – Creative Experiences for the Young Child

Use of recreation, art, music, dance and movement, literature, and other intellectual and creative activities in the development of young children. Consideration of physical and motor development, speech and language, math, and science activities. Method of using these activities to contribute to the optimal growth and development of young children. Includes lab.

<b>Code</b>	EDU1135
<b>Credits</b>	3
<b>Fee</b>	\$60.00

## EDU2235 – Creative Experiences for the Young Child

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.

<b>Code</b>	EDU2235
<b>Credits</b>	3
<b>Fee</b>	\$60.00

## EDU2240 – Families, Communities, and Schools

This course includes a theoretical and research foundation for early childhood educators' work with families, schools, and communities. As societal changes are mirrored in schools, the use of a contextualist model as a basis for family, school, and community partnerships makes sense. For early childhood educators, the current findings by neuroscientists about the importance of early stimulation for

optimal brain development point to the importance of supporting families. Further, early childhood educators are in a position of having knowledge that should be used by communities to enhance the lives of children and families. New scientific information and current societal concerns about children's safety have led to a change in the charge of early childhood professionals. Teachers of young children must effectively involve families and communities in educating all of our children. Neglecting to do this at this critical time in history demonstrates both a lack of knowledge and a lack of caring about providing the best possible education for all children.

<b>Code</b>	EDU2240
<b>Credits</b>	3
<b>Prerequisite</b>	EDU1111
<b>Fee</b>	\$60.00

## EDU2245 – Observation and Assessment

Prepares Early Childhood students to observe, record, and assess young children's developmental learning. This is for the purpose of planning appropriate programs, learning environments, interactions, and adopting for "individual" differences. The major focus will be to assist the beginning student in learning to observe, assess, plan, and implement strategies for the individualized learning of each child. Observation will be required in specifically collaborating early childhood programs that will expose the student to the application of the developmental continuum in a professional manner.

<b>Code</b>	EDU2245
<b>Credits</b>	3
<b>Prerequisites</b>	EDU1111, EDU1120, EDU1131
<b>Fee</b>	\$60.00

## EDU2250 – Positive Guidance and Behavior Management

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.

<b>Code</b>	EDU2250
<b>Credits</b>	2
<b>Fee</b>	\$60.00



## EDU2260 – Educational Technology

This is a required course for all pre-service teachers. It encompasses effectively identifying, location, evaluating, designing, preparing and efficiently using educational technology as an instructional resource in the classroom as related to principles of learning and teaching. Candidates will develop increased classroom communication abilities through online course work.

<b>Code</b>	EDU2260
<b>Credits</b>	3
<b>Fee</b>	\$40.00

## EDU2270 – Children's Literature

This course will examine the importance of quality literature to the overall development of children and adolescents. Students will explore children's literatures from a variety of genres. Students will learn how to incorporate children's literature into lesson planning and activities with children. This course meet requirements for students entering early childhood education, elementary education, and secondary education.

<b>Code</b>	EDU2270
<b>Credits</b>	3
<b>Fee</b>	\$40.00

## EDU2275 – Foundations of Early Literacy

The purpose of this course is to provide the early childhood educator with the knowledge and skills necessary to promote early literacy for birth to school age. 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.

<b>Code</b>	EDU2275
<b>Credits</b>	3
<b>Fee</b>	\$40.00

## EDU2280 – Educational Psychology

This course deals with the major theories of human development and learning, motivation, instructional strategies, assessment, and examines similarities and differences in learners. The role of factors in the students' learning and development are considered.

<b>Code</b>	EDU2280
<b>Credits</b>	3
<b>Fee</b>	\$40.00

## EDU2290 – Early Childhood Practicum

Field placement for experience and interaction with children in an institutional or child care setting. Observing, interviewing, assessing, participating in activities, documentation of children's behaviors, case management, planning and implementation, reporting will be reviewed.

<b>Code</b>	EDU2290
<b>Credits</b>	2.5
<b>Prerequisites</b>	Permission
<b>Fee</b>	\$45.00

## EDU2295 – Early Childhood Seminar

This course is taken in conjunction with Early Childhood Practicum (EDU 2290). Course includes discussion of the students' field experiences and how their experiences relate to early childhood development and best practice and review/ application of theory.

<b>Code</b>	EDU2295
<b>Credits</b>	2
<b>Prerequisites</b>	Permission
<b>Fee</b>	\$143.00

# ECE – Civil Engineering Technology

## ECE1120 – CAD

Drawing file creation and modification, menu use, drawing commands, plotting, and dimensioning; creating, inserting, and modifying blocks; the use of external references; drawing in 3-D space, 3-D solids and wireframes.

<b>Code</b>	ECE1120
<b>Credits</b>	4
<b>Prerequisites</b>	Placement

<b>Fee</b>	\$160.00
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## ECE1160 – Hydraulics & Hydrology

The study of hydraulic principles and theory relating to basic fluid mechanics, hydrostatics, and hydrodynamics. Basic hydrology including: storm water runoff computations, culvert sizing, and detention pond design will be discussed and analyzed.

<b>Code</b>	ECE1160
<b>Credits</b>	4
<b>Prerequisites</b>	ECE1170
<b>Corequisite</b>	PHY1110
<b>Fee</b>	\$80.00

## ECE1170 – Computing for Engineers

This course introduces engineering students to the use of desktop computers, software, and calculators, which are used extensively in the engineering disciplines. This course will give the student practical experience using operating systems, spreadsheets, and programmable calculators as applied to engineering problems.

<b>Code</b>	ECE1170
<b>Credits</b>	3
<b>Fee</b>	\$60.00

## ECE2121 – Surveying

Provides techniques of chaining horizontal distances directly by breaking chain and slope measurements, or indirectly by trigonometric calculations; procedure and field time to obtain elevations by differential leveling; methods of computing bearings and azimuths; techniques of traversing, balancing angles, balancing distances, error of closure, accuracy obtained and required; procedure for calculating the meridian, latitude and longitude with respect to the state plane coordinate system; procedure for performing boundary surveys including property research.

<b>Code</b>	ECE2121
<b>Credits</b>	3
<b>Prerequisites</b>	ECE1170, MAT1140, ECE1120 (or taken concurrently)
<b>Fee</b>	\$170.00

## ECE2216 – Statistics

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.

<b>Code</b>	ECE2216
<b>Credits</b>	3
<b>Prerequisites</b>	PHY1110
<b>Fee</b>	\$60.00

## ECE2221 – Strength of Materials

The principles of shear and bending moments in structural members are analyzed. Methods for computing deflections in beams and methods for analyzing and designing columns are also discussed. An introduction to welded, bolted, and riveted connections is presented. Indeterminate beams are analyzed.

<b>Code</b>	ECE2221
<b>Credits</b>	3
<b>Prerequisites</b>	ECE2216
<b>Fee</b>	\$80.00

## ECE2230 – Engineering Materials/Concrete Design

Materials used in the construction industry are studied. Special attention is given to the design and control of concrete mixtures. Steel and its alloys are analyzed for construction applications. The strength characteristics of concrete and other building materials are examined in hands on laboratory work.

<b>Code</b>	ECE2230
<b>Credits</b>	3
<b>Prerequisites</b>	PHY1110, CHM1110
<b>Fee</b>	\$80.00

## ECE2241 – Soil Mechanics

The engineering properties of soils, mass-volume relationships, soil classification, stress distribution, and the effects of water are discussed. Students do soil exploration, field testing, and various laboratory soil

tests.

<b>Code</b>	ECE2241
<b>Credits</b>	4
<b>Corequisite</b>	PHY1110
<b>Fee</b>	\$80.00

## ECE2251 – Construction Estimating

Construction cost estimating and bidding as applied to civil engineering projects with an emphasis on heavy construction. Cost analysis of: labor, material, equipment, and overhead will be discussed. Students will learn how to submit cost estimates and how to prioritize job components associated with projects. Excel spreadsheets will be used in tabulating cost estimates.

<b>Code</b>	ECE2251
<b>Credits</b>	4
<b>Prerequisites</b>	ECE1170, MAT1130
<b>Fee</b>	\$80.00

## ECE2261 – Environmental Science

An introduction to water and wastewater treatment from a biological and chemical point of view. The emphasis of the course is on reviewing current methods used in water treatment. Solid waste, hazardous waste, and air pollution are also discussed.

<b>Code</b>	ECE2261
<b>Credits</b>	3
<b>Prerequisites</b>	CHM1110
<b>Fee</b>	\$80.00

## ECE2271 – Water Plant Operation

This course will familiarize the student with operation of clean and wastewater treatment plants. History of water treatment plants will be discussed and how the development of current plants has grown into large municipal systems. A focus on plant operation, current practices, plant automation, and safety will prepare students to take their Class A – Operators Exam from the State of Ohio upon completion of the associated Water Quality Program.

<b>Code</b>	ECE2271
<b>Credits</b>	4

<b>Fee</b>	\$80.00
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## ECE2282 – Civil Engineering Capstone

Students in consultation and with their instructor, will design, research, and develop a project that showcases their skill level in the three primary focus areas of the program-surveying, construction estimating, and computer aided drafting. Students may focus on some problem, concept, issue, or practical research related to their work experience, program of study or career goals. The project will encompass a detailed project plan that includes construction cost estimations as well as many topics covered throughout their program curriculum.

<b>Code</b>	ECE2282
<b>Credits</b>	2
<b>Prerequisites</b>	ECE1120, ECE2121, ECE2251
<b>Fee</b>	\$80.00

## ECE2288 – Civil Engineering Internship

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member, 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.

<b>Code</b>	ECE2288
<b>Credits</b>	1
<b>Corequisite</b>	ECE2289
<b>Fee</b>	\$0.00

## ECE2289 – Civil Engineering Seminar

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

<b>Code</b>	ECE2289
<b>Credits</b>	1
<b>Corequisite</b>	ECE2288
<b>Fee</b>	\$0.00

## ECN – Economics

### ECN1110 – Macroeconomics

Basic macroeconomic theory including coverage of such topics as the scarcity of productive resources, demand and supply, price and non-price determinates, taxation methods, the public debt, unemployment and inflation, classical and Keynesian theories of income determination, the multiplier effect, and fiscal and monetary policy.

<b>Code</b>	ECN1110
<b>Credits</b>	3
<b>Fee</b>	\$38.00

### ECN1120 – Microeconomics

Basic microeconomic theory including coverage of such issues as the price system and the allocation of scarce resources, utility analysis, price elasticity of demand and supply, and profit maximization techniques under various market conditions--perfect competition, monopoly, monopolistic competition, and oligopoly.

<b>Code</b>	ECN1120
<b>Credits</b>	3
<b>Fee</b>	\$38.00

## EMT – Emergency Medical Technician

*See program policies and procedures for additional course and program requirements*

### EMT1110 – Emergency Medical Technician

This course follows the Ohio Emergency Medical Technician curriculum as defined by the Ohio Division of EMS and the Ohio Revised Code. The class is a combination of specialized classroom, laboratory, clinical, and vehicle experiences designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Instruction includes a more in-depth look at patient assessment, pathophysiology and treatment of shock, airway and cardiac patient management, CPR, automated external defibrillation, epinephrine auto-injector administration, illness and injury management, trauma triage, and delivery and newborn care. Successful students will be eligible for NREMT and state certification testing.

<b>Code</b>	EMT1110
<b>Credits</b>	7
<b>Fee</b>	\$200.00

## EMT1150 – Advanced Emergency Medical Technician

This course follows the Ohio Advanced Emergency Medical Technician curriculum as defined by the Ohio Division of EMS and the Ohio Revised Code. The class is a combination of specialized classroom, laboratory, clinical, and vehicle experiences designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Emphasis is placed on the roles and responsibilities of the AEMT, anatomy and physiology, basic principles of pharmacology, venous circulation access and medication administration. Instruction includes assessment, treatment of shock, airway management, cardiac management, medical and traumatic patient management, trauma triage, and EMS operations. The management of special pediatric, geriatric, obstetric, and other populations is also covered. Successful students will be eligible for NREMT and state certification testing.

<b>Code</b>	EMT1150
<b>Credits</b>	8
<b>Prerequisite</b>	Ohio EMT Certification
<b>Fee</b>	\$225.00

## EMT2010 – Human Body and Human Systems Module

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is the first of the paramedic course sequence and is a combination of specialized classroom and laboratory experiences designed to prepare students to integrate concepts about the human body, organ systems, and life span development into the current practice modalities of the paramedic. Emphasis is placed on human anatomy, physiology, pathophysiology, and human growth and development in the context of paramedicine. All content is specifically geared toward helping the EMS provider effectively treat and manage patients in the field.

<b>Code</b>	EMT2010
<b>Credits</b>	3
<b>Prerequisites</b>	BIO2110 or equivalent A&P course and Ohio EMT or AEMT Certification
<b>Fee</b>	\$35.00

## EMT2015 – EMS Pharmacology and Calculations

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based



upon the National EMS Education Standards. Content includes dosage calculations, principles of pharmacology, principles of medication administration, and emergency medication information. Students will gain knowledge of EMS pharmacology for the management of patients commonly encountered in the field.

<b>Code</b>	EMT2015
<b>Credits</b>	1
<b>Prerequisites</b>	BIO2110 or equivalent A&P course and Ohio EMT or AEMT Certification
<b>Corequisite</b>	EMT2020
<b>Fee</b>	\$35.00

## EMT2020 – EMS Medical Administration

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. This course focuses on medication administration, vascular access, and venous blood collection. Students will be able to safely and effectively administer medications in the Paramedic scope of practice.

<b>Code</b>	EMT2020
<b>Credits</b>	1
<b>Prerequisites</b>	BIO2110 or equivalent A&P course and Ohio EMT or AEMT Certification
<b>Corequisite</b>	EMT2015, EMT2110
<b>Fee</b>	\$50.00

## EMT2021 – Pharmacology & Medication Administration

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. Content includes dosage calculations, principles of pharmacology, principles of medication administration, and emergency medication information. Students will gain knowledge of EMS pharmacology for the management of patients commonly encountered in the field. The course focuses on medication administration, vascular access, and venous blood collection. Students will be able to safely and effectively administer medications in the Paramedic scope of practice.

<b>Code</b>	EMT2020
<b>Credits</b>	1
<b>Corequisite</b>	EMT2025
<b>Fee</b>	\$85.00

## EMT2025 – Medication Administration Seminar & Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in the clinical setting in order to practice skills related to medication administration and assessment. as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. This course focuses on medication administration, vascular access, and venous blood collection. Students will be able to safely and effectively administer medications in the Paramedic scope of practice.

<b>Code</b>	EMT2025
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisites</b>	EMT2015, EMT2020
<b>Fee</b>	\$0.00

## EMT2110 – Introduction to ALS Care

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory designed to prepare students to become members of the emergency medical services community, working under the direction of a physician. Emphasis is placed on the roles and responsibilities of the paramedic. Instruction also includes patient assessment, communication and documentation, and airway management and ventilation techniques.

<b>Code</b>	EMT2110
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$100.00

## EMT2111 – Cardiovascular Emergencies

This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage patients with various cardiovascular emergencies. Emphasis is placed on cardiac monitoring, 12-lead ECG interpretation, and both BLS and ACLS interventions.

<b>Code</b>	EMT21111
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<b>Credits</b>	4
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2115
<b>Fee</b>	\$100.00

## EMT2115 – Cardiac Seminar and Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing cardiovascular emergencies.

<b>Code</b>	EMT2115
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2111
<b>Fee</b>	\$0.00

## EMT2120 – Medical Emergencies

This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage patients with various medical emergencies. Emphasis is placed on respiratory, neurologic, endocrine, allergic, gastrointestinal, urologic, toxicologic, behavioral, hematologic, and environmental emergencies.

<b>Code</b>	EMT2120
<b>Credits</b>	4
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2125
<b>Fee</b>	\$100.00

## EMT2125 – Medical Seminar and Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum

experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing medical emergencies.

<b>Code</b>	EMT2125
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2120
<b>Fee</b>	\$0.00

## EMT2130 – Traumatic Emergencies

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory designed to prepare students to assess, treat, and manage patients with various traumatic emergencies. Instruction also includes trauma systems, mechanisms of injury, pathophysiology of shock, and soft tissue, burn, head, spinal, thoracic, abdominal, and other traumatic injuries.

<b>Code</b>	EMT2130
<b>Credits</b>	4
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2135
<b>Fee</b>	\$100.00

## EMT2135 – Trauma Seminar and Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing traumatic emergencies.

<b>Code</b>	EMT2135
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2130
<b>Fee</b>	\$0.00

## EMT2140 – Special Populations

This course in the paramedic program sequence follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom and laboratory experiences designed to prepare students to assess, treat, and manage special population patients. Emphasis is placed pediatric, geriatric, obstetric, gynecologic, chronic care, and special needs patients. Abuse, neglect, and assault will also be covered.

<b>Code</b>	EMT2140
<b>Credits</b>	3
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2145
<b>Fee</b>	\$100.00

## EMT2145 – Special Populations Seminar and Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned in class with the student's practicum experience. Students will attend practicum in both clinical and field settings in order to practice skills related to managing patients with special needs.

<b>Code</b>	EMT2145
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2140
<b>Fee</b>	\$0.00

## EMT2150 – EMS Operations

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized classroom, laboratory, and vehicle experiences covering ambulance operations, incident command, triage, rescue operations, hazardous materials, crime scene awareness, and terrorism/ weapons of mass destruction.

<b>Code</b>	EMT2150
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$100.00

## EMT2160 – Integration of ALS

This is the final 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, and laboratory experiences designed to allow students to integrate the knowledge and skills learned in the paramedic program. Content includes Advanced Cardiac Life Support, Pediatric Advanced Life Support, Trauma Life Support, and Pediatric Trauma Life Support.

<b>Code</b>	EMT2160
<b>Credits</b>	3
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2250
<b>Fee</b>	\$100.00

## EMT2250 – ALS Team Lead Seminar and Internship

This course follows the Ohio Paramedic curriculum as defined by the Ohio Division of EMS and is based upon the National EMS Education Standards. The class is a combination of specialized seminar, clinical, and vehicle experiences designed to link concepts learned throughout the program with the student's practicum experience. Students will attend practicum in the field setting with the purpose of developing team leadership skills. The importance of leadership and mentorship, public education and health promotion, illness and injury prevention, community service and organizations, EMS research, career pathways and other topics will be explored.

<b>Code</b>	EMT2250
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EMT2160
<b>Fee</b>	\$150.00

## ENG – English

### ENG0091 – College Literacy

Introduces students to different strategies to improve critical thinking, reading, and writing skills. Students will engage with and write critically about a variety of texts for a variety of purposes. Students will work individually and as part of a collaborative process to produce writing that is unified, effective, and rhetorically appropriate.

<b>Code</b>	ENG0091
<b>Credits</b>	4
<b>Prerequisite</b>	Placement
<b>Fee</b>	\$45.00

## ENG1110 – Composition I

Fundamentals of rhetoric and writing academic essays: standard expository writing utilizing narrative, descriptive, evaluative, and persuasive strategies, taught in a computer-lab setting or online, emphasizing revising and rewriting.

<b>Code</b>	ENG1110
<b>Credits</b>	3
<b>Prerequisite</b>	Placement or successful completion of ENG0091 as evidenced by a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## ENG1111 – Composition IA

Fundamentals of rhetoric and writing academic essays: standard expository writing utilizing narrative, descriptive, evaluative, and persuasive strategies, taught in a computer-lab setting, emphasizing revising and rewriting.

<b>Code</b>	ENG1111
<b>Credits</b>	4
<b>Prerequisite</b>	Placement
<b>Fee</b>	\$53.00

## ENG1120 – Composition II

Exploration of a detailed research process, including the writing of two short essays, culminating in production of a substantive documented research paper. Students use multiple sources, including electronic, through OhioLink and Internet-based research.

<b>Code</b>	ENG1120
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG1130 – Modern Poetry

This course offers an in-depth exploration of modern poetry from the late 19th century to the present day, examining its evolution, themes, forms, and cultural impact. Students will engage with a diverse array of poets and poetic movements, understanding how historical, social, and personal contexts influence poetic expression

<b>Code</b>	ENG1130
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## ENG1125 – Critical Writing

Continuation of ENG 1110, further developing the students' abilities to write standard and organized essays. The focus of the course is analysis of a range of global literary works. Students will think critically about literature, writing a variety of assignments informed by and responding to fiction, poetry, nonfiction, and literary criticism. The writing will include critical research.

<b>Code</b>	ENG1125
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG1150 – Experiencing Literature

A practical approach to thematic interpretation. Students will give written expression to the meaning of thematic elements and their relations outside the works of literature. Students write both individually and within a collaborative process, learning to develop ideas in relation to literature and in relation to the ideas of other people. They gain experience in both accepting and challenging ideas available in literature and in the responses of others. Readings are selected from some of the following genres in American and world literatures: short story, novel, film, drama, poetry, and essay. The course is taught within a selected thematic framework

<b>Code</b>	ENG1150
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110 or permission
<b>Fee</b>	\$53.00



## ENG1160 – Film & Literature

This course will examine the various and complex relationships between literature and film. The language of film, the ways film has and does borrow from literature and the criteria for artistic merit of a film will be studied, specifically the skill and art of the camera and the sound contributions. Course may require participation in outside classroom activities/events that relate to the course outcome.

<b>Code</b>	ENG1160
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2105 – Introduction to Literature

Introduction to reading and enjoying literature and articulating responses successfully. The course introduces students to the fundamental methods and accomplishments of several literary genres and orients them to useful procedures of critical reading and writing. Students perform textual analysis, applying in discussion and writing their growing knowledge of how literature works to achieve its objectives. Selections are short literary works of contemporary interest drawn from American and world literatures.

<b>Code</b>	ENG2105
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110 or permission
<b>Fee</b>	\$53.00

## ENG2110 – Survey of British Literature I

Survey of British literature from the Anglo-Saxon period through eighteenth century. The course explores such genres as epic, romance, drama, poetry, essay, and novel, familiarizing students with the range of traditions that constitute our British heritage and contribute to American cultural identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.

<b>Code</b>	ENG2110
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2112 – Survey of British Literature II

Survey of British literature from the early-Romantic period and the onset of industrialism to the present. The course explores such genres as romance, drama, poetry, essay, and novel, familiarizing students with the range of traditions that constitute our British heritage and contribute to American cultural identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.

<b>Code</b>	ENG2112
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2120 – Survey of American Literature I

Survey of American literature from the Pre-Colonial period through 1865. The course explores such genres as fiction, poetry, essay, speech, and autobiography, familiarizing students with the diversity of traditions that constitute the American experience and shape individual identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.

<b>Code</b>	ENG2120
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2122 – Survey of American Literature II

Survey of American literature from 1865 through the present. The course explores such genres as fiction, poetry, drama, essay, speech, and autobiography, familiarizing students with the diversity of traditions that constitute the American experience and shape individual identity. Students analyze literary works within their critical, historical, and cultural contexts, developing an understanding of ideas basic to the humanities.

<b>Code</b>	ENG2122
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2130 – Classics of World Literature I

Introduction to major works of the literature of the Western world in translation. The course develops students' awareness of the broad cultural traditions that human beings share and familiarizes students with the characteristics and social priorities of several literary genres throughout their histories. By encouraging recognition of theme as relevant and contemporary, the course provides a focused orientation to fundamental concerns of the humanities and a foundation for further courses in the humanities. Selections are drawn from the European traditions of Antiquity, Middle Ages, and Renaissance.

<b>Code</b>	ENG2130
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2132 – Classics of World Literature II

Introduction to major works of the literature of the Western world in translation. The course develops students' awareness of the broad cultural traditions that human beings share and familiarizes students with the characteristics and social priorities of several literary genres throughout their modern histories. By encouraging recognition of theme as relevant and contemporary, the course provides a focused orientation to fundamental concerns of the humanities and a foundation for further courses in the humanities. Selections are drawn from the European tradition, Enlightenment through the twentieth century.

<b>Code</b>	ENG2132
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2140 – Fantasy Worlds

Introduction to a variety of literary fictional worlds representing the tradition of fantasy in world literature. Students will discover how different fictional realities are created and what to expect while visiting those fictional worlds. They will learn how their reaction to fictional reality is governed by particular literary methods. Genres studied are selected from among science fiction, magical realism, fairy tale, gothic romance, ghost story, fantastic tale, realistic fantasy, and legend.

<b>Code</b>	ENG2140
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2150 – The Novel

Study of modern fiction as record of human experience. Through personal interaction with selected novels, students will identify differing narrative methods and their impact on reader response and the development of the novel as genre. Students will write both individually and within a collaborative process, developing, testing, and challenging insights in relation to theme, social context, and the experiences of others.

<b>Code</b>	ENG2150
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ENG2160 – Global 20th Century Literature

Exploration of twentieth-century novels and stories of global world literature, including non-Western and third-world traditions. The course is focused on the social dilemmas presented in the narratives. Students will reflect on social injustice by exploring diverse cultures through literature and will develop new understanding of the continuity of human problems across cultures.

<b>Code</b>	ENG2160
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## ETC – Electronic Technology

### EIE1201 – Digital Electronics

This course introduces the student to integrated circuits and devices used in digital electronics. The design, operation, and troubleshooting of digital circuits are studied. Topics include digital logic gates, combinational circuits, displays, arithmetic circuits, encoders, decoders, multiplexers, demultiplexers, flip-flops, counters, shift registers, memories IC technologies, microprocessors, computers, buses, and digital signal processing. Laboratory experiments provide hands-on experience with the devices and circuits studied in the classroom.

<b>Code</b>	EIE1201
<b>Credits</b>	4
<b>Fee</b>	\$80.00

## EIE1205 – Network Infrastructure

Methods of copper and fiber optic data communication. Among the topics covered are copper and fiber optic, connectors, splices, lasers, transmitters, receivers, interfaces, data formats, modulation, and bandwidth requirements. Laboratory experiments provide experience with the devices and circuits studied in the classroom.

<b>Code</b>	EIE1205
<b>Credits</b>	3
<b>Fee</b>	\$200.00

## EIE1301 – Electrical Circuits

Basic electrical symbols, fundamental units of measure, and metric prefixes. Fundamental electrical laws will be used to solve circuits, such as Ohm's Law, Watt's Law, Kirchhoff's Current Law, and Kirchhoff's Voltage Law. Concepts of the Voltage Divider for series circuits and the Current Divider for parallel circuits will be used in circuit analysis. The response of capacitors and inductors to DC and AC voltage and current will be studied. Bench test equipment and circuit assembly will be applied in the hands-on lab experiment.

<b>Code</b>	EIE1205
<b>Credits</b>	4
<b>Prerequisite</b>	MAT1130 (or concurrently)
<b>Fee</b>	\$80.00

## EIE2105 – Analog Electronics

An introduction to semiconductor devices and linear integrated circuits, and their applications. Topics include diodes, transistors, amplifiers, oscillators, timers, filters, and power supplies. Laboratory experiments provide hands-on experience with the devices and circuits studied in the classroom.

<b>Code</b>	EIE2105
<b>Credits</b>	4
<b>Prerequisite</b>	EIE1301
<b>Fee</b>	\$80.00

## EIE2120 – NEC

This course is a comprehensive overview of the National Electrical Code (NEC) for designing electrical systems and safety related work practices. This course includes an overview of the NEC, wiring methods

and materials, conductors, and overcurrent protective devices, branch circuits and feeders, grounding, transformers, services, special locations 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 workplace.

<b>Code</b>	EIE2120
<b>Credits</b>	2
<b>Fee</b>	\$50.00

## EIE2190 – Electronics Capstone

This course will be a capstone course for students in Electronics Technology. Students will complete a self-paced project that will encompass material covered in the students' curriculum or work in an electrical and/or electronics environment and keep a journal of activities.

<b>Code</b>	EIE2190
<b>Credits</b>	2
<b>Fee</b>	\$40.00

## EIE2210 – Programmable Logic Controllers

This course is a study of Programmable Logic Controllers (PLC). A PLC is a specialized control device used to control machines and processes. The course includes a description of the hardware functions and the programming instructions are reviewed. The labs include building a complete hardware system and wiring software programs, using instructions to control the hardware. The student will be exposed to the operation of Allen-Bradley PLC's including Micrologix and Micro850 technology along with equipment from other manufactures.

<b>Code</b>	EIE2210
<b>Credits</b>	4
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$160.00

## EIE2275 – Fundamentals of Automation

The purpose of this course is to give a comprehensive overview of industrial automation including common industries and applications, equipment used in automation, tools used with automation equipment, and basic terms and definitions. A student that completes this course should have a good concept of automation controls systems, components and devices including basic controllers, I/O devices, networking and programming concepts. In addition, the students will be introduced to AC and DC motor

drives and the systems that are used to control them. The topic of safety in automation will be stressed in sections of this course.

<b>Code</b>	EIE2275
<b>Credits</b>	3
<b>Fee</b>	\$80.00

## EIE2288 – Engineering Technology Internship

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member 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.

<b>Code</b>	EIE2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EIE2289
<b>Fee</b>	\$30.00

## EIE2289 – Engineering Technology Seminar

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

<b>Code</b>	EIE2289
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	EIE2288
<b>Fee</b>	\$30.00

## EIE2301 – DC & AC Machinery

An introduction to DC & AC electrical, motor, and mechanical devices in learning to understand the basics of planning, designing, operating, testing, analyzing, evaluating, or maintaining their use in industrial control circuits.

<b>Code</b>	EIE2301
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<b>Credits</b>	4
<b>Prerequisite</b>	EIE1301
<b>Fee</b>	\$160.00

## EIE2305 – Power Distribution

This course is an introduction to Electrical Power Distribution Systems and Components. The course takes on a theoretical, practical, and multidisciplinary approach to provide students with a thorough understanding of modern electric power systems. Single-phase and three-phase poly phase transmission and distribution systems. Power factor correction on distribution systems and an understanding of the three-phase power triangle. Is also structured for each student to design an Electrical Power Distribution System and Components for a facility of their choice. Understanding three-phase poly phase transmission and distribution systems. Perform short circuit, coordination, and protective relaying schemes on electrical distribution systems and an understanding of the three-phase power triangle metering systems.

<b>Code</b>	EIE2305
<b>Credits</b>	4
<b>Prerequisite</b>	EIE1301
<b>Fee</b>	\$80.00

## EIE2310 – Hydraulics & Pneumatics

A basic study of hydraulic principles as applied to hydraulic motors, directional valves, pressure control valves, and hydraulic actuators. Pascal's Law and Bernoulli's Principle will be presented. Formulas will be applied to the hydraulic principles of speed, pressure, force, torque, and flow rate in hydraulic systems. Hands-on experience will be gained though constructing and operating hydraulic circuits in lab. Pneumatic theory will be studied along with symbol identification, circuit construction, and circuit operation. Hands-on experience will be gained using Automation Studio computer simulation labs.

<b>Code</b>	EIE2310
<b>Credits</b>	4
<b>Prerequisite</b>	MAT1125 or MAT1130
<b>Fee</b>	\$160.00

## EIE2315 – Instrumentation

Introduction to Industrial Instrumentation in learning to understand the basics of planning, designing, operating, testing, analyzing, evaluating, or maintaining industrial instrumentation systems. Open and closed-loop industrial control systems as well as motor control circuits associated with industrial instrumentation is also covered in this course. This course concentrates on electronic measurements



rather than the older pneumatic instruments to make process measurements.

<b>Code</b>	EIE2315
<b>Credits</b>	4
<b>Corequisite</b>	EIE1301
<b>Fee</b>	\$80.00

## EIE2415 – Process Control Integration

An integration of electronic systems to measure, quantify and control processes in an industrial setting. The use of computer networks along with more traditional dedicated systems are explained and modeled by students taking this course. Upon completion of this course, a student should have a fundamental concept of process functions and the controls that are required to measure, monitor, and control these processes.

<b>Code</b>	EIE2415
<b>Credits</b>	4
<b>Prerequisite</b>	EIE2315
<b>Corequisite</b>	EIE2310
<b>Fee</b>	\$160.00

## FST – Fire Safety

### FST1116 – Workplace Safety

This course is a comprehensive overview of OSHA regulations, safety-related work practices, and CPR/First Aid training. This course will examine the Occupational Safety and Health Administration (OSHA) Code 29 CFR 1910 and 1910.269 as it applies to the OSHA mandated annual training and the OSHA Safety-Related Work Practices. Included in the course are: first aid, CPR, drags, carries, and patient lifting and moving. Upon successful completion, the student will earn an OSHA-10 certification (card) and CPR/First Aid training certifications (cards).

<b>Code</b>	FST1116
<b>Credits</b>	1
<b>Prerequisite</b>	Ohio Volunteer Firefighter Certification
<b>Fee</b>	\$50.00

## FST1126 – OSHA 30

This course follows up OSHA 10 which covers general safety and health hazards for entry-level workers. The 30-hour course provides a greater variety of safety subjects and in-depth, industry- specific training and is intended for supervisors and workers with safety and health responsibility.

<b>Code</b>	FST1126
<b>Credits</b>	3
<b>Fee</b>	\$50.00

## FYE – First Year Experience

### FYE1110 – Student Learning and Success

Student Learning and Success is an introductory course that provides new students with the knowledge to succeed at Belmont College. Topics include, but are not limited to, course planning, financial literacy, career development, study skills, time management, and critical thinking. Students are exposed to proven strategies for creating greater academic professional, and personal achievement. This course is required for all first-time freshman at Belmont College and transfer students who have accumulated less than 12 credit hours. New students also include former College Credit Plus (CCP) students who are now exclusively Belmont College students.

<b>Code</b>	FYE1110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### FYE2120 – Success in Online Learning

Orientation to the skills necessary to succeed in an online class and 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.

<b>Code</b>	FYE1120
<b>Credits</b>	2
<b>Fee</b>	\$53.00

## FLA – Foreign Language ASL

### FLA1000 – ASL I

American Sign Language (ASL) I is an introductory course designed to introduce students to the fundamentals of ASL, a visual-gestural language used by Deaf and hard-of-hearing communities in the United States and parts of Canada. This course is suitable for individuals with no prior knowledge of ASL and aims to develop basic communication skills in the language. Throughout the course, students will learn the manual alphabet, basic vocabulary, grammatical structures, and cultural aspects of the Deaf community. Emphasis will be placed on receptive and expressive skills, including understanding ASL in various contexts and producing ASL signs accurately and fluently.

<b>Code</b>	FLA1000
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### FLA1100 – ASL II

This course builds upon the foundational skills acquired in ASL I, focusing on further development of ASL vocabulary, grammar, and conversational fluency. Students will deepen their understanding of ASL linguistics, including non-manual markers, facial expressions, and spatial referencing. Emphasis will be placed on enhancing receptive and expressive skills through interactive activities, dialogues, storytelling, and discussions on deaf culture and history. By the end of the course, students will be able to engage in more complex conversations, express opinions, narrate personal experiences, and comprehend a variety of signed texts.

<b>Code</b>	FLA1100
<b>Credits</b>	3
<b>Prerequisite</b>	FLA1000
<b>Fee</b>	\$53.00

### FLA1200 – ASL III

ASL III expands upon the proficiency gained in ASL II, emphasizing advanced linguistic features, discourse strategies, and cultural nuances within the deaf community. Students will refine their receptive and expressive skills through authentic materials such as narratives, news broadcasts, and lectures delivered in ASL. Topics may include Deaf literature, ASL poetry, Deaf art, and contemporary issues impacting the Deaf community. Through group activities, role-playing, and presentations, students will develop fluency in expressing abstract concepts, engaging in debates, and analyzing ASL discourse. Additionally, students will continue to deepen their understanding of Deaf culture, history, and identity

<b>Code</b>	FLA1200
<b>Credits</b>	3
<b>Prerequisite</b>	FLA1000
<b>Fee</b>	\$53.00

## FLA1300 – ASL IV

ASL IV is designed for students who have achieved a high level of proficiency in American Sign Language and are ready to refine their skills to near-native fluency. This course focuses on advanced grammatical structures, nuanced vocabulary usage, and discourse strategies necessary for complex communication in ASL. Students will engage in intensive practice through discussions, debates, presentations, and interactions with native ASL users. Topics may include Deaf folklore, ASL storytelling traditions, linguistic variation in ASL, and current events in the Deaf world. Emphasis will also be placed on developing cultural competency, critical thinking skills, and the ability to adapt language use in various social contexts within the Deaf community and beyond.

<b>Code</b>	FLA1300
<b>Credits</b>	3
<b>Prerequisite</b>	FLA1200
<b>Fee</b>	\$53.00

## FLI – Foreign Language Italian

### FLI1000 – Italian I

This course is designed for students with little to no prior experience in Italian. It introduces fundamental concepts of the Italian language, focusing on basic vocabulary, grammar, pronunciation, and essential language skills for communication. Through interactive activities, dialogues, and exercises, students will develop basic conversational skills, including greetings, introductions, and expressing simple preferences and needs. Cultural insights into Italian-speaking regions will also be integrated to provide context and enrich learning.

<b>Code</b>	FLI1000
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### FLI1100 – Italian II

Building upon the foundations established in Italian I, this course delves deeper into Italian grammar, vocabulary, and conversational proficiency. Students will expand their vocabulary and grammatical knowledge to engage in more complex conversations and express ideas with greater fluency. Emphasis will be placed on enhancing listening, speaking, reading, and writing skills through interactive exercises, role-plays, and authentic materials. Cultural topics related to Italian traditions, customs, and contemporary life will continue to be explored.

<b>Code</b>	FLI1100
<b>Credits</b>	3
<b>Prerequisite</b>	FLI1000
<b>Fee</b>	\$53.00

## FLI1200 – Italian III

Italian III aims to consolidate and further develop the language skills acquired in the previous levels, enabling students to communicate effectively in a wider range of situations. This course focuses on refining grammatical accuracy, expanding vocabulary, and improving fluency in speaking and writing. Through authentic texts, multimedia resources, and group discussions, students will explore various cultural themes, literature, and societal issues within Italian-speaking communities. Additionally, emphasis will be placed on developing more advanced language structures and comprehension strategies to facilitate deeper understanding and expression.

<b>Code</b>	FLI1200
<b>Credits</b>	3
<b>Prerequisite</b>	FLI1100
<b>Fee</b>	\$53.00

## FLI1300 – Italian IV

In Italian IV, students will refine their language proficiency to near-native levels, mastering complex grammar structures, idiomatic expressions, and advanced vocabulary. This course emphasizes authentic communication in both formal and informal contexts, with a focus on nuanced expression, stylistic variation, and cultural sensitivity. Through in-depth analysis of literature, films, news articles, and contemporary media, students will engage critically with Italian culture, history, and current affairs, while honing their analytical and interpretive skills. Opportunities for independent research, creative projects, and presentations will allow students to demonstrate their linguistic competence and cultural competence at an advanced level.

<b>Code</b>	FLI1300
<b>Credits</b>	3
<b>Prerequisite</b>	FLI1200

<b>Fee</b>	\$53.00
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## FLS – Foreign Language French

### FLF1000 – French I

This introductory course is designed for students with little to no previous experience in French. Through interactive activities, students will develop basic communication skills in French, focusing on essential vocabulary, grammar structures, and pronunciation. Emphasis will be placed on building a strong foundation in listening, speaking, reading, and writing. Topics covered include greetings, introductions, everyday conversations, numbers, colors, and basic cultural insights into French-speaking countries.

<b>Code</b>	FLF1000
<b>Credits</b>	4
<b>Fee</b>	\$53.00

### FLF1100 – French II

Building upon the foundation laid in French I, this course aims to deepen students' proficiency in the French language. Students will expand their vocabulary and grammatical knowledge while enhancing their communication skills in various real-life situations. Emphasis will be placed on more complex grammatical structures, verb conjugations, and idiomatic expressions. Through authentic texts, multimedia resources, and role-playing activities, students will explore topics such as travel, food, hobbies, and traditions in French-speaking cultures.

<b>Code</b>	FLF1100
<b>Credits</b>	4
<b>Prerequisite</b>	FLF1000
<b>Fee</b>	\$53.00

### FLF1200 – French III

In this intermediate-level course, students will continue to refine their language skills and cultural understanding. Through a combination of authentic materials, literary texts, and multimedia resources, students will engage in discussions, debates, and presentations on a wide range of topics. The course will focus on enhancing linguistic fluency, accuracy, and cultural competence. Topics covered may include current events, social issues, literature, art, and cinema from the French-speaking world. Students will also have the opportunity to delve deeper into French grammar and syntax.

<b>Code</b>	FLF1200
<b>Credits</b>	4
<b>Prerequisite</b>	FLF1100
<b>Fee</b>	\$53.00

## FLF1300 – French IV

This advanced-level course is designed for students who have a solid command of the French language and wish to further develop their proficiency at a higher level. Through intensive reading, writing, listening, and speaking activities, students will refine their language skills to near-native levels. The course will explore complex literary texts, films, and authentic materials, providing students with opportunities for critical analysis and creative expression. Special emphasis will be placed on advanced grammar and syntax, as well as nuanced cultural understanding. Students will engage in discussions on topics such as politics, history, philosophy, and contemporary issues in Francophone societies. Additionally, there may be opportunities for independent research projects and community engagement activities.

<b>Code</b>	FLF1300
<b>Credits</b>	4
<b>Prerequisite</b>	FLF1200
<b>Fee</b>	\$53.00

## FLS – Foreign Language Spanish

### FLS1000 – Spanish I

Spanish I is an introductory course designed for students with little to no prior experience in the Spanish language. Through a combination of interactive lessons, speaking exercises, and cultural exploration, students will develop basic skills in listening, speaking, reading, and writing in Spanish. Emphasis will be placed on fundamental grammar structures, vocabulary acquisition, pronunciation, and basic conversational skills. By the end of the course, students will be able to engage in simple conversations, comprehend basic written texts, and demonstrate an understanding of Spanish-speaking cultures.

<b>Code</b>	FLS1000
<b>Credits</b>	4
<b>Fee</b>	\$53.00

## FLS1100 – Spanish II

Spanish II builds upon the foundations established in Spanish I, further developing students' language proficiency and cultural understanding. This course focuses on expanding vocabulary, mastering more complex grammatical structures, and enhancing communication skills in both spoken and written Spanish. Students will engage in more extensive reading and listening activities, participate in discussions on various topics, and complete writing assignments ranging from simple narratives to structured essays. Cultural exploration remains an integral component, allowing students to deepen their appreciation and understanding of Spanish-speaking societies around the world.

<b>Code</b>	FLS1100
<b>Credits</b>	4
<b>Prerequisite</b>	FLS1000
<b>Fee</b>	\$53.00

## FLS1200 – Spanish III

Spanish III is an intermediate-level course designed to refine and strengthen students' language skills in Spanish. Building upon the proficiency gained in Spanish II, this course emphasizes increased fluency in spoken and written communication, as well as a deeper understanding of grammatical concepts and linguistic nuances. Students will engage in authentic materials such as literature, films, and news articles to further develop their reading and listening comprehension skills. Through structured conversations, debates, and presentations, students will enhance their ability to express opinions, convey ideas, and engage in more complex interactions in Spanish. Cultural exploration continues to be an integral part of the curriculum, allowing students to gain insight into the diversity and richness of Spanish-speaking cultures.

<b>Code</b>	FLS1200
<b>Credits</b>	4
<b>Prerequisite</b>	FLS1100
<b>Fee</b>	\$53.00

## FLS1300 – Spanish IV

Spanish IV is an advanced-level course designed to provide students with the opportunity to achieve a high level of proficiency in Spanish language and culture. This course focuses on refining linguistic skills to near-native levels, with an emphasis on advanced grammar, syntax, and vocabulary usage. Students will engage in extensive reading and analysis of literary works from various Spanish-speaking regions, allowing them to deepen their understanding of literary themes, styles, and cultural contexts. Advanced speaking and writing assignments will challenge students to express themselves with precision and sophistication, both in formal and informal registers. Cultural exploration remains a central component, encouraging students to critically analyze and appreciate the cultural contributions of Spanish-speaking



societies. By the end of the course, students will be prepared for advanced study in Spanish or for real-world applications of their language skills in academic, professional, or personal contexts.

<b>Code</b>	FLS1300
<b>Credits</b>	4
<b>Prerequisite</b>	FLS1200
<b>Fee</b>	\$53.00

## GEO – Geology

### GEO1110 – Geology

This course introduces the student to the basic concepts of geology, including plate tectonics, minerals, rock types, volcanoes, geologic time, mass wasting, groundwater, glaciation, earthquakes, and climate change. Laboratory experiments provide hands-on experience with the concepts and applications.

<b>Code</b>	GEO1110
<b>Credits</b>	4
<b>Fee</b>	\$10.00

### GEO1120 – Geology for Coal, Oil and Gas

This course introduces the student to the basic concepts of geology with an emphasis on coal, oil and gas deposits located in the Appalachian area.

<b>Code</b>	GEO1120
<b>Credits</b>	3
<b>Fee</b>	\$30.00

## GIS – Geographic Information Systems

### GIS1100 – Introduction to GIS

Introduces the Geographic Information Systems. GIS is the merging of cartography, statistical analysis, and database technology. The student will learn the design, operation, and uses of GIS. Geographic

Information Systems are capable of integrating, storing, editing, analyzing, sharing, and displaying geographically reference information. If the location of a person, thing, or event can be fixed on the earth, then it can be placed on a map, and that map can be used to search, organize and analyze that information. GIS applications and careers are discussed. The hardware and software used in GIS are introduced.

<b>Code</b>	GIS1100
<b>Credits</b>	3
<b>Fee</b>	\$100.00

## HAC – Heating & Air Conditioning

### HAC1100 – Welding Fundamentals

This course is designed to provide a basic welding experience in all welding processes in HVAC such as: oxyacetylene safety, oxyacetylene cutting and welding, basic arc welding safety, proper use of equipment and machines, flat and vertical fillet welds, and stringers and weaves with various electrodes.

<b>Code</b>	HAC1100
<b>Credits</b>	2
<b>Fee</b>	\$90.00

### HAC1110 – Heating and Cooling Fundamentals

A study of various states of matter such as temperature, heat, and energy; theory of refrigeration cycle and system sequences. Presents and covers how each cycle part performs and the different types of refrigerant and compressors. Introduces students to various types of heating systems.

<b>Code</b>	HAC1110
<b>Credits</b>	3
<b>Fee</b>	\$135.00

### HAC1113 – Basic Electricity, Power Systems & Motors

This course will cover the basic electric circuits and Ohms law: reading and understanding the various types of wire diagrams and wire symbols through hands-on lab projects. Also covered are wire size and color codes, and the basic items in the Electrical Code that pertain to the HVAC/R field. The study of

electric boxes, breakers, fuses and how to properly install and inspect by properly using VOM and AMP meters will be covered, along with single and three phase power supplies, and single and three phase motors.

<b>Code</b>	HAC1113
<b>Credits</b>	3
<b>Fee</b>	\$120.00

## HAC1120 – Theory of Refrigerant and Refrigeration Handling

This course is a continuation of HAC1113 Electricity. This is the study of controls used in refrigeration system, how each control executes function, and how to properly check the controls in each type of system. Repair and replacement of controls and how to properly troubleshoot them will be covered along with the use of meters and tools to perform repairs. Controls for air conditioning, heat pump, commercial refrigeration, and commercial air conditioning systems – electric and pneumatic are covered.

To work in the HVAC industry, technicians who maintain, service, repair, or dispose of refrigerant-containing equipment must be certified under the EPA's Section 608 of the Clean Air Act. The EPA 608 Universal Certification will be offered during this course. Students will earn a Recovery & Evacuation Certification through ESCO Institute the 50-question System Recovery and Evacuation certification exam covers: safety, the refrigerant recovery process, recycling and reclamation, the evacuation process, proper tool use, measuring a deep vacuum, and filter drier use.

<b>Code</b>	HAC1120
<b>Credits</b>	3
<b>Fee</b>	\$130.00

## HAC1123 – Heating Systems I

This course covers design-and-operation fundamentals of heating systems: gas, oil, electric, and heat pumps. Covers how each system is designed for residential and commercial service. The setup and installation of each unit, the proper use of equipment to check each system's operation and the preventive maintenance of each system is covered.

Students will earn Electric Heat, Gas Heat & Water Heaters Certifications through ESCO Institute Electric heat is a 100-question exam covers: systems & components, equipment - installation & service, heating systems & components, safety, theory & application, troubleshooting. Gas Heat is a 100-question exam covers: combustion theory, electrical troubleshooting, furnace installation & service, furnace troubleshooting, heating safety, heating system & components. Water Heaters is a 50-question exam covers: safety, sizing, components, theory, typical operation and installation, meter usage, servicing and troubleshooting.

<b>Code</b>	HAC1123
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<b>Credits</b>	3
<b>Fee</b>	\$125.00

## HAC1128 – Piping and Installation Fundamentals

This course will cover piping leak detection for HVAC systems. Students will learn the fundamentals of installation of HVAC systems and will be introduced to sheet metal work.

Students will earn a Brazing & Soldering Certification through ESCO Institute. This 50-question exam covers: types of copper tubing, processes (such as cutting, bending, and swaging), proper tool use, torch safety, brazing, soldering, flaring, and leak testing.

<b>Code</b>	HAC1128
<b>Credits</b>	3
<b>Fee</b>	\$173.00

## HAC2130 – A/C System Maintenance

This is a course on preventive maintenance processes used in the field. Students will perform system maintenance (SM) on related environmental controls technology equipment such as: electric heating equipment, air handler, filtration equipment, humidifier/dehumidifier and indoor and outdoor sections of an air conditioner or heat pump and refrigeration systems, etc.

<b>Code</b>	HAC2130
<b>Credits</b>	3
<b>Fee</b>	\$65.00

## HAC2133 – A/C and Heating Troubleshooting

This is a course in troubleshooting HVAC equipment. Students will learn to diagnose and repair both electrical and mechanical problems with equipment.

Students will earn a Basic Refrigeration & Charging Certification along with a Mini-Split Core Essentials Certification through ESCO Institute. Basic Ref & Charging is a 50-question exam covers: AC&R theory, AC&R systems and components, air supply and delivery, refrigeration AC troubleshooting, refrigeration systems and components, refrigeration theory and application, special refrigeration system components, system charging. Mini-Split Core Essentials is a 100-question exam covers the basic operation, concepts, and installation of Mini-Split systems.

<b>Code</b>	HAC2133
<b>Credits</b>	2

<b>Prerequisites</b>	HAC1113, HAC1120
<b>Fee</b>	\$80.00

## HAC2136 – Forced Air Systems & Sheet Metal

This is a course in troubleshooting HVAC equipment. Students will learn to diagnose and repair both electrical and mechanical problems with equipment.

Students will earn a Basic Refrigeration & Charging Certification along with a Mini-Split Core Essentials Certification through ESCO Institute. Basic Ref & Charging is a 50-question exam covers: AC&R theory, AC&R systems and components, air supply and delivery, refrigeration AC troubleshooting, refrigeration systems and components, refrigeration theory and application, special refrigeration system components, system charging. Mini-Split Core Essentials is a 100-question exam covers the basic operation, concepts, and installation of Mini-Split systems.

<b>Code</b>	HAC2136
<b>Credits</b>	2
<b>Prerequisites</b>	HAC1110, HAC1128 (or concurrent)
<b>Fee</b>	\$105.00

## HAC2140 – Climate Control

This is a study of various factors affecting human comfort: temperature, humidity and ventilation. How to properly use a psychometric chart to control the environment we live and work in. How to properly maintain the equipment used in a comfort system will also be covered. The application and function of climate control used in comfort air conditioning, humidifiers, fresh air, and air cleaning will be covered.

<b>Code</b>	HAC2140
<b>Credits</b>	4
<b>Prerequisites</b>	HAC1113, HAC1120
<b>Fee</b>	\$90.00

## HAC2141 – Refrigeration Service and Repair

This is a course in troubleshooting HVAC equipment. Students will learn to diagnose and repair problems with refrigeration systems.

Students will earn an A2L Certification through ESCO Institute. The Low GWP Refrigerant Safety: A2Ls (Mildly Flammable) Certification exam addresses the safe handling of A2L (mildly flammable) refrigerants.

<b>Code</b>	HAC2141
<b>Credits</b>	1
<b>Prerequisites</b>	HAC1113, HAC1120, HAC1128
<b>Fee</b>	\$54.00

## HAC2142 – Work Sequence, Assignment & Clients

This is a course in jobsite management of HVAC projects. Students will discuss project scheduling and how it affects the completion of a job.

<b>Code</b>	HAC2142
<b>Credits</b>	1
<b>Prerequisites</b>	HAC1110, HAC1128
<b>Fee</b>	\$35.00

## HAC2144 – Hydronics and Steam

This is a course in hot water and steam heat. Students will study, install, and troubleshoot hot water and steam boilers, and their associated components.

<b>Code</b>	HAC2144
<b>Credits</b>	2
<b>Prerequisites</b>	HAC1110, HAC1113, HAC1128 (or concurrent)
<b>Fee</b>	\$90.00

## HAC2145 – Hydronics and Pumps

This course introduces the hydronic systems equipment and the pumps to circulate the temperature-controlled fluid. The equipment includes the chiller and boilers that are used in plant operations. There will be a deep dive into the startup, operation and maintenance of this equipment. There will be a focus in fluid motion (pumps), control and thermal energy. Upon completion of the course students will be able to: 1) understand thermal energy; 2) set and balance valves; 3) operate chillers and boilers; 4) understand flow and flow control, GPM; 5) identify pump types and their operation; and 6) identify components of pumps and rebuild pumps.

<b>Code</b>	HAC2145
<b>Credits</b>	3
<b>Fee</b>	\$103.00

## HAC2146 – Design Project HVAC

This is the study of basic design principles including comfort elements, building load calculations, system components, etc., to design a complete HVAC system.

<b>Code</b>	HAC2146
<b>Credits</b>	3
<b>Prerequisites</b>	HAC2130 or HAC2133 or HAC2140
<b>Fee</b>	\$40.00

## HAC2148 – Capstone HVAC

The student will choose one of the following two Capstone Pathways during the first week of class: 1. HVAC project, 2. HVAC specialization. Topics of chosen path are discussed regularly with instructor throughout the semester. Course may include: the design and fabrication of an HVAC project on site or choosing a specialized HVAC area and passing an unofficial HVAC certification test. This class will be a comprehensive and synthesizing project, applying the knowledge and skills learned in the courses that comprise a student's degree program. Pathways must have theoretical/academic and applied components. The student will take the NATE ICE exams to demonstrate competency in the industry.

Students will earn Air Conditioning, Heat Pumps & Geothermal Certifications through ESCO Institute. This Air Conditioning 100-question exam covers: air conditioning and refrigeration theory, equipment service, systems and components, troubleshooting, refrigerant flow control theory and application. This Heat Pumps 100-question exam covers: components, controls, heat pump cycle, service, theory, troubleshooting, interpreting heat pump schematics. This Geothermal Heat Pumps 100-question exam covers: components, controls, geothermal loops, heat pump cycle, service, theory, troubleshooting, interpreting heat pump schematics.

<b>Code</b>	HAC2148
<b>Credits</b>	3
<b>Prerequisites</b>	HAC1110, HAC2130, HAC2140 or permission
<b>Fee</b>	\$65.00

## HAC2230 – Capstone HVAC

This course introduces the math needed to be successful as an HVACR technician and designer. The math will consist of equations and calculations for heat load calculations, psychometric and enthalpy charts, fan curves, pump calculations, CFM and building static pressures. Upon completion the student should be able to: 1) plot a psychometric cart; 2) determine heat load calculations using software; 3) plot an enthalpy and entropy chart; 4) calculate fan speeds, CFM, building static pressure; 5) calculate MAU vs. exhaust; 6) calculate pump volume, speed, lift, etc.

<b>Code</b>	HAC2230
<b>Credits</b>	3
<b>Fee</b>	\$80.00

## HAC2288 – HAC Internship

A cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member, 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.

<b>Code</b>	HAC2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	HAC2289
<b>Fee</b>	\$30.00

## HAC2289 – HAC Seminar

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

<b>Code</b>	HAC2289
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	HAC2288
<b>Fee</b>	\$30.00

## HAC2290 – Project Management

This course introduces the principles and practices of project management. Emphasis is placed on the planning process and tools that support the planning process. Topics include defining a project, planning, work breakdown structure, estimating, scheduling, budgeting, and risks. Upon completion of the course student should be able to: 1) apply project management methods to daily work practices; 2) illustrate a complete project with a chart; 3) apply project management methods to develop planning documents; 4) identify the elements of a project plan; 5) identify the planning requirements for labor, tools, equipment, and materials for a project; 6) identify the types of scheduling systems.



<b>Code</b>	HAC2290
<b>Credits</b>	3
<b>Prerequisite</b>	None
<b>Fee</b>	\$120.00

## HAC2291 – Commercial Environmental Systems

This course introduces the commercial environmental systems and equipment. Environmental discussion includes air systems (DOAS, MAU, AHUs, RTUs). Emphasis is placed in IAQ, energy management systems, filtration and exhaust. Topics will include safety, types of equipment, IAQ, psychometrics, factors relating to human comfort, heat loss/gain, air flow, CFM, Air Changes Per Hour (ACH), humidity, and particulate and air quality monitoring. Upon completion of the course students will be able to: 1) identify typical HVAC equipment; 2) define factors in human comfort; 3) define factors associated with proper particulate level; 4) plot conditions on a psychometric chart; and 5) define aspects of proper exhaust and vacuum systems.

<b>Code</b>	HAC2291
<b>Credits</b>	4
<b>Fee</b>	\$103.00

## HAC2292 – Control Circuits in Environmental Systems

The course introduces evaluation of control circuits found in the building environment. Emphasis is placed on identifying the operational sequence of these systems by interpreting the schematic diagrams of commercial equipment. The course includes the study of control circuits found in motor controls, pump stations, chillers, boilers, RTU's, VAV and VRF systems. Topics include safety power distribution, 3 phase, single phase, low voltage systems, NEMA symbols, schematics, ladder diagrams, relays and flow charts. Upon completion of class students will be able to: 1) identify NEMA symbols; 2) interpret schematic diagrams common to commercial equipment; 3) determine the operational sequence of commercial equipment from schematics; 4) create flow charts to illustrate the operational sequence of commercial equipment.

<b>Code</b>	HAC2292
<b>Credits</b>	4
<b>Fee</b>	\$85.00

## HAC2293 – Blueprint Reading for HVACR

This course introduces prints used in the construction of commercial buildings and the commissioning of commercial equipment. Emphasis is placed on the interpretation of the symbols and abbreviations in

building prints related to wiring, piping, heating, ventilation, air conditioning, and lighting systems. Topics include units measure (customary/SI), scales, abbreviations, notations, applied calculations schedules, line safety, types of symbols, orthographic views, dimensioning methods, types of prints, diagrams, schematics, equipment documentation and operational flow charts. Upon completion of the class students will be able to: 1) identify symbols in building prints; 2) interpret commercial building prints; 3) interpret equipment documentation; and 4) interpret operational flow charts.

<b>Code</b>	HAC2293
<b>Credits</b>	2
<b>Fee</b>	\$50.00

## HAC2294 – Predictive Maintenance & Analytic Tools

This course introduces setting up a Predictive Maintenance program in a commercial environment. Benchmarking and data collection will be a major focus. The analytical tools will be available to benchmark initial proper operation and subsequent evaluations. The purpose of this is to protect assets, decrease costs, save energy, prevent untimely breakdowns, determine time for maintenance to prevent breakdowns and increase longevity of critical equipment. Upon completion of the course students will be able to: 1) establish a predictive maintenance plan on equipment; 2) benchmark and commission equipment; 3) use diagnostic tools such as Thermal Imaging, vibration analysis and laser alignment to verify correct operation of equipment; 4) use data loggers; and 5) keep accurate records in a program such as Microsoft Access.

<b>Code</b>	HAC2294
<b>Credits</b>	3
<b>Fee</b>	\$103.00

## HQT – Heavy Equipment Technician

### HET1190 – Fuel Systems

Basic Introduction to the theory and operation of mechanical and electronic fuel injection systems as they apply to the heavy-duty diesel engine field, with a focus on operation, maintenance, troubleshooting and repair, and safety.

<b>Code</b>	HET1190
<b>Credits</b>	2
<b>Fee</b>	\$53.00

## HET1200 – Basic Electricity, Power Systems & Motors

Introduction to the basic principles of electricity, electrical safety, multimeters, Ohm's Law, magnetism, electrical terminology, operating procedures of analog and digital instruments, schematic reading, chemical and mechanical generation of electricity, starting circuits, charging circuits, voltage regulators, switches, solenoids, and electrical control devices. Circuit analysis of parallel, series, and series- parallel networks. Emphasis on diagnosing and locating electrical malfunctions located in a circuit.

<b>Code</b>	HET1200
<b>Credits</b>	3
<b>Fee</b>	\$105.00

## HET1220 – Hydraulics II

Study of the operation, disassembly, evaluation, assembly and various setup procedures and their application to piston pumps. Course work includes learning to disassemble, explain the operation, evaluate failures, assemble, and perform the various setup procedures on hydraulic valves. Topics include the various systems on hydraulic equipment and how to read a schematic. Hands-on practice also includes disassembling, evaluating, learning the various seals of and performing the proper reassembly procedures for hydraulic cylinders.

<b>Code</b>	HET1220
<b>Credits</b>	4
<b>Fee</b>	\$150.00

## HET1410 – Heavy Duty Brake Systems

Explanation and theory of brake systems common to heavy duty vehicles and equipment. Selected topics include air, hydraulic, and anti-lock systems with emphasis on troubleshooting and practical applications of repair and maintenance.

<b>Code</b>	HET1410
<b>Credits</b>	2
<b>Fee</b>	\$53.00

## HET1540 – Diesel Engine Technology

Introduction to the theory of diesel engine operation, mechanical functions, component terminology, and manufacturer's engine nomenclature. Focus on basic engine overhaul procedures necessary to service and repair diesel engines. Additional discussion includes precision measuring, shop safety, proper tool identification and usage as well as fastener identification.

<b>Code</b>	HET1540
<b>Credits</b>	5
<b>Fee</b>	\$53.00

## HET1545 – Diesel Engine Lab

The Diesel Engines Lab course is an introduction to the practical application of basic mechanical operations and procedures, with an emphasis on component nomenclature, correct service, maintenance and safety procedures.

<b>Code</b>	HET1545
<b>Credits</b>	4
<b>Fee</b>	\$150.00

## HET1550 – Power Brake Systems Lab

This course covers disc and drum braking system components, brake fluids, electrical controls and parking brake systems. The student will learn to diagnosis and repair drum and disk brake systems. Also covered will be diagnosing and repairing the entire hydraulic brake system, which will include the master cylinder, lines, proportioning valves and stop light operation. The student will learn to diagnose and repair power assist units. This course will cover diagnosis and service of wheel bearings, to include how to replace, clean, repack and adjust wheel bearings. The student will learn to diagnosis, service and repair the Anti-lock Brake System (ABS). ABS braking concerns caused by vehicle modifications such as tire size, curb weight, and change of final drive ratios will also be covered.

<b>Code</b>	HET1550
<b>Credits</b>	4
<b>Fee</b>	\$150.00

## HET1600 – Fundamentals of Powertrain Technology

Introduction to the operation and theory of heavy-duty vehicle power train, including transmissions, clutches, drive shafts, differential carriers, axles, tracks, undercarriages, clutch-type steering systems, and final drives. Principles of torque multiplication and bearing adjustment are included, along with shop

safety and selecting the correct tooling.

<b>Code</b>	HET1600
<b>Credits</b>	4
<b>Fee</b>	\$53.00

## HET2270 – Heavy Equipment Electronic Systems

Introduction to heavy-duty electronic systems operation as applied in the heavy equipment/truck industry. Focus is on electronic fuel systems operation, electronic system operations, integrated electronic systems operation, sensor types and functions, system analysis using Digital Multimeter (DMM) special tooling, PCs, service publications, and schematics.

<b>Code</b>	HET2270
<b>Credits</b>	3
<b>Fee</b>	\$120.00

## HET2870 – Heavy Equipment Vehicle Lab

Introduction to the operation of the most commonly used heavy construction equipment, including safety, pre-operational inspections, start-up, shut-down, and basic operating techniques. Service points, test connection areas, and proper field test procedures ensure safety while operating. Proper vs. improper lifting and/or towing procedures as they apply to construction equipment.

<b>Code</b>	HET2870
<b>Credits</b>	1
<b>Fee</b>	\$105.00

## HIS – History

### HIS1110 – Western Civilization I

A survey of civilizations from the dawn of time to the Peace of Westphalia in 1648; classical culture of Greece and Rome, the Middle Ages, the Renaissance, the Reformation; the emergence of the modern world.

<b>Code</b>	HIS1110
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<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS1112 – Western Civilization II

From 1648 to the present; the dynastic and colonial conflicts of the 18th Century; the French Revolution and the Napoleonic Era; the liberalism, nationalism, and socialism of the western world in the 19th Century; and 20th Century issues of totalitarianism and the two world wars.

<b>Code</b>	HIS1112
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS1120 – Eastern Civilization I

Study of the history and culture, literature, art, and people of the three distinct yet related societies of China, Korea, and Japan, from the dawn of time to the modern age. The course will include the following explorations: classical traditions and customs; famous works of art and literature; and, religious, political, and socioeconomic trends of these important Asian countries.

<b>Code</b>	HIS1120
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS1122 – Eastern Civilization II

Broad overview of Southeast Asia, reflecting on two thousand years of cultural, societal, and political influences in Vietnam, Laos, Cambodia, Thailand, Burma (Myanmar), Malaysia, Singapore, Indonesia, and the Philippines. The course will touch on anthropology, geography, religion, art, and philosophy, providing a preliminary view of the immense historical and cultural heritage of the region.

<b>Code</b>	HIS1122
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS1124 – Eastern Civilization III

Starting in the Fertile Crescent with the ancient Sumerian and Babylonian civilizations, exploration of the people, cultures, worship, art, literature, and government in this cradle of civilization. The course will then

follow the rise of Islam and its spread eastward, while exploring the Indian subcontinent and the fascinating cultures, religions, art, politics, and people of South Asia.

<b>Code</b>	HIS1124
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS1130 – History of American Architecture I

Surveys American architecture and significant architects and builders up to the end of the Civil War, including Native American building types. Political, social, environmental, and economic influences upon the practice of building will be discussed along with the aesthetic stylistic trends they produced.

<b>Code</b>	HIS1130
<b>Credits</b>	3
<b>Fee</b>	\$30.00

## HIS1132 – History of American Architecture II

A survey of American architecture and significant architects and builders from the end of the Civil War to present. Political, social, environmental, and economical influences upon the practice of building will be discussed along with the aesthetic stylistic trends they produced.

<b>Code</b>	HIS1132
<b>Credits</b>	3
<b>Fee</b>	\$30.00

## HIS2110 – American History I

A review of American history from the pre-Columbian era through 1865 and Reconstruction. The major political, economic, social, and cultural developments are discussed with consideration of their relevance to present-day life and institutions.

<b>Code</b>	HIS2110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS2112 – American History II

A review of American History from the industrial revolution to the present. Politics, economics, and personalities are examined to understand their impact on present-day life and institutions.

<b>Code</b>	HIS2112
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## HIS2120 – International Studies

Introductory survey course discussing global languages, philosophies, economies, cultures, societies, regions, nations, and governments from a historical perspective. The course emphasizes how these forces interact to influence contemporary reality. Students will encounter different perspectives on the world itself, globalization, and cultural identity.

<b>Code</b>	HIS2120
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## HIS2130 – Intellectual World History

Critical analysis of major intellectual trends in world history. Students will examine how ideas shape history, and how history shapes ideas. In addition to philosophy, students will consider science, technology, medicine, architecture, and the fine arts as expressions of our shared human heritage. Western and non-western traditions are included, from pre-history to the twenty-first century.

<b>Code</b>	HIS2130
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## HUM – Humanities

### HUM2110 - Humanities

Introduction to the interdisciplinary study of the humanities from the ancient world to the Renaissance. The course explores representative selections from literature, philosophy, religion, and history, with some references to art and music. Students will explore thematic interrelationships among the primary texts of



the disciplines to reflect on human values, ideas, identity, and world order across time and geographic space.

<b>Code</b>	HUM2110
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## LAB – Lab Technician

### LAB1110 – Basic Laboratory Technician

This course is designed to expose the student to basic skills and techniques used in the clinical laboratory. Topics to include lab safety, lab units of measurement and calculations, preparation of solutions, care and use of lab equipment, pipetting and concepts of quality control.

<b>Code</b>	LAB1110
<b>Credits</b>	3
<b>Fee</b>	\$200.00

### LAB1115 – Body Fluids

Course is structured to expose the student to the analysis of urine by macroscopic, chemical, and microscopic techniques to determine the presence of soluble, insoluble substances and their relationship to disease. The class uses urine specimens, prepared slides, and case histories. Course introduces topics of information, composition, and function of synovial, cerebrospinal, serous, amniotic, and seminal fluids. Course will describe the methods used in the routine analysis of these fluids, along with correlation of results with normal and disease states.

<b>Code</b>	LAB1115
<b>Credits</b>	3
<b>Fee</b>	\$200.00

### LAB1120 – Hematology & Coagulation

This course covers basic hematological procedures. Topics include automated and manual blood cell counting techniques, red cell indices and morphology, reticulocyte counts, total eosinophil counts, platelet counts, erythrocyte sedimentation rates, normal white blood cell differentials and abnormal white blood cell differentials by using unknown blood samples, prepared abnormal slides, and case histories. Course will introduce the basic principles of hemostasis (coagulation) and the tests used to screen for disorders

of hemostasis.

<b>Code</b>	LAB1120
<b>Credits</b>	4
<b>Fee</b>	\$200.00

## LAB1125 – Clinical Chemistry

An introduction to the principles and procedures of various tests performed on Clinical Chemistry. Presents the physiological basis for the test, the principal and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance proteins.

<b>Code</b>	LAB1125
<b>Credits</b>	4
<b>Prerequisite</b>	CHM1110
<b>Fee</b>	\$50.00

## LAB2110 – Immunology & Serology

The course introduces the immune system and the concepts of the immunologic response in health and in disease, as well as how serologic techniques are used in the clinical laboratory testing. Topics include the cells and components involved in the immune response, which will include the immunoglobulins and complement system. Abnormal immune responses such as hypersensitivity and autoimmunity and their clinical significance will be discussed. Common serologic techniques which utilize antigen-antibody reactions for diagnostic testing are presented. The laboratory activities will include dilutions, agglutination, and other antigen-antibody serologic techniques.

<b>Code</b>	LAB2110
<b>Credits</b>	3
<b>Fee</b>	\$200.00

## LAB2115 – Immunohematology

This course introduces the concepts of basic genetics of red cell antigens. The student will study the significance of the blood cell antigens and antibodies. The course includes ABO and Rh typing, crossmatching procedures, antibody detection and identification. A study of hemolytic disease of the newborn, its treatment and detection are included. Other topics in the course are composition and use of the specific blood components and overview of donor requirements.

<b>Code</b>	LAB2115
<b>Credits</b>	4
<b>Fee</b>	\$200.00

## LAB2120 – Clinical I

Students are assigned to an affiliated laboratory and can perform clinical laboratory testing using modern equipment, under the supervision of a practicing laboratorian. Experiences include operating and maintaining sophisticated laboratory analyzers, evaluation of test results, refining dexterity skills, interaction with the professional laboratory staff.

<b>Code</b>	LAB2120
<b>Credits</b>	2
<b>Fee</b>	\$200.00

## LAB2125 – Seminar I

This course reviews medical laboratory professionalism, diversity, successful employment, and current laboratory trends. Students will write resumes and attend mock interviews in order to demonstrate competency as an entry-level Laboratory Technician.

<b>Code</b>	LAB2125
<b>Credits</b>	1
<b>Fee</b>	\$80.00

# MSG – Massage Therapy

## MTC1110 – Massage Therapy Techniques

This course focuses on advanced techniques in massage theory and practice. Topics include the history of massage therapy, professional communication skills and quality customer service, informed consent, client intake/assessment, scope and standards of practice, legal and ethical issues, professional boundaries, the professional relationship, examining benefits and risks of massage, and exploring the role of the massage therapist in various employment settings.

<b>Code</b>	MTC1110
<b>Credits</b>	4
<b>Fee</b>	\$48.00

## MTC1115 – Massage Therapy Law and Ethics

This course focuses on defining and applying massage therapy ethical principles. Topics include the theoretical basis for ethical decision-making, the Massage Therapy Code of Ethics and professional standards of practice. A review of case studies will be used to help apply the ethical code and laws of practice.

<b>Code</b>	MTC1115
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MTC1120 – Communicable Disease, Sanitation and Safety

This course will review OSHA Blood-Borne Pathogen standards, regulatory agencies and compliancy guidelines, application of universal precautions, and a review of OSHA standards and applications. Additionally, this course will review safe sanitation procedures and safety precautions. Students will also be responsible for CPR certification as part of this course.

<b>Code</b>	MTC1120
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MTC1125 – Massage Pathophysiology

This course will explore the etiology, signs and symptoms, typical allopathic treatments, complementary and alternative treatments, and implications of common pathological conditions as they relate to massage. Students will learn common terminology and definitions and analyze various massage applications specific to common conditions.

<b>Code</b>	MTC1125
<b>Credits</b>	4
<b>Fee</b>	\$48.00

## MTC1130 – Fundamentals of Massage Therapy

This course introduces the history of massage, self-care, proper body mechanics, basic medical terminology, universal sanitation precautions, draping, communication, and the effects of Swedish massage strokes.

<b>Code</b>	MTC1130
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MTC1135 – Trigger Point Therapy and Hot Stone Massage

This course will review referred pain, read trigger point charts, practice finding, isolating and treating trigger points using tri-phase ischemic compression and unidirectional stripping. The history and theory behind stone therapy; proper techniques of stone therapy massage, including body mechanics; how to clean and maintain the stones; and how to incorporate stone therapy training into your practice as a professional massage therapist

<b>Code</b>	MTC1135
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MTC1140 – Kinesiology I

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities. Musculoskeletal Anatomy.

<b>Code</b>	MTC1140
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MTC1145 – Kinesiology II

This course is a study of body movement and the body's muscular and structural factors, such as posture and gait, in relation to massage therapy. Specific emphasis will be placed on the effects of massage therapy on the way the body reacts during various activities. Kinesthetic Assessment.

<b>Code</b>	MTC1145
<b>Credits</b>	3
<b>Prerequisite</b>	MTC1140
<b>Fee</b>	\$48.00

## MTC1150 – Massage Therapy Clinical

Students will provide 75 one-hour massages in the on-ground massage therapy clinic. All hands-on

experience will be under the supervision of the full-time faculty member.

<b>Code</b>	MTC1150
<b>Credits</b>	3
<b>Fee</b>	\$48.00

## MAT – Math

### MAT0095 – Foundations of Mathematics

Adding and subtracting fractions and mixed numbers; multiplying and dividing fractions and mixed numbers; operations with decimals; percent; adding, subtracting, multiplying, and dividing real numbers; exponents, order of operations, combining like terms; solving linear equations including applied problems; graphing linear equations including finding the slope of a line; using rules of exponents, fundamental polynomial operations and scientific notation.

<b>Code</b>	MAT0095
<b>Credits</b>	4
<b>Fee</b>	\$53.00

### MAT1110 – Allied Health Math

Intended for health technology students and others with the need to use mathematics in the solution of pharmacological problems. Topics include a review of basic arithmetic skills and systems of measurement. Problems related to dosage calculations include oral, parenteral, and intravenous, as well as specialized calculations.

<b>Code</b>	MAT1110
<b>Credits</b>	3
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

### MAT1112 – Advanced Health Math

For health technology students and others with the need to use mathematics in the solution of pharmacological problems. This course can be used as a review course for students planning to enter a nursing program. Problems related to dosage calculations are incorporated, utilizing both the metric and apothecaries’ systems.

<b>Code</b>	MAT1112
<b>Credits</b>	1
<b>Prerequisite</b>	MAT1110
<b>Fee</b>	\$20.00

## MAT1115 – College Business Math

Percent, base and percentage; sales and property tax; payroll; simple and compound interest; amortization; annuities and sinking funds; trade and cash discounts; markup and markdown; the metric system; applications using spreadsheet software.

<b>Code</b>	MAT1115
<b>Credits</b>	3
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## MAT1120 – Statistics

Descriptive statistics: graphing, histograms, frequency distributions. Measures of central tendency: mean, median, mode. Measures of variation: standard deviation, variance, coefficient of variation. Probability of events: simple, compound, independent, mutually exclusive. Study of distributions: probability, binomial, normal and sampling. Chebyshev’s Theorem, Empirical Rule, Central Limit Theorem, estimation, hypothesis testing, correlation and regression.

<b>Code</b>	MAT1120
<b>Credits</b>	4
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## MAT1125 – Technical Mathematics

Algebraic expressions and operations, ratio, and proportion; direct, inverse, and joint variation; measurement in the metric system and the U.S. Customary system; basic geometry; trigonometry of the right triangle; factoring; solving linear and quadratic equations in one or more variables; and oblique triangles including law of sines and cosines.

<b>Code</b>	MAT1125
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<b>Credits</b>	3
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## MAT1128 – Math for the Liberal Arts

A survey course in Mathematics designed to improve problem solving, critical thinking, and quantitative reasoning skills. While this course is designed for students not intending to continue on to higher-level mathematics courses, the course does examine diverse applications of contemporary mathematics and provides an understanding of the role of mathematics in society and daily life. This understanding is accomplished by studying selected topics from set theory, number theory, algebra, math of finance, and probability.

<b>Code</b>	MAT1128
<b>Credits</b>	3
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## MAT1130 – College Algebra

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

<b>Code</b>	MAT1130
<b>Credits</b>	4
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of “C” or better.
<b>Fee</b>	\$53.00

## MAT1131 – College Algebra with Co-requisite

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



<b>Code</b>	MAT1131
<b>Credits</b>	5
<b>Prerequisite</b>	Placement
<b>Fee</b>	\$53.00

## MAT1140 – Trigonometry

Analyzing functions, studying their representation verbally, numerically, graphically, and algebraically, as well as performing operations, translations and dilations. Students will express angles in both degrees and radians; solve right and oblique triangles including applications; solve trigonometric equations including applications; graph trigonometric functions utilizing amplitude, period, and displacement; algebraically use trigonometric identities; analyze vectors including polar and rectangular coordinates and graphing; solve vector equations; graph complex numbers in rectangular and polar form, as well as performing operations; and, apply DeMoivre's Theorem.

<b>Code</b>	MAT1140
<b>Credits</b>	3
<b>Prerequisite</b>	MAT1130
<b>Fee</b>	\$53.00

## MAT1150 – College Algebra and Trigonometry Accelerated

Linear, polynomial, rational, radical, inverse, exponential, logarithmic, composite, piece-wise defined functions, trigonometric, and inverse trigonometric functions, their graphs, properties, symmetries, and applications; real roots of polynomial functions; angles in both degrees and radians; right and oblique triangles and applications; trigonometric equations and applications; graphs of trigonometric functions utilizing amplitude, period, and displacement; trigonometric identities; vector operations; polar and rectangular coordinates; vector equations; conic sections, systems of linear equations in 2 and 3 variables; matrix operations; matrix methods of solving systems of equations; sequences; series.

<b>Code</b>	MAT1150
<b>Credits</b>	5
<b>Prerequisite</b>	Placement or successful completion of MAT0095 with a letter grade of "C" or better.
<b>Fee</b>	\$53.00

## MAT2110 – Business Calculus I

Introduction to differential calculus with a strong focus on applications in a business environment; limits, continuity; differentiation; curve sketching; extrema.

<b>Code</b>	MAT2110
<b>Credits</b>	3
<b>Prerequisite</b>	MAT1130
<b>Fee</b>	\$53.00

## MAT2112 – Business Calculus II

Introduction to integral calculus with a strong focus on applications in a business environment; definite and indefinite integrals; average value; area between curves; improper integrals; functions of several variables; partial derivatives; optimization; Lagrange multipliers.

<b>Code</b>	MAT2112
<b>Credits</b>	3
<b>Prerequisite</b>	MAT2110
<b>Fee</b>	\$53.00

## MAT2120 – Calculus I

Introduction to differential calculus; limits, continuity, explicit and implicit differentiation of algebraic functions with applications; curve sketching; related rates and optimization applications; linear approximation using differentials; Mean Value Theorem and L'Hôpital's Rule; introduction to integral calculus; antiderivatives, definite and indefinite integrals; areas; Fundamental Theorem of Calculus; integration by substitution.

<b>Code</b>	MAT2120
<b>Credits</b>	4
<b>Prerequisite</b>	MAT1150 or MAT1130 and MAT1140
<b>Fee</b>	\$53.00

## MAT2122 – Calculus II

Integral calculus; application to arc length, area, and volumes of solids of revolution; integration techniques including integration by parts, trig substitution, and partial fraction decomposition; L'Hôpital's Rule; improper integrals; differential equations; sequences/series and their convergence; Taylor polynomials; conics and parametric equations; polar coordinates; vectors in the plane and space.

<b>Code</b>	MAT2122
<b>Credits</b>	4

<b>Prerequisite</b>	MAT2120
<b>Fee</b>	\$53.00

## MAT2124 – Calculus III

Vector valued functions, parameterized curves and surfaces, differentiation of functions of several variables, optimization, integration of functions of two and three variables, line integrals, flux integrals, and calculus of vector fields.

<b>Code</b>	MAT2124
<b>Credits</b>	4
<b>Prerequisite</b>	MAT2122
<b>Fee</b>	\$53.00

## MAT2130 – Linear Algebra

Study of vectors, systems of linear equations and matrices, vector spaces, linear transformations, and eigenvalue problems, with both proofs of concepts and applications.

<b>Code</b>	MAT2130
<b>Credits</b>	4
<b>Prerequisite</b>	MAT2122
<b>Fee</b>	\$53.00

## MAT2135 – Differential Equations

Solving first-order differential equations that are separable, linear, or exact; solving first-order differential equations using substitutions; applications of first-order linear and nonlinear differential equations; slope fields and solution curves; numerical methods; solving higher-order differential equations with the method of reduction of order, constant coefficients, undetermined coefficients, and variation of parameters; applications of higher-order differential equations; power series solutions; Laplace transformations.

<b>Code</b>	MAT2135
<b>Credits</b>	4
<b>Prerequisite</b>	MAT2124
<b>Fee</b>	\$53.00

## MAT2140 – Finite Mathematics

Study of the foundations of formal mathematics, including propositional logic, the nature of proof, sets and functions, structure of the number system, and an introduction to algebraic structures, algorithms, the growth function, and counting principles.

<b>Code</b>	MAT2140
<b>Credits</b>	4
<b>Prerequisite</b>	MAT2120
<b>Fee</b>	\$53.00

## MED – Medical Assisting

### MED1105 – Medical Terminology

Spelling and usage of medical terms and measurement systems. Basic prefixes, suffixes and root words will be emphasized.

<b>Code</b>	MED1150
<b>Credits</b>	2
<b>Fee</b>	\$45.00

### MED1142 – Basic Phlebotomy

Basic principles of phlebotomy history, safety, and terminology, review of the circulatory system, lab equipment and techniques, obtaining a blood sample, customer service and ethical considerations are included. Simulated campus lab, hospital venipuncture/skin puncture lab experience and 16 hours of practicum in a local hospital setting are included in the course.

<b>Code</b>	MED1142
<b>Credits</b>	3
<b>Corequisites</b>	BIO1110 and MED1105 (if not already taken), health requirements must also be met
<b>Fee</b>	\$175.00

### MED1145 – Administrative Medical Assisting

This course will introduce students to the front office responsibilities of a medical assistant. The

particulars of the American health care system, professionalism, and appropriate patient interactions will be discussed and role-played. Documentation and management of the medical record, telephone techniques, and written communications will be practiced. The student will become knowledgeable in managing practices finances, medical insurance, and coding, along with billing and collections procedures.

<b>Code</b>	MED1145
<b>Credits</b>	3
<b>Prerequisite</b>	MED1105
<b>Fee</b>	\$25.00

## MED1160 – Basic Pathophysiology

This course offers an introduction to the physiological basis of the disease process. Students will gain knowledge in the mechanisms of disease, etiology, signs, symptoms, diagnostic measures, treatment modalities for each body system. Congenital diseases, conditions resulting from trauma, pharmacology, and diagnostic tests will be reviewed.

<b>Code</b>	MED1160
<b>Credits</b>	3
<b>Pre/Corequisites</b>	BIO1110 and MED1105
<b>Fee</b>	\$45.00

## MED1555 – Clinical Medical Assisting

Students will gain knowledge on the proper use of PPE, infection control protocols, and receive blood borne pathogen training. Students will gain proficiency in measuring and accurately recording vital signs, aiding with testing and exams, along with assisting in minor surgery. Special procedures for pediatrics, otolaryngology, ophthalmology, gynecology, and obstetrics will be studied. Medication administration will be practiced, including the 7 rights, routes of administration, medication classification, and dosage calculations.

<b>Code</b>	MED1555
<b>Credits</b>	3
<b>Pre/Corequisites</b>	MED1105, AHA/HCP/CPR
<b>Fee</b>	\$53.00

## MED1800 – Phlebotomy

Principles of phlebotomy history, safety, terminology, review of the circulatory system, lab equipment and

techniques, obtaining a blood sample, customer service and ethical considerations are included. Simulated campus lab to practice venipuncture/skin puncture lab are incorporated in the course. Point of care testing, specimen transport and processing will be demonstrated. Students will gain clinical experience at a hospital or laboratory setting for a 12- hours externship. In order to successfully complete the course, students must obtain 10 capillary punctures and 50 venipunctures from a human source.

<b>Code</b>	MED1800
<b>Credits</b>	5
<b>Prerequisites</b>	MED1105
<b>Fee</b>	\$175.00

## MED2245 – Medical Law and Ethics

In the practice of medical assisting, it is necessary to have a basic knowledge of law, medical ethics, and bioethics. All patient contact requires ethical and legal responsibility. The medical assistant must understand many concepts, such as HIPAA compliance, contracts, consent, negligence, and malpractice. There is a basic introduction to the ethical dilemmas which health professionals face today.

<b>Code</b>	MED2455
<b>Credits</b>	2
<b>Fee</b>	\$45.00

## MED2247 – First Aid and CPR

An overview of first aid in case of an emergency. This course is structured according to current first aid practices and the American Heart Association CPR.

<b>Code</b>	MED2247
<b>Credits</b>	1
<b>Fee</b>	\$104.00

## MED2253 – Advanced Phlebotomy

Basic and advanced principles of phlebotomy history, safety, and terminology, review of the circulatory system, lab equipment and techniques, obtaining a blood sample, customer service and ethical considerations are included. Simulated campus lab, 50 verified hospital venipuncture and 10 verified skin puncture lab experience with 40 hours of practicum in a local hospital setting are included in the course. Fees for class includes fee to sit for RPT certification exam through AMT.

<b>Code</b>	MED2253
<b>Credits</b>	4

<b>Prerequisites</b>	BIO1110, MED1105, MED1142
<b>Corequisites</b>	BIO1112
<b>Fee</b>	\$220.00

## MED2255 – Electronic Health Record Workflow

In this computer-based course, students will simulate the responsibilities of a front office medical receptionist/assistant using electronic health records. Registering patients, scheduling appointments, updating patient demographics, and composing professional communications will be practiced. Students will perform tasks such as documenting patient information and education, creating lab requisitions, documenting problem list, and preparing a prescription refill. Financial procedures, completing the superbill, submitting a claim, as well as banking procedures will be reviewed. Preparing for employment by creating a resume and cover letter, along with mock interviews, will be practiced.

<b>Code</b>	MED2255
<b>Credits</b>	2
<b>Prerequisites</b>	MED1105
<b>Fee</b>	\$53.00

## MED2258 – Introduction to ICD-10CM Coding

This course is a basic introduction to the ICD-10CM coding system. Students will become familiar with the coding manual, conventions of the ICD-10CM and coding guidelines as they pertain to both the inpatient and outpatient setting. Students will learn the importance of the coding system as a data collection tool, as well as its significance for reimbursement for health care services.

<b>Code</b>	MED2258
<b>Credits</b>	3
<b>Corequisites</b>	BIO1110, MED1105, and MED2265
<b>Fee</b>	\$53.00

## MED2260 – Introduction to Medical Billing

Introduction to health insurance claim processing with the emphasis on completion of CMA1500 claim form for the major health insurance plans. Information about federal health care legislation, CPT, ICD-10 and CMS reimbursement issues is included.

<b>Code</b>	MED2260
<b>Credits</b>	2

<b>Pre/Corequisites</b>	MED2258 and MED2265
<b>Corequisite</b>	MED2268
<b>Fee</b>	\$53.00

## MED2265 – Introduction to CPT-4 Coding

For the 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.

<b>Code</b>	MED2265
<b>Credits</b>	3
<b>Corequisites</b>	BIO1110, MED1105 and MED@258
<b>Fee</b>	\$53.00

## MED2268 – Intermediate ICD-10CM & CPT-4 Coding

The last in a series of three coding courses. Accelerated practice in code assignment utilizing simulated patient records and case studies will require the student to apply knowledge of both ICD-10CM and CPT-4 coding systems. Advanced applications include DRGs, APCs, development of ICD-10 PCS and other reimbursement issues. The student will be completing an online practicum/externship.

<b>Code</b>	MED2268
<b>Credits</b>	3
<b>Prerequisites</b>	MED2258 and MED265
<b>Fee</b>	\$53.00

## MED2271 – Medical Practicum

Students will gain practical work experience while being supervised in an ambulatory care setting for a 160-hours(unpaid) for the term. During this time, students will perform a variety of clinical and administrative duties to gain proficiency in their skill set. Students are required to wear uniforms, maintain timesheet, and record their learning experiences.

<b>Code</b>	MED2271
<b>Credits</b>	2



<b>Prerequisites</b>	MED1145, MED1555, MED2245, MED2255, MED2555, current HCP/CPR, all health requirements, GPA of 2.5 or higher and have faculty approval
<b>Corequisite</b>	MED2281
<b>Fee</b>	\$53.00

## MED2281 – Medical Seminar

Students will discuss extern experiences while adhering to confidentiality. The responsibilities of the office manager and legal implications will be emphasized. Students will engage in activities to prepare them for the Registered Medical Assistant examination and prepare for the transition to employment in the medical profession

<b>Code</b>	MED2281
<b>Credits</b>	2
<b>Prerequisites</b>	MED1145, MED1555, MED2245, MED2255, MED2555, current HCP/CPR, all health requirements, GPA of 2.5 or higher and have faculty approval
<b>Corequisite</b>	MED2271
<b>Fee</b>	\$60.00

## MED2555 – Advanced Clinical Medical Assisting

Students will be introduced to point of care testing in the ambulatory care setting. Students will gain experience performing venipuncture, capillary punctures, electrocardiograms, pulmonary function testing, along with additional specialty testing. Specimens will be collected and CLIA waived hematology, chemistry, urinalysis, immunology, and microbiology testing will be performed and documented. Activities on nutritional topics, with attention to cultural diversity and patient instruction, will be demonstrated. Instruction and role-play will be completed on first aid procedures and the use of emergency equipment. Emergency planning and preparedness will be detailed and recorded. Students will complete 4 hours of externship at an ambulatory care setting.

<b>Code</b>	MED2555
<b>Credits</b>	3
<b>Prerequisites</b>	MED1145, Health Care Provider CPR, Health Requirements, Background Check, Drug Screening
<b>Fee</b>	\$100.00

## MHT – Mental Health Technology

### MHT1110 – Introduction to Social Services

This course is a survey of the history and future directions of social services with an emphasis on mental health. It is an overview of how people learn, act, and change within social systems.

<b>Code</b>	MHT1110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### MHT1120 – Counseling Theory & Techniques

Provides the student with an understanding of the major theories related to counseling strategies and techniques. Covers a variety of helping strategies considered to be effective in helping people reduce stress and conflict and resolve problems more effectively.

<b>Code</b>	MHT1120
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1140
<b>Fee</b>	\$53.00

### MHT1130 – Interviewing Techniques & Casework

Presents an introduction to casework and an overview of techniques employed in interviewing. Covers principles and processes of the social treatment model of social services. Issues such as confidentiality, case records, nonverbal and verbal communication, role-playing, and helping skills to reduce stressors will be addressed. Practical exercises in various techniques and methods used in various areas of mental health.

<b>Code</b>	MHT1130
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1140
<b>Fee</b>	\$53.00

### MHT2230 – Principles of Addiction

Reviews the addictive personality from the historical, physiological, social, cultural, genetic, and legal perspectives. Drug terminology and classifications will be discussed. The course emphasizes the diagnosis and assessment of chemical dependency, counseling issues and techniques related to

addictive behavior, and the issues and problems of recovery, growth, and relapse.

<b>Code</b>	MHT2230
<b>Credits</b>	3
<b>Fee</b>	\$45.00

## MHT2240 – RBT Behavior Technician

This comprehensive training program is designed to prepare participants for the Registered Behavior Technician (RBT) certification. The course covers the foundational principles of Applied Behavior Analysis (ABA) and emphasizes the skills necessary for implementing behavior-analytic services under the supervision of a Board Certified Behavior Analyst (BCBA).

<b>Code</b>	MHT2240
<b>Credits</b>	2
<b>Fee</b>	\$45.00

## MHT2250 – Group Dynamics

Creates a climate that encourages learning, understanding, insight, and skills in the area of self and one's interactions with groups. Current therapeutic approaches in group services are explored. Approaches included one Psychoanalytic, Adlerian, Existential, Person-Centered, Gestalt, Rational Emotive Behavior Therapy, and Reality Therapy. The course provides for experiential awareness of group processes and promoting personal development.

<b>Code</b>	MHT2250
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## MHT2260 – Mental Health Practicum

Field work experience at various mental health agencies: case management, building therapeutic relationships, supervised treatment planning/implementation, work with individual clients, group facilitation, reporting, and recording.

<b>Code</b>	MHT2260
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$45.00

## MHT2270 – Mental Health Seminar

This course accompanies and is taken in conjunction with MHT2260 (Practicum). It is small group discussion of students' actual activities during their field experiences with a focus on relating these experiences to the conceptual, theoretical and technical principles of the students' mental health training. Focus of discussion will be on students' ability to relate their actual field experiences to their motivation toward entering the helping professions, with a consideration of how the experience is contributing to the students' growth and development in the process of becoming a mental health professional. Discussions will center on goals and objectives as established for MHT2260 (Practicum), students will be asked to present experiences, problems and difficulties with a view toward receiving feedback from the group relative to prospective alternatives or solutions for any problems that may exist. Students will keep a journal of their practicum experiences and will write a final evaluation/position paper on the total experience. Journals and evaluation/position papers to be submitted at the end of the semester.

<b>Code</b>	MHT2270
<b>Credits</b>	2
<b>Prerequisite</b>	Permission
<b>Fee</b>	\$45.00

## MIN – Mining

### MIN1100 – Introduction to Mining

Provides a general orientation to mining. It covers coal mining terminology, mining methods, and machines, and chain of command. Miner rights and responsibilities are also addressed. Various local, state, and federal mining agencies are described.

<b>Code</b>	MIN1100
<b>Credits</b>	3
<b>Fee</b>	\$30.00

### MIN2200 – Mining Law and Safety

Introduces the Federal Coal Mine Health and Safety Act of 1977, Title 30, Code of Federal Regulations. Students will study underground mine safety issues. Self-Rescuers, personal safety equipment, mine emergency plans, hazards, basic concepts of electricity, accident awareness and prevention, mine gases, fire causes and prevention, ventilation and mapping, roof and rib control, haulage, and first aid are covered.

<b>Code</b>	MIN2200
<b>Credits</b>	3
<b>Prerequisite</b>	MIN1100
<b>Fee</b>	\$30.00

## MUS – Music

### MUS1000 – History of Rock and Roll

Explore the dynamic and influential world of rock and roll through this comprehensive course that traces the genre's evolution from its roots in the 1950s to its impact on contemporary music. This course examines the origins, cultural contexts, and key figures that have shaped rock and roll, providing students with a deep understanding of its development and significance.

<b>Code</b>	MUS1000
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### MUS1500 – Music Theory

Delve into the fundamental principles of music with this comprehensive Music Theory course. Designed for students of all levels, this course offers a thorough exploration of the building blocks of music, from basic concepts to more advanced theories. Through a combination of lectures, practical exercises, and analytical listening, students will gain a deep understanding of musical structures and how they contribute to composition and performance.

<b>Code</b>	MUS1500
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### MUS2110 – Traditions in World Music

Study of selected musical traditions from around the world. Students will explore how music is both shaped by and gives shape to the cultural setting in which it is performed. Students will engage in weekly listening assignments, readings, hands-on activities, and instruction/demonstrations to expand their understanding of world music.

<b>Code</b>	MUS2110
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<b>Credits</b>	3
<b>Fee</b>	\$53.00

## NET - Networking

### NET1141 – PC Upgrade A+

An in-depth exposure to fundamental and advanced computer hardware and software is presented. Students learn the functionality of hardware and software components, as well as suggested best practices in maintenance and safety issues. Through hands-on activities and labs, students learn how to assemble and configure a computer, install operating systems and software and troubleshoot hardware and software problems. In addition, an introduction to Networking is included. This course helps student prepare for CompTIA A+ PC Technician certification.

<b>Code</b>	NET1141
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$330.00

### NET1142 – Networking Systems

An in-depth exposure to fundamental and advanced networking skills and operating systems is presented. Students learn the fundamental building blocks that form a modern computer network and then advanced concepts to include TCP/IP, Ethernet, wireless transmission and security. This course helps student prepare for CompTIA Network+ certification.

<b>Code</b>	NET1142
<b>Credits</b>	3
<b>Prerequisite</b>	NET1141
<b>Fee</b>	\$105.00

### NET1143 – Fundamentals of UNIX

This course introduces students to the UNIX operating system, including its historical development, major versions, and important features. It covers the topics necessary for users to function independently and handle routine tasks, giving students a foundation for exploring more advanced UNIX topics. You will learn fundamental command-line features of the UNIX environment including file system navigation, file permissions, the via 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.

<b>Code</b>	NET1143
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$180.00

## NET1161 – Microsoft® Windows® Professional

This course teaches through lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs, the skills and knowledge necessary to install, configure, and manage Microsoft Windows 7 and 8. This course was developed for students entering the information technology (IT) profession, and it teaches the fundamentals of configuring, supporting, and administering Windows 7 and 8 systems. It is also designed to help individuals preparing to take Exam 70-680: Windows 7 Configuration and Exam 70-687 Windows 8 Configuration.

<b>Code</b>	NET1161
<b>Credits</b>	3
<b>Prerequisite</b>	NET1171
<b>Fee</b>	\$180.00

## NET1171 – CCNA: Intro to Networks

Begin preparing for a networking career with this introduction to how networks operate. This course introduces architectures, models, protocols, and networking elements - functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. Each student will get the chance to build simple local area networks (LANs) yourself. Students will have a working knowledge of IP addressing schemes, foundational network security, and be able to perform basic configurations for routers and switches.

<b>Code</b>	NET1171
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$200.00

## NET1172 – CCNA: Switching, Routing, Wireless 1

Delve further into the world of networking with this second CCNA course. This course focuses on switching technologies and router operations that support small-to-medium business networks. Students will perform basic network configuration and troubleshooting.

<b>Code</b>	NET1172
<b>Credits</b>	3
<b>Prerequisite</b>	NET1171
<b>Fee</b>	\$200.00

## NET1173 – CCNA: Switching, Routing, Wireless 2

This course focuses on switching technologies and router operations that support small-to-medium business networks. Students will perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure basic WLAN.

<b>Code</b>	NET1173
<b>Credits</b>	3
<b>Prerequisite</b>	NET1172
<b>Fee</b>	\$200.00

## NET1174 – CCNA: Enterprise Networking, Security and Automation

This course describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with introduction of software-defined networking, virtualization, and automation concepts that support digitalization of networks.

<b>Code</b>	NET1174
<b>Credits</b>	3
<b>Prerequisite</b>	NET1173
<b>Fee</b>	\$200.00

## NET2267 – Hybrid Service Pro: Core

Introduces server and networking foundational concepts that bridge the gap as students are introduced to on-premises Windows Server 2022 management and Azure Cloud integration in a hybrid environment. Combining breakthrough simulation technology with effective learning methods, this course helps students become prepared for industry certifications and employment.

<b>Code</b>	NET2267
<b>Credits</b>	3
<b>Prerequisite</b>	NET1161
<b>Fee</b>	\$53



## NET2268 – Hybrid Server Pro: Advanced

Building on the foundational concepts introduced in Hybrid Server Pro: Core, this advanced course dives deeper into high-level server management topics. Learn how to secure Windows servers, implement disaster recovery, migrate servers and workloads, manage performance and more. With our state-of-the-art simulation technology and proven learning methods, students will be prepared to excel in their career as a Windows Server Hybrid Administrator Associate.

<b>Code</b>	NET2268
<b>Credits</b>	3
<b>Prerequisite</b>	NET1167
<b>Fee</b>	\$53

## NGT – Natural Gas Technology

### NGT1100 – Introduction to Oil and Gas

Provides a survey of the oil and gas industry, its history, development, influence on society and world politics, and its current state. The course will cover concepts of petroleum discovery, geology, production, transportation, refining, marketing, and economics.

<b>Code</b>	NGT1100
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## NSC – Natural Science

### NSC1110 – Physical Science I

Introduces the student to the basic concepts of physics and chemistry, including motion, gravity, force, Newton's laws, work, energy, momentum, collisions, simple harmonic motion, waves, sound, matter phases, heat and thermodynamics, atoms, chemical bonds and reactions. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.

<b>Code</b>	NSC1110
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<b>Credits</b>	4
<b>Prerequisite</b>	MAT1115 or higher
<b>Fee</b>	\$120.00

## NSC1112 – Physical Science II

Introduces the student to the basic concepts of Astronomy and Earth Science, including the universe, solar system, earth, rocks and minerals, plate tectonics, earth's surface, geologic time, atmosphere, weather and climate, water, and pollution. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.

<b>Code</b>	NSC1112
<b>Credits</b>	4
<b>Prerequisite</b>	MAT1115 or higher
<b>Fee</b>	\$120.00

## NSC1120 – The Science of Energy

Introduction to the basic concepts of energy science. Energy sources under discussion include fossil fuels, nuclear, wind, solar, and biomass. Energy distribution, efficiency, and conservation are also studied. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.

<b>Code</b>	NSC1120
<b>Credits</b>	4
<b>Prerequisite</b>	Completion of a college-level math course
<b>Fee</b>	\$120.00

## NSC2110 – Global Environment/Energy

Introduction to the basic concepts of energy and environmental systems operative on a global scale. Students explore the politics, economics, and social issues of energy production, distribution, and use.

<b>Code</b>	NSC2110
<b>Credits</b>	4
<b>Prerequisite</b>	Completion of a college-level math course
<b>Fee</b>	\$120.00

## NUT – Nutrition

### NGT1110 – Normal Nutrition

A study of nutrients, their sources and function, digestion, absorption and metabolism as they relate to health. The course includes nutrition for various age groups, both as individuals as well as part of the community. Practical meal planning and patient education is also covered, incorporating the relationship of diet to not only health but to various disease processes.

<b>Code</b>	NGT1110
<b>Credits</b>	2
<b>Fee</b>	\$53.00

## OAM – Office Administration

### OAM1132 – Computerized Spreadsheets

This course will teach the student how to plan, develop, edit, and format a worksheet, including the entering of formulas and functions. In addition, the student will learn how to create, edit, and format charts. The creation of a table and data manipulation tools will be covered, as well as how to efficiently work with multiple worksheets, use collaboration tools, and distribute workbooks. The student will explore multiple what-if-analysis tools as well as management tools for working with multi-sheet workbooks.

<b>Code</b>	OAM1132
<b>Credits</b>	3
<b>Prerequisite</b>	CPT1100
<b>Fee</b>	\$53.00

### OAM1135 – Records Management

The major objective of this simulation is to prepare students to work with a variety of office records by giving them hands-on practice with various methods of filing. Upon completion, students will be able to manage records through their entire life cycle by using rules compatible with ARMA International, the leading authority in records management. The following topics will be covered: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic filing procedures; explaining the benefits of color-coding files; applying the processes of records retention, transfer, and disposition; define databases, and create tables.

<b>Code</b>	OAM1135
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## OAM1150 – Document Design and Formatting

Students will learn a word processing program (Microsoft Word) in which they will incorporate features used 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.

<b>Code</b>	OAM1150
<b>Credits</b>	3
<b>Fee</b>	\$38.00

## OAM2160 – Document Design and Presentation

This course provides students with opportunities to develop skills using word processing and desktop publishing software. By utilizing software packages, students will create and design business and personal documents; prepare promotional documents and newsletters; and create a variety of PowerPoint presentations.

<b>Code</b>	OAM2160
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## PHL – Philosophy

### PHL2110 – Logic/Critical Thinking

Development of the students' abilities to think analytically, critically, logically, and rationally. 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.

<b>Code</b>	PHL2110
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## PHL2120 – Philosophy

Examination of major problems, such as the nature of reality, knowledge, truth, morality, and the relation of philosophy to science and religion (or belief systems).

<b>Code</b>	PHL2120
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## PHL2130 – Ethics

Discussion of classic and modern philosophical views of human values, ideals, and morality.

<b>Code</b>	PHL2130
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## PHY – Physics

### PHY1110 – Physics I

Introduction to the basic concepts of physics including motion, gravity, force, Newton's laws, work, energy, momentum, collisions, simple harmonic motion, waves, sound, matter phases, heat and thermodynamics. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.

<b>Code</b>	PHY1110
<b>Credits</b>	5
<b>Prerequisite</b>	MAT1150 or MAT1130 and MAT1140, or MAT1140 and permission
<b>Fee</b>	\$150.00

### PHY1112 – Physics II

Introduction to the basic concepts of physics including quantum, atomic and nuclear physics, electricity and magnetism, electromagnetic waves and optics. Laboratory experiments provide hands-on experience with the concepts and applications studied in the classroom.

<b>Code</b>	PHY1112
<b>Credits</b>	5
<b>Prerequisite</b>	PHY1110
<b>Fee</b>	\$150.00

## PNP – Practical Nursing

### PNP1110 – Nursing I – Foundations of Practical Nursing

Theory and practice of primary nursing foundations based on scientific principles and concepts progressing to the theory and practice of intermediate nursing care. Pharmacology is integrated. Lab practice is coordinated with foundational nursing theory. Introduction to basic microbiology and its relationship to disease are included. Introduction to the hospital environment with emphasis upon the concepts, observation, safety, accountability, and communication skills in the health care settings is also included.

<b>Code</b>	PNP1110
<b>Credits</b>	8
<b>Prerequisite</b>	BIO2110, MAT1110 and admission to the program
<b>Fee</b>	\$160.00

## PNP1120 – Nursing II – Pharmacology of Practical Nurses

Pharmacology deals with the identification of safety measures, terminology, acceptable abbreviations, and utilization of the nursing process to provide a holistic approach to medication administration. Calculation of drug dosages and patient teaching are also integrated. Emphasis is placed on the concepts of safety and critical thinking in relation to pharmacology.

<b>Code</b>	PNP1120
<b>Credits</b>	2
<b>Prerequisite</b>	PNP1110
<b>Corequisite</b>	PNP1130
<b>Fee</b>	\$75.00

## PNP1130 – Nursing III – Family Nursing Across the Lifespan

Deals with holistic nursing care of people as they progress through birth, childhood, adolescence, and adulthood. The focus will be on alterations in health occurring throughout the lifespan including: obstetrical patients, newborns, toddlers, school-age children, adolescents, adults, and geriatric patients. Emphasis will be placed on the care of children and families experiencing alterations in health.

<b>Code</b>	PNP1130
<b>Credits</b>	8
<b>Prerequisite</b>	PNP1110
<b>Corequisite</b>	PNP1120
<b>Fee</b>	\$175.00

## PNP2140 – Nursing IV – Advanced Concepts in Practical Nursing

Deals with the holistic care of patients with moderate health alteration related to advanced concepts in nursing. Concepts to be emphasized are: oxygenation, tissue perfusion, fluid/electrolyte, regulation function, elimination, nutrition, mood/affect, health promotion, safety, reduction risk, collaboration, leadership, and management.

<b>Code</b>	PNP2140
<b>Credits</b>	8
<b>Prerequisite</b>	PNP1130
<b>Corequisite</b>	PNP2150
<b>Fee</b>	\$125.00

## PNP2150 – Nursing V – Seminar for Practical Nurses

Deals with the concepts of legal and ethical aspects of nursing, career opportunities, communication, leadership, functions of the Ohio Board of Nursing, and facilitation of the transition from student to graduate nurse. Applications, job interviews, and current trends and issues in nursing are emphasized. Personal and professional adaption to the working world is addressed.

<b>Code</b>	PNP2140
<b>Credits</b>	1
<b>Prerequisite</b>	PNP1130
<b>Corequisite</b>	PNP2140
<b>Fee</b>	\$75.00

## POL – Political Science

### POL2110 – American National Government

An introduction and exposure to the foundations and principles of American Democracy, with a focus on the institutions of American Democracy (Congress, the Presidency, the Judiciary, and the bureaucracy); the processes of American Democracy (public opinion, political parties, voting and elections, interest groups, and the media); civil liberties, civil rights, and political equality; and, domestic, economic, and foreign policies.

<b>Code</b>	POL2110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

### POL2120 – State and Local Government

An introduction and exposure to the nature and dynamics of state and local politics and government, with some emphasis on Ohio. The course presents American Federalism as it relates to State/Federal relationships within the context of the American Constitution; the nature of State Constitutions, parties,



and elections in the States; State Legislatures; State Governors; and, State Judicial Systems. The course analyzes the nature of local governments and municipalities, state and local policy and staffing, and the financing of state and local governments.

<b>Code</b>	POL2120
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## PSY – Psychology

### PSY1120 – General Psychology

A study of human behavior, including: processes concerning growth and development, aptitudes, perceptions, learning, and self-awareness.

<b>Code</b>	PSY1120
<b>Credits</b>	3
<b>Fee</b>	\$45.00

### PSY1130 – Human Development

Basic concepts, principles and theories of human growth and development throughout the lifespan beginning with conception through death will be covered. Overlapping factors, physical, cognitive, and social will be examined that influence the development of personalities, and the processes used in adaptation.

<b>Code</b>	PSY1130
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1120
<b>Fee</b>	\$45.00

### PSY1140 – Theories of Personality

An overview of the major theories regarding the development of personality. Emphasis is placed on perspectives of normal personality development; treatment and intervention strategies are also discussed.

<b>Code</b>	PSY1130
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1120
<b>Fee</b>	\$45.00

## PSY2110 – Abnormal Psychology

A study of mental disorders, changing conceptions of normality, common forms of mental disorders and their psychological interpretation and the principles of mental health as it applies to the individual, home, school, and society.

<b>Code</b>	PSY2110
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1120
<b>Fee</b>	\$53.00

## PSY2130 – Psychology of Adolescence

In-depth exposure to and investigation of the dynamics of adolescent development. The physical, cognitive, intellectual, psychological, social, and emotional aspects of adolescent development will also be covered. This course includes a considerable focus on the personal and social problems indigenous to adolescence and psychotherapy and counseling with adolescents.

<b>Code</b>	PSY2130
<b>Credits</b>	3
<b>Prerequisite</b>	Sophomore status or permission
<b>Fee</b>	\$53.00

## RAD – Radiology

### RAD1300 – Introduction to Radiation Science/Patient Care

This course is designed to introduce the foundation of radiography and the technologist's role in the delivery of healthcare. Also discussed are health care institutions' policies, practices, and principles. This course will examine the importance of patient care, including consideration for the patient's physical and psychological needs. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The roll of the radiographer in patient education is identified. Simulations and demonstrations will be performed to teach proper patient transfer techniques.

<b>Code</b>	RAD1300
<b>Credits</b>	3
<b>Fee</b>	\$150.00

## RAD1400 – Radiographic Concepts I

This course will introduce x-ray production and image capture. Density, contrast, detail and distortion will be discussed in detail, including primary and secondary factors of each.

<b>Code</b>	RAD1400
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## RAD1450 – Radiographic Concepts II

This course is a continuation of Radiographic Concepts I. The x-ray circuitry, x-ray tube, and other diagnostic equipment is provided in this course. Electromagnetic radiation and the interactions of x-ray photons with matter and the potential impact is discussed.

<b>Code</b>	RAD1450
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## RAD1500 – Radiographic Procedures I

Content is designed to provide the knowledge base necessary to perform imaging procedures of the extremities and trunk with consideration to the typical and atypical patients and/or condition. Consideration is given to the performance of optimal diagnostic images while applying radiation safety measures and the evaluation of such images. Emphasis is on imaging procedures of the extremities shoulder girdle, thorax, abdomen and pelvic girdle procedures in the energized labs on campus.

<b>Code</b>	RAD1500
<b>Credits</b>	3
<b>Fee</b>	\$150.00

## RAD1550 – Radiographic Procedures II

Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the spine and fluoroscopic procedures. Consideration is given to the performance and evaluation of

optimal diagnostic images and with applying radiation safety measures for the typical and atypical patient. Spine and trauma procedures will be in the energized labs on campus.

<b>Code</b>	RAD1550
<b>Credits</b>	3
<b>Fee</b>	\$245.00

## RAD1600 – Clinical Practice I

Introduction to the actual performance of patient care and to the role of a radiologic technologist. All experiences occur at the clinical education setting.

<b>Code</b>	RAD1600
<b>Credits</b>	1
<b>Fee</b>	\$0.00

## RAD1620 – Clinical Practice II

Introduction to the actual performance of patient care and to the role of a radiologic technologist. All experiences occur at the clinical education setting.

<b>Code</b>	RAD1620
<b>Credits</b>	2
<b>Fee</b>	\$0.00

## RAD1640 – Clinical Practice III

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

<b>Code</b>	RAD1640
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## RAD1700 – Radiation Biology and Protection

This course is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. An overview of the principles of the interaction of radiation with living

systems is provided. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

<b>Code</b>	RAD1700
<b>Credits</b>	3
<b>Fee</b>	\$245.00

## RAD2100 – Registry Review/Advanced Imaging Modalities

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

<b>Code</b>	RAD2100
<b>Credits</b>	3
<b>Fee</b>	\$370.00

## RAD2201 – Radiography II

This course focuses on the more advanced principles of radiographic imaging such as specialized equipment, advanced problem-solving and the technical aspects of quality assurance. Concentrating on the principles of radiation protection, topics also include: principles of radiobiology, effects of radiation and health physics. During the laboratory sessions, educational experiences are planned to provide the student with opportunities to apply classroom theories.

<b>Code</b>	RAD2201
<b>Credits</b>	3
<b>Fee</b>	\$150.00

## RAD2202 – Radiologic Physics

General theories of physics including units of measurement; mechanics; structure of matter; electrostatics; magnetism; electro-dynamics-electrical circuits; fundamentals of electromagnetism; and rectification are presented. The production and properties of x-ray tubes, circuits and equipment are emphasized. Mathematical solutions of practical problems are included.

<b>Code</b>	RAD2202
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<b>Credits</b>	2
<b>Fee</b>	\$53.00

## RAD2300 – Radiology Pathology

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

<b>Code</b>	RAD2300
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## RAD2400 – Radiation Concepts III

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

<b>Code</b>	RAD2400
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## RAD2500 – Radiographic Procedures III

Content is designed to provide the knowledge base necessary to perform standard imaging procedures of the cranium, urinary, and special imaging procedures. Intravenous contrast agents and pharmacology will be discussed in detail, including the radiographer's responsibilities. Procedures and positioning will be demonstrated in the energized lab on campus.

<b>Code</b>	RAD2500
<b>Credits</b>	3
<b>Fee</b>	\$355.00

## RAD2600 – Clinical Practice IV

Students can now perform all exams. Students focus on autonomy during exams, while still being supervised by radiographers. This course takes place at assigned clinical settings.

<b>Code</b>	RAD2600
<b>Credits</b>	2
<b>Fee</b>	\$0.00

## RAD2650 – Clinical Practice V

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

<b>Code</b>	RAD2650
<b>Credits</b>	3
<b>Fee</b>	\$0.00

## RLG – Religion

### RLG2110 – World Religions

Introduction to the major world religions. Primary areas of study include Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. Students will examine the historical, phenomenological, and comparative aspects of each religion. The course incorporates a combination of discussions, lectures, films, potential field trips and special guests, to promote student understanding of religions fundamental to our global human culture.

<b>Code</b>	RLG2110
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## SOC – Sociology

### SOC1110 – Sociology

Basics of current sociological concepts and theories, as well as application of this knowledge to understanding current social problems will be covered.

<b>Code</b>	SOC1110
<b>Credits</b>	3
<b>Fee</b>	\$45.00

### SOC1120 – Social Problems

An overview of the forces of social stress that can lead to the development of behaviors not socially acceptable. Students will examine the concepts of functional and dysfunctional responses and the impact on both individuals and groups.

<b>Code</b>	SOC1120
<b>Credits</b>	3
<b>Fee</b>	\$45.00

### SOC2130 – Criminology

The basic principles of criminal investigation. Coverage includes study of current investigative procedures used in the handling of crime scenes, interviewing and interrogating suspects and witnesses, gathering and preserving evidence, conducting surveillance, report writing, establishing modus operandi, and utilizing technical resources. In addition, this course explores theories, philosophies, and concepts related to prevention and suppression of crime and the apprehension of criminals.

<b>Code</b>	SOC1120
<b>Credits</b>	3
<b>Prerequisite</b>	PSY1120 or SOC1110
<b>Fee</b>	\$45.00

### SOC2140 – Juvenile Delinquency

Review of the evolution of past and present juvenile justice theories, policies, and practices in context of changing legal, scientific, and community conceptions of justice and social order. Review of legal cases, research studies, and policy initiatives will provide the groundwork for the student to understand the



nature and extent of delinquency, suspected causes of delinquent behavior, and environmental influences of youthful misbehavior. Further, the course identifies the agencies of justice and the procedures used to treat juvenile offenders, and critical issues influencing the system.

<b>Code</b>	SOC1140
<b>Credits</b>	3
<b>Fee</b>	\$45.00

## SOC2150 – Marriage and the Family

Basic family structure and the predictable dynamics that emerge and affect individual behaviors. The course explores personal and interactive aspects of the family as it is affected by social problems and society, and communication and structural theories for understanding family dysfunction and its impact on individuals.

<b>Code</b>	SOC1150
<b>Credits</b>	3
<b>Fee</b>	\$53.00

## SOC2160 – Cultural/Diversity Studies

Introductory survey course discussing the diversity of human experience based on national origin, race, ethnicity, language, socioeconomic status, religion, age, gender, sexual orientation, and disability. Students will encounter significantly different ways of experiencing and interpreting the world, developing their own vision, identity, and voice in the process.

<b>Code</b>	SOC1160
<b>Credits</b>	3
<b>Prerequisite</b>	ENG1110
<b>Fee</b>	\$53.00

## WAF – Welding

### WAF1110 – Oxyacetylene Fuel Practices

A study of ferrous metals with emphasis on lab work primarily in oxyacetylene cutting and forehand fillet welding in flat, vertical, horizontal, and overhead positions. Further study of joints and symbols on mild steel in all positions in accordance with American Welding Society Qualification Tests will be conducted.

Lab training in brazing of ferrous metal will also be covered.

<b>Code</b>	WAF1110
<b>Credits</b>	2
<b>Fee</b>	\$175.00

## WAF1116 – Shielded Metal Arc Welding I

A study and application of machine selection and classification of electrodes. Basic welding techniques using electrode 7018 fillet weld for plate build up and for joints in the following positions: flat (1F), horizontal (2F), vertical (3F) and overhead (4F).

<b>Code</b>	WAF1116
<b>Credits</b>	3
<b>Fee</b>	\$175.00

## WAF1118 – Welding Symbols

A study of the standard welding symbol and its application in welding blueprint interpretation.

<b>Code</b>	WAF1118
<b>Credits</b>	2
<b>Fee</b>	\$0.00

## WAF1120 – Metallic Inert Gas Welding — MIG I

This course will study the application and use of continuous consumable wire electrode application with GMAW and FCAW equipment. Properties of gases with regard to flow and regulation in will also be presented. Welding techniques are studied in relation to welding steel.

<b>Code</b>	WAF1120
<b>Credits</b>	3
<b>Prerequisite</b>	WAF1110 and WAF1116
<b>Fee</b>	\$200.00

## WAF1123 – Tungsten Inert Gas Welding — TIG I

The study of standard GTAW equipment; welding of metals such as aluminum, stainless steel, and mild

steel; considerations given to variables such as shielding gas types, size and types of tungsten electrodes and filler material will be covered.

<b>Code</b>	WAF1123
<b>Credits</b>	3
<b>Prerequisite</b>	WAF1110
<b>Fee</b>	\$175.00

## WAF1128 – Weld Testing & Metallurgy

This course will provide utilization of various destructive and nondestructive weld testing techniques in accordance with American Welding Society (AWS), American Society Mechanical Engineer (ASME), and American Petroleum Institute (API). Instruction and information on basic principles of metallurgy will be covered as well as a study of ferrous and nonferrous, physical and chemical properties of metals.

<b>Code</b>	WAF1128
<b>Credits</b>	3
<b>Prerequisite</b>	WAF1110 and WAF1116
<b>Fee</b>	\$135.00

## WAF2130 – Metallic Inert Gas Welding — MIG II

Advanced study of the application and use of continuous consumable wire electrode application with GMAW equipment. Primary emphasis on aluminum vee groove plate with backing and mild steel open root plate and pipe.

<b>Code</b>	WAF2130
<b>Credits</b>	3
<b>Prerequisite</b>	WAF1120
<b>Fee</b>	\$190.00

## WAF2133 – Tungsten Inert Gas Welding — TIG II

Advanced study of the application and use GTAW equipment. Primary emphasis on open root using multiple passes and cup walking technique for pipe welding procedures. Students will be tested on 2G, 5G, and 6G positions.

<b>Code</b>	WAF2133
<b>Credits</b>	3

<b>Prerequisite</b>	WAF1123
<b>Fee</b>	\$175.00

## WAF2136 – Shielded Metal Arc Welding II

An advanced study of shielded metal arc welding as it relates to joining two pieces of steel together using a backing strip with E7018 and open root with E6010 root and E7018 fill and cover passes for 100 percent weld in positions 1G, 2G, 3G and 4G.

<b>Code</b>	WAF2136
<b>Credits</b>	4
<b>Prerequisite</b>	WAF1110 and WAF1128
<b>Fee</b>	\$175.00

## WAF2140 – Welding Fabrication

This class will focus on layout along with fabrication techniques as related to structural welding. Emphasis will be on construction of projects to tolerances using small groups and blueprints as applicable to industry settings. A variety of welding processes and all welding positions will be used.

<b>Code</b>	WAF2140
<b>Credits</b>	2
<b>Prerequisite</b>	WAF2130 or 2133 or 2136
<b>Fee</b>	\$150.00

## WAF2146 – Shielded Metal Arc Welding III

An advanced study of shielded metal arc welding with primary emphasis on open root pipe welding using multiple passes and weaving techniques. Open root pipe welding in all positions using E6010 for root pass and E7018 for fill and cover passes according to American Welding Society Qualification Tests.

<b>Code</b>	WAF2146
<b>Credits</b>	3
<b>Prerequisite</b>	WAF2130 or 2133 or 2136
<b>Fee</b>	\$180.00

## WAF2148 – Capstone

The student will choose one of the following three paths at the time of registration:

1. Capstone project, 2. Welding internship, 3. Specialized welding process. Topics of chosen path are discussed regularly with instructor throughout the semester. This course may, include an internship at a local welding facility or entail the design and fabrication of a welding project on site or selecting an official weld certification test and pass an unofficial welding certification test that best suits the student's career.

<b>Code</b>	WAF2148
<b>Credits</b>	2
<b>Prerequisite</b>	WAF2130 or 2133 or 2136
<b>Fee</b>	\$100.00

## WAF2288 – WAF Internship

This is a cooperative work experience that provides students an experiential learning practice. Under the supervision of the assigned faculty member, 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.

<b>Code</b>	WAF2288
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	WAF2289
<b>Fee</b>	\$75.00

## WAF2289 – WAF Seminar

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

<b>Code</b>	WAF2289
<b>Credits</b>	1
<b>Prerequisite</b>	Permission
<b>Corequisite</b>	WAF2288
<b>Fee</b>	\$75.00



# GENERAL INFORMATION

*2025 – 2026 Academic Year*

# College Directory

## Board of Trustees

Name	County	Member Since
Elizabeth F. Gates (Chair)	Belmont	1995
Mark A. Macri (Vice Chair)	Belmont	2011
Allison M. Anderson	Harrison	2021
Cory M. DelGuzzo	Belmont	2010
Richard A. Myser	Belmont	2023
Anita G. Rice	Belmont	2018
Mark Romick	Monroe	2023
Melissa Smithberger	Monroe	2022
Matthew J. Steele	Belmont	2021

## Foundation Board of Directors

Janet Jacobs, *Chair*

Carolyn Sue White, *Vice Chair*

Vincent Gallagher, *Secretary*

Paul Stecker, Jr., *Treasurer*

Susan Adams

Heather Davis, *Employee Representative*

Andrew N. Keck

Diana Kennon

Philip L. Lewis

Melissa Smithberger, *Trustee Liaison*

Michael G. Maistros

Edmund Sargus

Dan Stephens

Robert Vincenzo

Richard A. Yoss

## Executive Administration

Paul Gasparro | President and CEEO

B.S., Colorado Technical University

M.A., Webster University

Ed. D., Nova Southeastern University

Heather Davis | Vice President Organizational Effectiveness

B.S., University of Pittsburgh

M.A., Seton Hill University

Ph.D., Capella University

Kristy Kosky | Executive Assistant to the President & Chief of Staff

Carrie White | Vice President Academic Affairs

B.S., Franciscan University

M.B.A., Franciscan University

J.D., Duquesne University

Ed.D., West Virginia University



## Administrative Staff

### Bridgette Dawson | Associate Vice President Student Affairs

B.A., Washington & Jefferson College

M.B.A., Wheeling Jesuit University

### Karolyn Fox | Director of Nursing

A.A.S., Belmont College

B.S.N., Wheeling Jesuit

M.S.N., Chamberlain College of Nursing

### Jason Huffman | Director of Human Resources

A.A.S., West Virginia Northern

Community College

B.S., Ohio Valley University

M.B.A., University of Findlay

### Keith Kaczor | Director of Industrial Trades

B.A., West Liberty University

### Julie Keck | Manager of Marketing & Strategic Communication

B.A., Bethany College

M.S., West Virginia University

### Jordan Miller | Manager of IT Services

A.A.S., Belmont College

### Danielle Moore | Director of Financial Aid

B.A., Marietta College

M.B.A., Herzing University

### Janet Sempkowski | Director of Finance & CFO

A.A.B., Belmont Technical College

B.S.B.A., Wheeling Jesuit University

## Professional Staff

**Jerry Ball | Database System Administrator**

A.A.S., West Virginia Northern Community College

**Stacey Cannon | Academic & Student Affairs Coordinator**

A.A.B., Belmont Technical College

**Patrick Carbon | College Pathway Advisor**

B.A., Youngstown State University; M.A., Youngstown State University

**Lesa Evans | STNA Coordinator**

A.A.S., Eastern Gateway Community College; B.S.N., Chamberlain University

**Brady Fluharty | Maintenance Supervisor**

**Scott Frey | Manager of Campus Shop and Learning Commons**

**Susan Galavich | Financial Aid Counselor & Loan Coordinator**

A.A.B., Belmont Technical College; B.S.B.A., Wheeling College

**Amy Kotson | Academic Advisor & Student Support Specialist**

A.A.S., Belmont College

**Melissa Kovalsky | Enrollment Services Advisor**

A.A.B., Belmont College; B.L.A., West Liberty University

**Amanda Lekanudos | Payroll Coordinator**

B.S., Franklin University

**Jennifer Nettles | Registrar**

B.S., Wheeling Jesuit

**Amanda Piegan | Coordinator of Medical Assisting**

A.A.S., Belmont College; B.T.A.S., Ohio University; Executive Master of Public Administration, Ohio University

**Katie Stollar | Academic Advisor & Student Support Specialist**

B.A., Kent State University; M.A., Kent State University

**Meralin Sullivan | Financial Aid Advisor**

A.A.B., Belmont Technical College

**Jacob Summers | Academic Advisor & Student Support Specialist**

B.S., Ashland University

## Support Staff

Kandy Cross | Custodian

Lisa Elerick | Custodian

Yancey Hall | Maintenance Staff

A.A.S., Belmont College

Greg Kanzic | CDL Training Instructor

Leah Klug | Academic Specialist, Academic & Student Affairs

B.S., Ohio University Eastern

Michel Lyden | Utility/Maintenance Technician

Erin Meade | Accounting Assistant

A.A.S., Belmont College; *B.S., Franklin University*

Mason Milliken | Network Technician

A.A.S., Belmont College

Michael Poss | Desktop Support Technician

A.A.S., Lamar University; A.A.S., Belmont Technical College

Scott Richards | CDL Training Manager

Brian Sadosky | Utility/Maintenance Staff

Sandra Sheppard | Accounting Specialist

A.A.S., Belmont Technical College

## Faculty

### Nate Brinker | Assistant Professor of Accounting

A.S., Ohio University; B.S., Ohio University; M.B.A., American Public University

### Amanda Burkhardt | Professor of Mathematics

B.S., Ohio University; M.A., Muskingum University

### Malissa Campbell | Professor of Nursing

A.A.S., Belmont College; B.S.N., Muskingum University; M.S.N., Walden University

### Henry Cardello | Associate Professor of Information Technologies

B.A., West Virginia Wesleyan College; Cisco Certified Network Associate, Cisco Certified Academy Instructor; CompTIA A+, CompTIA Network+

### Faisal Cheema | Associate Professor of Engineering

B.S., University of Central Florida; M.S., University of Central Florida

### Christina Christmas | Assistant Professor of Nursing

B.S.N., Western Governor's University; M.S.N./ED, Western Governor's University

### Christopher Clantz | Professor of Natural Sciences

B.S., The Ohio State University; B.S., Kent State University; M.A., Kent State University

### Patricia Clegg | Instructor of Nursing

A.D.N., Belmont College; B.S.N., Ohio University; M.S.N., Capella University

### Suzanne Clutter | Professor of Natural Sciences

B.S., West Liberty University; Ph.D., West Virginia University

### Jacqueline Driscoll | Associate Professor of Information Technology

A.S., Belmont College; Certified Hacking Forensic Investigator Certified Computer Forensics Examiner; Certified Ethical Hacker; Microsoft Systems Engineer Certified; Microsoft Certified Professional  
Microsoft Certified Professional + Internet Certification

### Bryan East | Professor of Welding

A.A.S., Belmont College

### Ben Fulton | Professor of Biology

A.A.S., Belmont College; B.S., Youngstown State University; M.S., Youngstown State University

### Christina Jacobs | Professor of Nursing

A.D.N., Morehead State University; B.S.N., Graceland University; M.S.N., Walden University

### Paulette Kendzora | Professor of Business

B.S., Wheeling Jesuit University; M.B.A., Wheeling Jesuit University

### Summer Leoni | Assistant Professor of Early Childhood Education

B.A., West Virginia University; M.Ed., California University of Pennsylvania

### Jodi McFarland | Professor of Mathematics

B.S.Ed., Ohio University; M.A., Muskingum College

### Milette Kyong | Assistant Professor of Mental Health

B.A., Wittenburg University; M.A., Webster University

### Aaron Schultz | Assistant Professor of English

R.B.A., WVU – Parkersburg; M.L.S., Fort Hayes State University; M.A., Fort Hayes State University

### Derrick Smith | Assistant Professor of BPR

A.A.S., Belmont College; B.S., Indiana State University

### Hunter Southwood | Instructor of Heavy Equipment

A.A.S., Belmont College; A.A.S., Vincennes University

### Kristi Watkins | Instructor of Nursing

A.D.N., Belmont College; B.S.N., Ohio University

### Adam Wheeler | Instructor of HVAC

A.A.S., Belmont College

### Cynthia H. Yanez | Professor of English

B.B.A., William Paterson University; M.A., Pace University

### Rita Zaborek | Professor of Mathematics

B.S., Ohio University; M.S., University of Dayton

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## Part-time Staff

Nick Fletcher | Front Desk Receptionist

Chloe Hall | Cashier/Business Office Clerk

Lindsay Hess | Lab Aide, Industrial Trades

Jeanie Miller | Front Desk Receptionist

Edward Mowrer | Operations Manager, Energy Institute

Lori Newton | Academic Specialist/Workforce | Development Administrative Assistant

John Pacifico | Lab Aide, Industrial Trades

Brock Woodward | Information Systems Specialist

## Emeriti

**Marc Abraham**, *Professor Emeritus*

**Thomas Atkinson**, *Professor Emeritus*

**Joyce Baker**, *Director Emeritus*

**Lois Barr**, *Professor Emeritus*

**Marcia Bedway**, *Trustee Emeritus (deceased)*

**Cathy Bennett**, *Associate Dean Emeritus (deceased)*

**Wilbert Briggs**, *Trustee Emeritus (deceased)*

**Dr. Joseph E. Bukowski**, *President Emeritus*

**Annette Butler**, *Professor Emeritus*

**Cheryl Cassis**, *Professor Emeritus*

**John F. Clymer**, *Vice President Emeritus*

**George Cowen**, *Professor Emeritus (deceased)*

**Michael Cox**, *Dean Emeritus (deceased)*

**William J. Davies**, *Trustee Emeritus (deceased)*

**Eleanor DiCarlo**, *Associate Professor Emeritus*

**Gus Evangelinos**, *Instructor Emeritus (deceased)*

**Bonita Fador**, *Professor Emeritus*

**Carol Goclan**, *Professor Emeritus (deceased)*

**Marge Hawthorne**, *Executive Director Emeritus*

**Sally Hindman**, *Professor Emeritus (deceased)*  
**Barbara Holstein**, *Professor Emeritus*  
**Timothy Houston**, *Dean Emeritus*  
**Dennis Huffman**, *Director Emeritus*  
**William Hunkler**, *Trustee Emeritus (deceased)*  
**Cindy Jones**, *Director Emeritus (deceased)*  
**Lucile J. Kennedy**, *Trustee Emeritus (deceased)*  
**Barbara Kish**, *Associate Professor Emeritus*  
**Charles W. Kocher**, *Dean Emeritus (deceased)*  
**John Koucoumaris**, *Vice President Emeritus*  
**Carole Krebs**, *Dean Emeritus*  
**Anna Marie Kubovich**, *Professor Emeritus*  
**Diane Kulazenka**, *Professor Emeritus*  
**Dr. Rebecca J. Kurtz**, *Vice President Emeritus*  
**Mary Jane Lofton**, *Professor Emeritus*  
**Terry Loy**, *Director Emeritus*  
**Charles McGlumphy**, *Professor Emeritus*  
**Elaine McLeskey**, *Professor Emeritus*  
**Dr. Howard McLeskey**, *Professor Emeritus (deceased)*  
**Patricia Milhoan**, *Professor Emeritus*  
**Diane Morris**, *Professor Emeritus*  
**Jean Nankivell**, *Professor Emeritus (deceased)*  
**Pandora Neuhart**, *Trustee Emeritus*  
**Marshall J. Piccin**, *Dean/Trustee Emeritus (deceased)*  
**Patricia Pontia**, *Professor Emeritus (deceased)*  
**Terry Puperi**, *Associate Professor Emeritus*  
**Milton Ronsheim**, *Trustee Emeritus (deceased)*  
**Robert Scatterday**, *Professor 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 (deceased)*

**Robert Walker**, *Professor Emeritus (deceased)*

**Sue White**, *Director of Nursing Emeritus*

**Marilyn Wildman**, *Professor Emeritus*



# WHO TO SEE & WHERE TO GO IF YOU NEED HELP

Academic Advising .....	Academic Advising Staff
Add or Drop a Class .....	Academic Advising Staff
Application for Graduation .....	Records Office
Buying Books/Supplies .....	Campus Shop
Change of Address .....	Records Office
Change of Program of Study .....	Records Office
College Work Study .....	Financial Aid Office
Community Education/Special Offerings .....	Office of Workforce Development/ Community Education
Deferred Tuition Payment Plan .....	Business Office
Economic Development .....	Office of Workforce/Community Education
Financial Aid/Financial Aid Transcripts .....	Financial Aid Office
GED Testing .....	Success Center Specialist
Grade Appeal .....	Instructor/Academic Advisor
Grade Transcripts .....	Records Office
Grievance Procedure .....	Instructor/Academic Advisor
Guaranteed Student Loans .....	Financial Aid Office
Handicapped Parking Stickers .....	Academic/Access Advisor
Health Emergencies .....	911 from College phone
Information about Other Colleges .....	Academic Advising Staff
Job Placement .....	Academic Advisor
Loan Deferments/Enrollment Verification .....	Records Office
Lost and Found .....	Welcome Desk
Mac Book Assistance .....	IT Department
Parking Questions .....	Business Office
Parking Sticker – Student .....	Business Office
Pay Fees .....	Business Office
Photocopies .....	Library
Physical/Mental/Learning Disability .....	Academic/Access Advisor
Physical Plant/Building Maintenance .....	Maintenance Supervisor
Placement Testing .....	Testing Center
Reasonable Accommodations .....	Academic/Access Advisor

<b>Receiving an Incomplete .....</b>	<i>Records Office</i>
<b>Research Information.....</b>	<i>Library</i>
<b>Report Accidents .....</b>	<i>Welcome Desk</i>
<b>Report Stolen Property .....</b>	<i>Executive Director of Information Services &amp; Security</i>
<b>Request for Public Records .....</b>	<i>Assistant to the President</i>
<b>Staff ADA .....</b>	<i>Vice President of Institutional Effectiveness</i>
<b>Student ADA .....</b>	<i>Academic/Access Advisor</i>
<b>Student Grievances .....</b>	<i>AVP of Student Affairs</i>
<b>Transcript Evaluation .....</b>	<i>Records Office</i>
<b>Transcript of Grades .....</b>	<i>Records Office</i>
<b>Tutorial Assistance .....</b>	<i>Instructor/Charles W. Kocher Success Center</i>
<b>Unemployment/Insurance Forms Signed.....</b>	<i>Records Office</i>
<b>Vehicle Lights On .....</b>	<i>Welcome Desk</i>
<b>Vending Machine Concerns .....</b>	<i>AVI Vending Staff, Campus Shop or Welcome Desk</i>
<b>Veterans Benefits .....</b>	<i>Records Office</i>
<b>WIA Checks/Program Information .....</b>	<i>Financial Aid Office</i>

# TUITION AND FEES

*Effective Summer Semester 2024*

Residency	Instructional Fee Tuition	General Course Fee	Technology Fee	Auxiliary Fee	Career Services Fee	Student Life Fee
Ohio	\$125.75	\$35.00	\$25.00	\$6.00	\$4.00	\$10.00 per Student per term
WV Reciprocity	\$125.75	\$35.00	\$25.00	\$6.00	\$4.00	
Out-of-State*	\$230.00	\$35.00	\$25.00	\$6.00	\$4.00	
International*	\$495.00	\$35.00	\$25.00	\$6.00	\$4.00	

IN-STATE FEES						
Credit Hours	Instructional Fee Tuition	General Course Fee	Technology Fee	Auxiliary Fee	Career Services Fee	Total Tuition & Fees
1	\$125.75	\$35.00	\$25.00	\$0.00	\$4.00	\$189.75
2	\$251.50	\$70.00	\$50.00	\$0.00	\$8.00	\$379.50
3	\$377.25	\$105.00	\$75.00	\$0.00	\$12.00	\$569.25
4	\$503.00	\$140.00	\$100.00	\$24.00	\$16.00	\$783.00
5	\$628.75	\$175.00	\$125.00	\$30.00	\$20.00	\$978.75
6	\$754.50	\$210.00	\$150.00	\$36.00	\$24.00	\$1,174.50
7	\$880.25	\$245.00	\$175.00	\$42.00	\$28.00	\$1,370.25
8	\$1,1060.0	\$280.00	\$200.00	\$48.00	\$32.00	\$1,566.00
9	\$1,131.75	\$315.00	\$225.00	\$54.00	\$36.00	\$1,761.75
10	\$1,257.50	\$350.00	\$250.00	\$60.00	\$40.00	\$1,957.50
11	\$1,383.25	\$385.00	\$275.00	\$66.00	\$44.00	\$2,153.25
12	\$1,509.00	\$420.00	\$300.00	\$72.00	\$48.00	\$2,349.00
13	\$1,634.75	\$455.00	\$325.00	\$78.00	\$52.00	\$2,544.75
14	\$1,760.50	\$490.00	\$350.00	\$84.00	\$56.00	\$2,740.50
15	\$1,886.25	\$525.00	\$375.00	\$90.00	\$60.00	\$2,936.25
16	\$2,012.00	\$560.00	\$400.00	\$96.00	\$64.00	\$3,132.00
17	\$2,137.75	\$595.00	\$425.00	\$102.00	\$68.00	\$3,327.75
18	\$2,263.50	\$630.00	\$450.00	\$108.00	\$72.00	\$3,523.50
19	\$2,389.25	\$665.00	\$475.00	\$114.00	\$76.00	\$3,719.25
20	\$2,515.00	\$700.00	\$500.00	\$120.00	\$80.00	\$3,915.00

OUT-OF-STATE FEES						
Credit Hours	Instructional Fee Tuition	General Course Fee	Technology Fee	Auxiliary Fee	Career Services Fee	Total Tuition & Fees
1	\$230.00	\$35.00	\$25.00	\$0.00	\$4.00	\$294.00
2	\$460.00	\$70.00	\$50.00	\$0.00	\$8.00	\$588.00
3	\$690.00	\$105.00	\$75.00	\$0.00	\$12.00	\$882.00
4	\$920.00	\$140.00	\$100.00	\$24.00	\$16.00	\$1,200.00
5	\$1,150.00	\$175.00	\$125.00	\$30.00	\$20.00	\$1,500.00
6	\$1,380.00	\$210.00	\$150.00	\$36.00	\$24.00	\$1,800.00
7	\$1,610.00	\$245.00	\$175.00	\$42.00	\$28.00	\$2,100.00
8	\$1,840.00	\$280.00	\$200.00	\$48.00	\$32.00	\$2,400.00
9	\$2,070.00	\$315.00	\$225.00	\$54.00	\$36.00	\$2,700.00
10	\$2,300.00	\$350.00	\$250.00	\$60.00	\$40.00	\$3,000.00
11	\$2,530.00	\$385.00	\$275.00	\$66.00	\$44.00	\$3,300.00
12	\$2,760.00	\$420.00	\$300.00	\$72.00	\$48.00	\$3,600.00
13	\$2,990.00	\$455.00	\$325.00	\$78.00	\$52.00	\$3,900.00
14	\$3,220.00	\$490.00	\$350.00	\$84.00	\$56.00	\$4,200.00
15	\$3,450.00	\$525.00	\$375.00	\$90.00	\$60.00	\$4,500.00
16	\$3,680.00	\$560.00	\$400.00	\$96.00	\$64.00	\$4,800.00
17	\$3,910.00	\$595.00	\$425.00	\$102.00	\$68.00	\$5,100.00
18	\$4,140.00	\$630.00	\$450.00	\$108.00	\$72.00	\$5,400.00
19	\$4,370.00	\$665.00	\$475.00	\$114.00	\$76.00	\$5,700.00
20	\$4,600.00	\$700.00	\$500.00	\$120.00	\$80.00	\$6,000.00

INTERNATIONAL FEES						
Credit Hours	Instructional Fee Tuition	General Course Fee	Technology Fee	Auxiliary Fee	Career Services Fee	Total Tuition & Fees
1	\$495.00	\$35.00	\$25.00	\$0.00	\$4.00	\$559.00
12	\$5,940.00	\$420.00	\$300.00	\$72.00	\$48.00	\$6,780.00
15	\$7,425.00	\$525.00	\$375.00	\$90.00	\$60.00	\$8,475.00

## Payment of Fees

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 of Financial Aid Office. The Board of Trustees established the tuition and fee rates at Belmont College. Resident, Out-of-State, and International Student fees are subject to change pending Board action.

## Description of Charges and Fees

### Instructional Fee (Tuition Per Credit Hour)

A student is charged in-state fees if they reside in the state of Ohio, or in Hancock, Brooke, Ohio, Marshall, or Wetzel County of West Virginia.

### General Fee (Per Credit Hour)

Associated with student support services such as those provided in Advising, Student Success Center and Learning Commons.

### Technology Fee (Per Credit Hour)

This fee helps to defray costs to maintain technology infrastructure and to expand technology enhanced learning such as licensing, upgrading and web access.

### Career Services Fee (Per Credit Hour)

Associated with maintaining and developing career services functions that are vital to student and workforce success, as well as to ensure these services are available in future academic terms.

### Auxiliary Fee (Per Credit Hour for Enrollment in 4 or More Credit Hours)

Associated with providing a common platform to enhance instruction and to access digital educational resources to prepare graduates for technology-driven careers, as well as offering textbooks at a reduced cost through the use of digital materials.

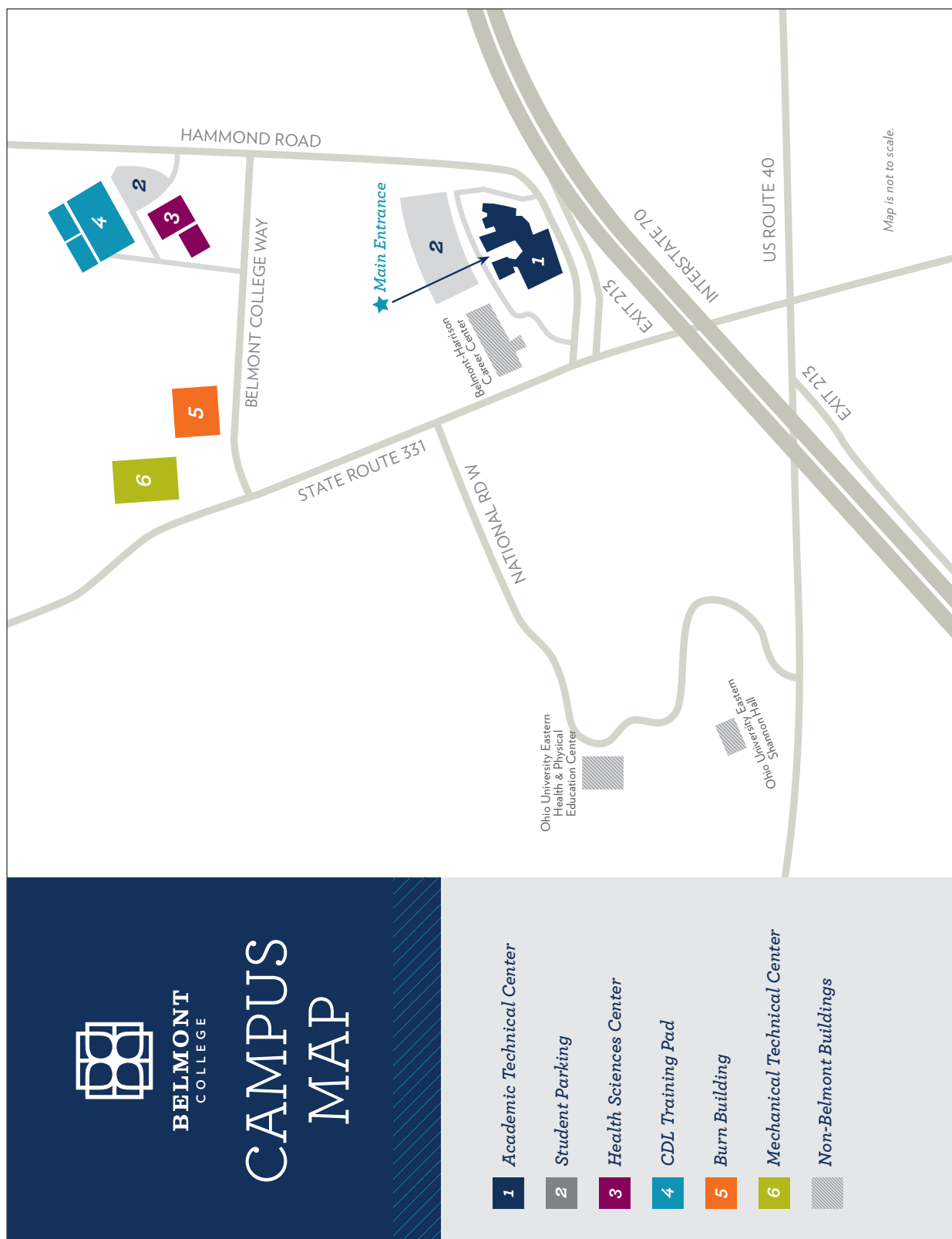
### Student Life Fee (Per Semester)

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 and Lab Fees (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. These fees are charged to the student at the time of registration. Not all courses involve course fees. Course fees are subject to change.

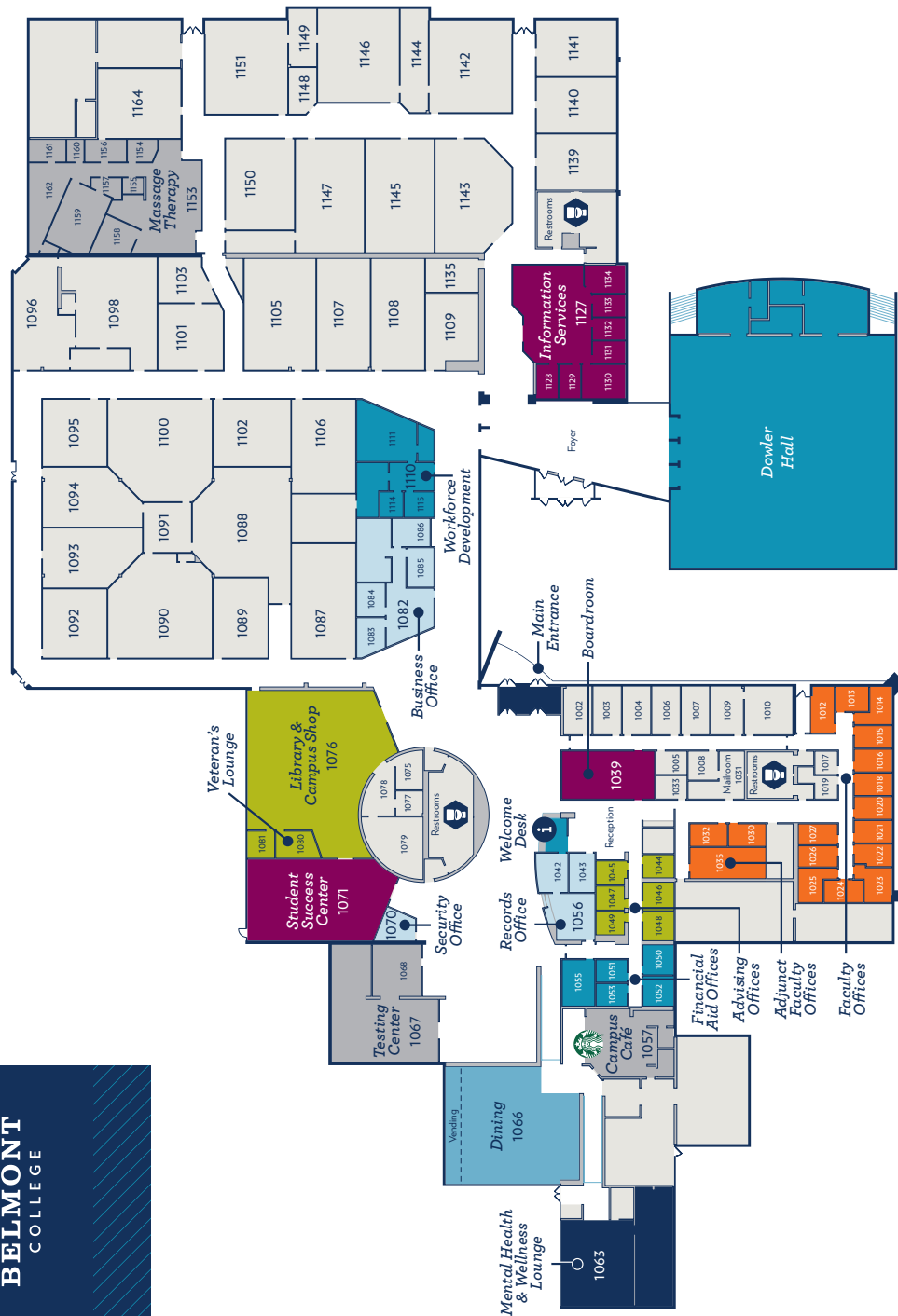
# CAMPUS MAPS



## ACADEMIC TECHNICAL CENTER



**BELMONT**  
COLLEGE

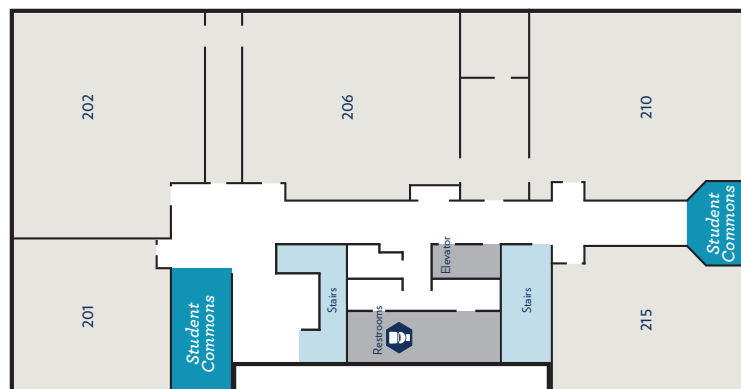


## HEALTH SCIENCES CENTER

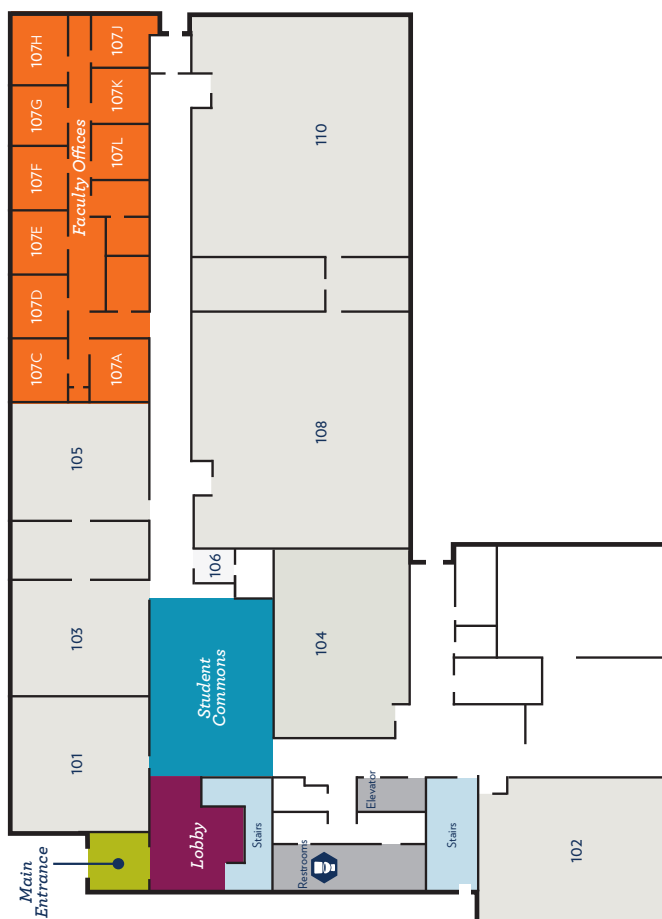


**BELMONT**  
COLLEGE

SECOND FLOOR



FIRST FLOOR





# TITLE IX COMMUNITY

## Gender Discrimination/Sexual Misconduct Complaint Process

### Step 1: Complaint

The student may submit an alleged gender discrimination/sexual misconduct violation to his or her Office of Student Affairs or the Title IX Coordinator.

### Step 2: Investigation

Title IX Coordinator in partnership with the Office of Student Affairs will investigate the allegation.

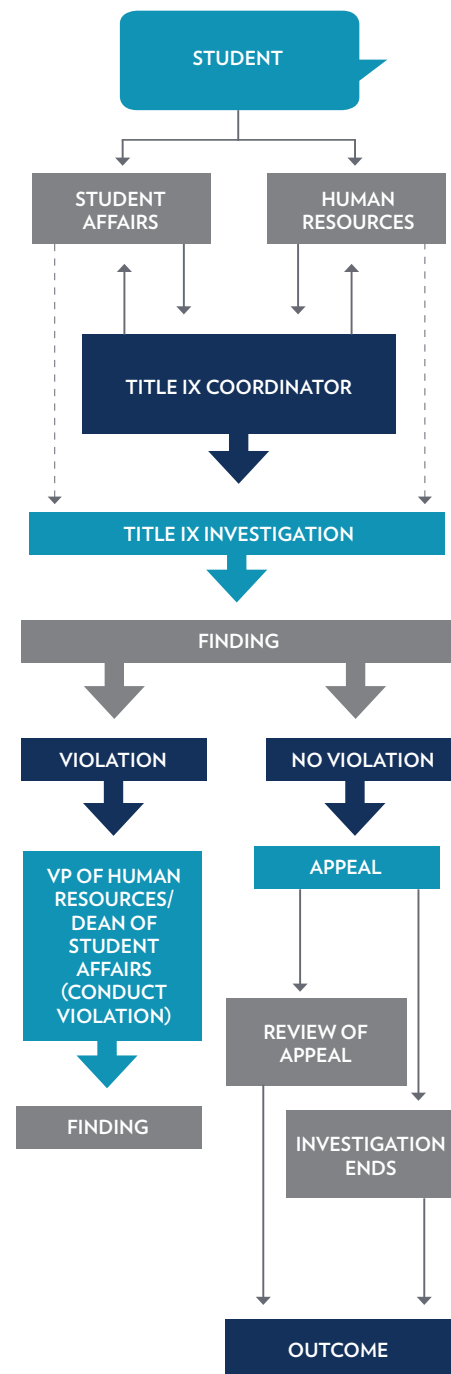
**No Violation** has occurred, and the investigation will belong solely to the Office of Student Affairs to determine if a conduct violation has occurred. The Title IX Coordinator ensures that the Title IX investigation ends and the Student Code of Conduct process begins.

**Violation** has occurred, and the Title IX Coordinator and Office of Student Affairs shall prepare a written report that includes a statement of factual findings based upon the information and evidence provided by the complainant, respondent, and any witnesses involved.

### Step 3: Findings

The complainant and respondent may file an appeal based on 3 criteria: 1) there was an error in the investigation; 2) relevant material/new evidence/information not previously available at the time of the hearing have been discovered; and 3) sanctions based on evidence of information/failed to consider a piece of evidence.

*The complainant or accused has 7 calendar days to appeal this decision in writing from the date the note is sent.*



## Step 4: Appeals

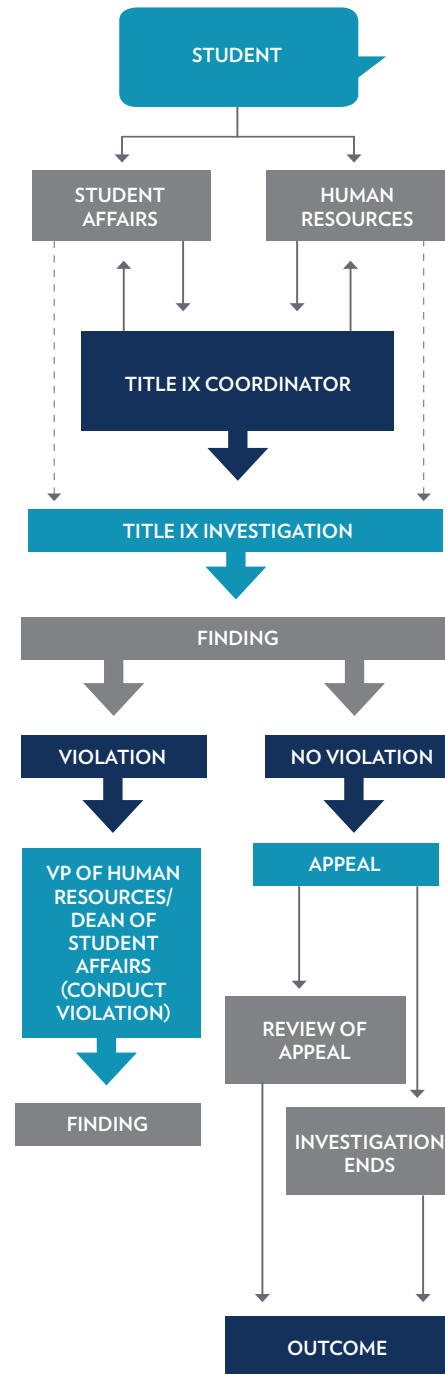
If granted an appeal the VP of Academic & Student Affairs and the VP of Human Resources conducts the appeal process. They will:

- Uphold the decision of the Title IX Coordinator, and therefore, the matter will be considered final and binding upon all.
- Overturn the decision of the Title IX Coordinator and return it back to the Title IX Coordinator to re-open the case.

## Step 5: Outcome

The complainant and respondent will be notified of the outcome via email and certified mail.

*The Title IX Coordinator and Office of Student Affairs will act to remedy the effects, enforce outcomes and reassess duties to warn based on the final outcome.*



# DISCLAIMER

This catalog contains official information for the 2025-2025 academic year. The College reserves the right to repeal, change or amend rules, regulations, tuition and fees, and may withdraw, add to, or modify contents listed herein. The online version of the catalog is the official document.

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**

Director of Human Resources  
740.699.3841

**Title VI Coordinator**

**Associate Vice President of Student Affairs**  
740.699.3804

**Section 504 Coordinator**

**Associate Vice President of Student Affairs**  
740.699.3804

**ADA Compliance Coordinator**

**Academic/Access Advisor**  
740.699.3820

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

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

Each catalog corresponds to the academic year. Students should refer to the catalog throughout their academic careers. Students who first enroll at Belmont College for summer and remain continuously enrolled must fulfill the requirements stated in the catalog covering the academic year beginning in August of that year. Students may elect or the College may substitute the requirements in any subsequent catalog published while they are enrolled at the College. A student must, however, meet the requirements from only one catalog rather than choosing a portion from one catalog and the remainder from another. Students not maintaining normal progress must meet new catalog requirements.