Imagine Your Future.
LAUNCH YOUR CAREER.
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"A journey of a thousand miles begins with the first step." – Lao Tzu

Dear Student,

Welcome to Huntington Junior College, and congratulations on taking the first step toward launching your rewarding new career! You’ve made the right choice.

For more than 75 years, Huntington Junior College has been committed to providing students with the skills necessary to gain lasting employment in growing professional fields. It is our goal to nurture your academic growth and ensure placement in your desired field. From financial assistance to career planning, we’re here to help.

At HJC, you’re not just another face in the crowd. Unlike larger institutions, our small class sizes on-campus allow for individualized attention from the faculty, staff and administration so you won’t get left behind; and our online classes make it easy to fit earning your Associate’s Degree into a busy schedule.

During your time at HJC, please take advantage of all of the educational, social and professional opportunities available to you. It’s also recommended that you take some time to familiarize yourself with school policies, important dates, and the learning resources that will take your career to the next level.

I again commend you for taking on the challenge to enrich and transform your life by attaining an Associate’s Degree from HJC, and encourage you to make the most out of your time with us. We believe in your potential.

Sincerely,

Carolyn Smith, President
Our Mission

Huntington Junior College is a comprehensive, open-admission private institution located in Huntington, West Virginia, serving students globally. Huntington Junior College is committed to ensuring student learning, validating student outcomes, and promoting academic excellence through a qualified and dedicated faculty, staff, and administration.

Our Vision

Huntington Junior College will continue the pursuit of academic excellence by seeking various validations of the educational curricula along with analyzing and prioritizing the incorporation of additional program offerings in order to remain a top competitor in the junior college market.

In addition, the College will take a prominent role in the Tri-State region by serving the educational interests of institutions of higher learning, business leaders and employers, high school and college students, and residents. The College will experience academic and enrollment growth, which will lead to institutional enrichment.

Our Values

| Service | Life-long Learning |
| Teamwork | Education |
| Understanding | Assessment |
| Diversity | Respect |
| Excellence | Networking |
| Nurturing | Integrity |
| Technology | New Ideas |
| Life-long Learning | Goodwill |

Objectives

» Provide higher educational programs of study to prepare students for entry-level employment in a variety of career fields.
» Provide a learning environment to ensure student success in acquiring up-to-date skills to further their academic, personal, and career development.
» Provide graduates with a broad base of knowledge that encourages life-long learning.
» Provide students and the community with higher educational course offerings to enhance advancement and educational opportunities.
» Provide a wide range of student services that will enable students to reach their education and career goals.
» Provide the business community with competent entry-level employees.
» Provide efficient and effective administrative services that focus on student learning, assessment, and academic achievement that lead to institutional improvement.
General Education Objectives

Graduates will:
» Have the general education background necessary to become competent entry-level employees.
» Employ critical thinking skills for problem solving and creative expression.
» Demonstrate effective communication skills.
» Utilize technological resources to research and/or interpret information ethically.
» Evaluate their own personal values and analyze those of society.
» Recognize and appreciate cultural diversity.
» Collaborate to promote team-building skills and leadership qualities.
» Acquire a desire for life-long learning.

Our History

Huntington Junior College was founded in 1936 by Chester A. Riley, Jr., who served as President for over 60 years. The College is centrally located in downtown Huntington. The current facility, the former Cabell County Public Library, was renovated to accommodate the College's programs while preserving the historical character of the structure. The facility remains on the National Register of Historic Places.

The College's initial course offerings were shorthand, typing, and bookkeeping. Today, eight Associate's Degree programs are offered in Accounting, Administrative Technology, Business Management, Dental Assisting, Medical Assisting, Medical Coding, Realtime Reporting and Substance Abuse Counseling.

Huntington Junior College is a corporation under the laws of the State of West Virginia. It is operated by a Governing Board. Carolyn Smith serves as President of the Corporation, and Sharon Snoddy serves as Secretary-Treasurer. Carolyn Smith and Sharon Snoddy have a long history with the College and are sincerely interested in the students, the community, and prospective employers. They both serve on the Governing Board and serve as President and Associate Director of the College.

The other members of the Governing Board are interested community leaders in business and education that offer sound guidance on the curricula and operations of the College. The College offers the only National Court Reporters Association (NCRA) certified Realtime Reporting Program in the state of West Virginia, available both on campus and online.

Accreditations

Huntington Junior College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, (312) 263-0456, (800) 621-7440, or www.ncahlc.org.

The Realtime Reporting Associate's Degree Program is certified by the Council on Approved Student Education of the National Court Reporters Association, 8224 Old Courthouse Road, Vienna, VA 22182-3808, (703) 556-6272.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Our Affiliations

» American Dental Assistants Association
» National Court Reporters Association
» West Virginia Court Reporters Association
» Department of Vocational Rehabilitation, Kentucky
» Department of Vocational Rehabilitation, Ohio
» Department of Vocational Rehabilitation, West Virginia
» West Virginia Association of Student Financial Aid Administrators
» Midwest Association of Student Financial Aid Administrators
» National Association of Student Financial Aid Administrators
» West Virginia Council for Community & Technical College Education
» International Association of Administrative Professionals
» National Business Education Association
Huntington Junior College provides many different opportunities for you to interact with the College. A newsletter is printed regularly to keep you informed. Bulletin boards are also conveniently located to notify you about College events. You can also follow Huntington Junior College on Facebook and Twitter (@hjcupdate) for the latest updates.

The “Wall of Winners” is located in the front lobby. This display honors some of our most recent graduate placements and serves as a daily reminder of the successful accomplishment of exciting goals.

Various social events occur throughout the year, such as an open house for families of our students and professional awareness weeks honoring each field of study. Each quarter various activities are planned to meet the needs and interests of our students. The College also has an Honor Society that sponsors additional yearly activities.

The community resources available to students provide another unique approach in career preparation. Career Awareness Programs are utilized in many course areas with graduates and professionals in the community offering a realistic approach to the business world. CPR classes are offered on a quarterly basis for interested students.

The community is also very active and involved with many community volunteer programs. In addition to the Honor Society’s philanthropic activities, many of the students in our allied health fields assist with first-aid stations for various community events.

**Student Counseling**

Pre-admission counseling is available if you are interested in learning more about the programs offered at Huntington Junior College. After enrolling, counselors are available to assist you with academic or financial questions. Small colleges have many advantages, including small classes, personal attention, and individual guidance. Individual scheduling is available quarterly to answer your questions about class selection, remaining graduation requirements, and appropriate sequencing of classes. Instructors often meet with students in small groups or on a one-to-one basis.

The College also offers a Peer Tutoring Program for all students. A student who excels in a particular class or has a special aptitude in a specific subject area is matched with a student who needs that extra boost in a certain class. This program is a personally rewarding and educationally sound experience for the tutor and a very beneficial academic experience for the student requesting assistance.

Huntington Junior College offers a variety of services to help you achieve your fullest potential. You are encouraged to use these services and to let the administration know about any additional services needed.

**Outstanding Achievement**

Outstanding students are honored on a regular basis. Faculty nominate and select several students who have contributed to the College through classroom participation and involvement, attendance, and academic performance. Perfect attendance on a quarterly basis is also honored in the student newsletter.

Any student who has completed 12 quarter hour credits and earned an overall GPA of 3.5 at the College qualifies to join the Honor Society. An Honor Graduate Certificate is presented to each graduate with a 3.5 or higher cumulative grade point average.

Job placements are announced in our quarterly placement brochure and also posted in the front lobby.
Housing

Special interest is taken in aiding out-of-town students to secure reasonable housing accommodations. Many apartments are available in the local community for our out-of-town students. The Educational Services Director will assist you in obtaining housing.

Lifetime Placement & Review

EMPLOYMENT is YOUR GOAL in attending Huntington Junior College. PLACEMENT is OUR GOAL in your attending Huntington Junior College. The primary emphasis in all classes is employability. The practical, relevant curricula are designed to meet the contemporary business demands of today and tomorrow.

After graduation, you may receive assistance from our Placement Office, including résumé assistance and interview techniques. The services of our Placement Office are available at no charge to graduates for their lifetime.

A Career Seminar is held on a quarterly basis for all students and graduates. Suggestions and tips are offered on interviewing skills, positive self-concept ideas, and professional appearance criteria. Employers from the community are invited to share their views on what is expected in today's challenging job market. This seminar is provided at no charge.

In addition to the College's lifetime placement service, Huntington Junior College offers lifetime review of your skills. As a graduate, you may repeat classes at no tuition charge to regain your proficiency or improve your skills.

Online Education

Huntington Junior College offers a variety of classes through online learning. In addition, the Accounting, Administrative Technology, Business Management, Medical Coding, Realtime Reporting, and Substance Abuse Counseling Associate's Degrees can be completed entirely online.

The online classes use an internet-based classroom where you can post assignments, participate in student discussions, and take exams. The classes have weekly assignments with due dates and times; however, you do not have to be logged on at any specific time during the week, but you must make sure your work for the week is submitted by the due dates.

Student Email Accounts

A free HJC email account is provided to all students who enroll at Huntington Junior College. This account is used to enhance communication between students and faculty/staff. Students are required to use this tool in an efficient, effective, ethical and lawful manner. Any emails sent that involve illegal activity, harassing or threatening language, or forms of spam including chain letters, or contain computer viruses will be considered a violation of this policy and result in immediate suspension of the student's account. If an account is suspended because of any activity listed above, any additional services that require the use of school email such as electronic financial aid communication and online/hybrid classes will no longer be available to the student. In addition, violation of the policy may result in other appropriate disciplinary action, up to and including dismissal from the college. By logging into the email account for the first time, the student agrees to this requirement. Huntington Junior College owns all email accounts and all data transmitted or stored using email capabilities. While incidental personal use of email is acceptable, it is not recommended.
Privacy
While HJC attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through the HJC email system. Under certain circumstances, it may be necessary for the IT staff or other appropriate University officials to access email files to maintain the system, to investigate security or abuse incidents or violations of this or other policies. Such access will be on an “as needed” basis and any email accessed will be disclosed only to those individuals with a need-to-know or as required by law.

Data Retention
Individuals are responsible for saving email messages as they deem appropriate. Messages are automatically purged from Trash folders after 14 days. Due to limited resources, HJC has the right to limit the amount of user space on the email server.

Expiration of Accounts
Student accounts will remain in effect for as long as the student remains enrolled at HJC. If the student withdraws from HJC, the account will be deleted without prior notice, even if the account is active. If the student graduates from the college, the account can be left open indefinitely as long as the account does not go inactive for more than six months.

Student Access to Information
Huntington Junior College has established a web-based tool that will allow students to have access to their account information 24/7. Students can sign up for this free account at www.myhjc.com. This website allows students easy access to their academic progress, account balances, financial aid, and schedule for classes. Other tools that help the student engage with Huntington Junior College are available on this site also.

Class Schedules
HJC offers a flexible schedule that allows students to complete most program requirements while customizing their schedules to meet individual needs. Classes are available on Monday/Wednesday/Friday from 8:00 a.m. to 3:00 p.m.; on Tuesday/Thursday from 8:00 a.m. to 3:10 p.m.; and Tuesday/Wednesday/Thursday evenings from 6:00 p.m. to 9:35 p.m., as well as online courses.

Laboratories & Equipment
Huntington Junior College has technical laboratories for every field: administrative technology, dental, medical, and realtime reporting. The latest in modern office equipment is available to you: personal computers, broadband internet, and a computer-aided transcription system for our realtime reporting program. An integrated approach with software applications is also used in the instruction of numerous classes.

The College's facilities and equipment are available from 7:00 a.m. to 5:00 p.m. Monday, 7:00 a.m. to close Tuesday through Thursday, and from 7:00 a.m. to 4:00 p.m. on Friday. Please be courteous of classes when using labs during class time.

Learning Resource Center
The College maintains a specialized resource center of business and general education texts for student use. Up-to-date business magazines and publications are provided, along with the latest in audiovisual aids for unique and practical classroom instruction. The resource center is under the supervision of a qualified multimedia specialist and is open during both day and evening hours.

Located directly across the street from the College is the Cabell County Public Library, holding more than 375,000 titles. The library staff will provide tours and reference assistance for our students. The Cabell County Public Library has entered into a contract designating the College as an “affiliate” of the county’s library system. All Huntington Junior College students, regardless of their place of residence, are eligible for Cabell County Public Library cards, entitling them to full use of the library’s resources.

Textbooks
Huntington Junior College provides students with the textbooks that are required to complete the course work at no additional charge to the students. If students lose or sell the books, they are required to buy the next set of textbooks. HJC will not allow the student to charge replacement textbooks to their student account. The textbooks must be purchased with cash or credit card.
If students pick up books they had previously received during the book distribution period, the students’ accounts will automatically be charged. This is the only time students may charge books to their accounts.

**Student Records**

Your permanent record is maintained by the College. This record aids you in obtaining employment upon graduation or at any time in the future. Student transcripts are available from the College office if you do not have an outstanding balance with the College. Faculty and staff at Huntington Junior College are always happy to write letters of recommendation for students, and students are encouraged to include at least one person from the College staff in their list of references.

**Family Educational Rights & Privacy**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects students’ educational records from unauthorized disclosure, provides students with the right of access, of review, of challenge and of exception to their educational records. Students may request a hearing if the outcome of a challenge is unsatisfactory and may submit explanatory statements for inclusion in their file.

Huntington Junior College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students’ educational records without the written consent of students except to personnel within the institution with a legitimate educational interest, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to persons or a company with whom the College has contracted as its agent to provide a service, to accrediting agencies carrying out their accreditation function, to persons in compliance with judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the law.

Huntington Junior College will also disclose relevant education information such as attendance and academic achievement to potential employers for students utilizing the placement services of the College. Within Huntington Junior College, only personnel in the administrative staff and academic personnel are allowed access to student educational records.

An educational institution may release personally identifiable information on a F, J, or M nonimmigrant student to the Department of Homeland Security (formally the Immigration and Naturalization Service (INS) in compliance with the Student Exchange Visitor Information System (SEVIS) Program without violating FERPA.

At its discretion the institution may provide directory information, which is student name, address, telephone number, date of birth, major field of study, dates of attendance, degrees and diplomas received, and the most recent previous education institution attended by the student.

Students may withhold disclosure of any category of information under Family Educational Rights and Privacy. To withhold disclosure, written notification must be received in the Office of the Director. Forms requesting the withholding of this information are available in the Director’s Office. Huntington Junior College assumes that failure on the part of any student to specifically request the withholding of any category indicates individual approval for disclosure of directory information and educational information to prospective employers.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA by contacting the office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

**Student Right-To-Know**

In compliance with the Student Right-to-Know Act, annual completion/graduation rates are available for review to enrolled and prospective students on request. These statistics are maintained and archived in the office of the College Director and available on our website.
Nondiscrimination Policy

In furtherance of our nation’s commitment and in compliance with Title IX, and Section 504 of Rehabilitation Act of 1973, Huntington Junior College does wish to notify all applicants for admission and employment, students and employees, and sources of referral of applicants for admission and employment that Huntington Junior College does not discriminate on the basis of sex, race, religion, age, handicap, or national origin.

This nondiscrimination policy applies to all educational programs, hiring and any other College activities. Carolyn Smith, President, has been designated as the coordinator of our program and procedures for implementation of this policy.

Productive Work Environment

It is the policy of Huntington Junior College to promote a productive work environment and not to tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's performance or that creates an intimidating, offensive, or hostile environment.

No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention is paid to the prohibition of sexual harassment.

No employee or student is to threaten or insinuate, either explicitly or implicitly, that any employee's or student's refusal or unwillingness to submit to sexual advances will affect the employee's terms or conditions of employment, the student's enrollment, or the student evaluations.

Other sexually harassing or offensive conduct is also prohibited. This conduct includes unwanted physical contact or conduct of any kind; verbal harassment of a sexual nature; and comments, displays, or written or electronically transmitted messages that are demeaning, insulting, intimidating, or sexually suggestive, about an individual.

If you believe that you have been the subject of any form of harassment, you should report the alleged conduct to an appropriate College official within a timely manner. Any employee or student who is found to have violated the harassment policy will be subject to appropriate disciplinary action up to and including employee termination or student dismissal from school. Huntington Junior College prohibits any form of retaliation against employees or students for bringing bona fide complaints or providing information about harassment.

Sexual Offense Policy

It is the policy of Huntington Junior College to promote a productive work environment and not to tolerate verbal or physical conduct by any employee or student that interferes with this environment. Based on this policy and the Campus Awareness Security Act of 1990, Huntington Junior College will report all criminal sexual offenses occurring on campus to the Huntington Police Department.

Huntington Junior College will not tolerate assault and/or intimidating behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. Any staff member, faculty, or student who is found to have committed a sexual offense is subject to immediate disciplinary action including suspension or dismissal. If disciplinary action is taken, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both the accuser and the accused must be informed of the outcome of any institutional, disciplinary proceeding that is brought alleging a sex offense.

Information regarding sexual offenders living in West Virginia can be found at www.wvstatepolice.com/sexoff.

If you have experienced a sexual offense, Huntington Junior College offers you a secure and supportive environment.
in which to consider all the options that are available to you including (but not limited to), medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense. A person who has experienced a sexual offense, whether rape or another unwanted contact, is urged follow the procedure below.

Procedures to Follow if Sexual Assault Occurs:
» The victim should get to safety and contact the Huntington Police Department. Huntington Junior College staff/faculty will also assist in notifying the proper authorities.
» Evidence should not be destroyed. The victim should refrain from taking a shower, washing hands, or changing clothing. The location where the assault occurred should not be disturbed.
» The victim should get immediate medical assistance.
» The victim is encouraged to seek support, information, and counseling. Counseling is available through Rape Crisis Counseling Team, located at 520 11th Street, Huntington, WV 25701 or by phone at (304) 523-3448.

Drug-Free School Statement
The College is committed to promoting the responsible use of alcohol and preventing the use of illegal drugs. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees. Violations of local, state, and federal laws will be subject to prosecution to the fullest extent of the law and College policy.

Drug & Alcohol Abuse Policy
Huntington Junior College is designated as “Drug and Alcohol Free.” It is a violation of the HJC Alcohol Policy for anyone to possess or consume alcohol in any public or private area of the campus.

The possession, sale, manufacture or distribution of any alcohol by any underage person is illegal under both state and federal laws. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

More detailed information on the substance abuse education program is available on the College website, in the College catalog, and in the Employee Handbook.

Referral & Treatment
To ensure the most effective implementation of this program, the following concepts are supported: Alcohol or other drug dependence is a disease that can be successfully treated. Specific steps will be taken for referral of persons at risk for alcohol and other drug problems to appropriate resources for assessment and treatment; College Employee Assistance Programs and Community drug/alcohol treatment centers (Alcoholics Anonymous: 800-333-5051; Area Psychiatric & Psychotherapy Group: 525-9355; River Park Hospital: 526-9111; St. Mary’s Medical Center: 526-1570; Prestera Center for Mental Health Services: 525-7851).
Faculty, staff and students should be apprised that treatment is not a refuge from disciplinary action and that dependency problems that do not respond to treatment may ultimately result in appropriate disciplinary action. Disciplinary actions may be held in abeyance pending the conclusion of a treatment program and be mitigated by the results of such a program. Deferred disciplinary actions may be applied if the individual is uncooperative or fails to make improvements.

Personal Risks
Misuse of alcohol and other drugs can result in, or make worse, a number of personal, relationship, physical, or legal problems. Even low doses significantly impair judgment and coordination, making driving dangerous. The use of mood altering chemicals increases the incidence of aggressive acts and may cause marked impairment in higher mental functions, severely altering the ability to learn and remember information. Alcohol-related traffic accidents are the number one killer of young people in America. High doses of depressants frequently cause respiratory depression and death. Additionally, the long-term use of alcohol or other drugs may set up habitual patterns that can lead to psychological and physical addiction.

Disciplinary Actions
Huntington Junior College will impose disciplinary actions on students who violate the above standard of conduct. Among the disciplinary actions which may be imposed on students are the following: reprimand, probation, suspension, expulsion, and referral for prosecution.

Security Awareness
Huntington Junior College strives to maintain a safe educational environment.
Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authorities in a timely manner.

To encourage personal safety and security, all students and employees need to be aware of their responsibility for their own security and the security of others.

The building is monitored with security cameras 24 hours per day. There is only one entrance to the College building. It is observed by office personnel.

The College does not have any off-campus student organizations.

The College does maintain a zero tolerance policy for any type of verbal or physical abuse or harassment. In addition, the college maintains a zero tolerance policy for any type of weapon on campus. Failure to meet either of these policies can result in immediate dismissal from the college and reporting to local authorities. It is the policy of Huntington Junior College to promote a productive educational and work environment.

During the first week of class, consumer report information and its location are distributed on a quarterly basis. All of this information is also posted on the College website. This includes the Campus Security Policy and the Campus Security Report.

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or contact the front office for an escort.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

Access Policy
During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. During nonbusiness hours, access to the College is by key.
Campus Security Personnel

The College does employ off-duty Huntington Police Department officers to randomly patrol the building and adjacent areas. The officers do have the authority provided by the City of Huntington to arrest any individual found to be in commission of a crime or with an outstanding warrant while on Huntington Junior College property.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

Confidential Reporting

If you are the victim of a crime and do not want to pursue action with the College System or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Policy for Reporting Crime Statistics

A campus security authority prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located in the College administrative offices or on our website at www.huntingtonjuniorcollege.edu.

In addition to the disclosure above, Huntington Junior College maintains a daily crime log. This log is available for review by speaking to any of the designated college security authorities.

Designated College Security Authorities

Carolyn Smith - President
Cathy Snoddy - Director
Linda West – Academic Affairs Director

Facility Management Policy

As the College maintains and develops its facilities, security features and impact to student/staff safety are always considered. Local representatives (contractors, police, fire department, etc.) are used to provide the College with the best plans for facility management and upgrades.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system, posted on the front door of the College, and announced over the PA system, as well as aired on the phone message for students, staff, or faculty calls.

If time permits, the local television and radio stations are also notified. Weather closings are always reported through local media outlets.

Anyone with information warranting a timely warning should report the circumstances to Campus Security.

Emergency Response & Evacuation Policy

If an emergency situation occurs on campus, Huntington Junior College will work with the local authorities to determine if the best steps to effectively deal with the situation.

If an emergency situation occurs on campus that would require the evacuation of the building, students will be notified through an announcement over the PA system. All rooms have an emergency evacuation procedures map posted in
the room. Students should follow the described evacuation route to quickly and efficiently evacuate the building. Upon evacuation, students should move across the 9th Street Plaza to the front of the Cabell County Public Library. From there, school administrators will provide students will additional instructions.

Once the building is evacuated, administration will use the college e-mail system, announcements posted on the front door of the College, social media tools such as Facebook and Twitter, as well phone message for students, staff, or faculty to notify individuals not currently on campus of the situation. As time permits, the local television and radio stations are also notified.

The college will practice emergency evacuation drills two times a year. Students and staff will be notified of the drill prior to the event.

**Consumer Reports Information**

Huntington Junior College has a variety of consumer reports available to students and employees. Below is a list of reports available. Paper copies are available in the administrative offices upon request or many of the reports are available on the college website.

- Campus Security Report: security statistics that occurred on campus or in the adjacent area and institutional policies concerning campus safety and security.
- Completion & Graduation rates: information about the rate of completion and graduation rates of programs.
- Drug Free Schools Policy: information on the school's policies regarding drug and alcohol abuse, as well as referral and treatment programs.
- Financial Aid Assistance - Huntington Junior College participates in various financial aid programs to assist students in meeting their financial obligations. More information can be obtained by also going to the government's website at www.fafsa.ed.gov.
- General Information about HJC: required courses, available class schedules and general information.
- Information about student diversity in the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants.
- Information on placement of and types of employment obtained by graduates.
- Retention rates of first-time full-time undergraduate students.
- Rights and Responsibilities of Students who receive Financial Aid: All students participating in financial aid programs are accorded very specific rights and responsibilities under the law which are provided in this report.
- Satisfactory Academic Progress Guidelines: Used to ensure students are progressing toward completions of their programs.
- Student Rights Under Family Educational Rights and Privacy Act - Federal law designed to protect the privacy of students and their families sets certain conditions for the disclosure of information from students’ records.
Admissions Requirements

Huntington Junior College offers many ways for you to enroll:
» Stop by our office or call for an appointment (304) 697-7550 or toll-free (800) 344-4522
» Email us at admissions@huntingtonjuniorcollege.edu
» Apply online at www.huntingtonjuniorcollege.edu

Counselors are ready to meet with you from 9 a.m. to 5 p.m. Monday through Thursday, 9 a.m. to 4 p.m. Friday, and by appointment in the evenings and on Saturday and Sunday. Huntington Junior College is located in the historic former Cabell County Public Library at 900 Fifth Avenue, Huntington, WV 25701.

Huntington Junior College is an open admissions college. Admission to Huntington Junior College is open to you if you have a state-recognized high school diploma or a general equivalency diploma (GED). Huntington Junior College recognizes that sometimes students need additional assistance to be successful in college. As such, Huntington Junior College requires that all new students complete an academic assessment program before they can begin classes. The results of this assessment will be used to help Huntington Junior College make appropriate recommendations on classes and additional tools the students may need. Depending on the results of this assessment Huntington Junior College may recommend:

1. Enrolling without any additional conditions.
2. Conditional enrollment. Students may begin taking college level credits; however, they may be required to complete additional course work to enhance their basic skills.
3. Limited enrollment. The students will need to complete additional remedial course work before beginning college level courses. The students can complete the class through the online MyReadiness.com course provided by Huntington Junior College. This course does not count toward credit hours attempted or completed at the college. Tuition will not be charged; however, an access fee will be required to cover the cost of the course.

Academic Calendar & Units of Credit

Huntington Junior College operates on a quarter system. Each quarter is approximately 11 weeks in length. One quarter-hour credit equals a minimum of 10 classroom hours of lecture, which assumes outside preparation; 20 hours of laboratory; and 30 hours of practicum; or an appropriate combination of all three.

A full-time student must carry a minimum of 12 credit hours per quarter. To complete a program in the stated course length, a day student must carry an average of 16 to 20 credit hours with a maximum of 24 credit hours. Students must meet a 3.00 cumulative GPA requirement to take 24 credit hours. An evening student must carry 12 credit hours per quarter to graduate in the time periods disclosed.

Transfer Credits

Credit earned at accredited schools, colleges, or universities may be transferred to Huntington Junior College if subject content is comparable and you earned a final grade of C or better.

Up to 72 quarter hour credits can be awarded towards graduation requirements if you are transferring into the same
program. If you are transferring into a different program, 60 quarter hour credits can be awarded. Competency tests are also available in many subject areas. Full credit will be granted to those students achieving a satisfactory score.

**Attendance Policy**

Your attendance at the College is important to your future employment goals. Employers are just as interested in your attendance as they are in your academic record. Behavior conducive to your future career will be expected as a necessary part of your training.

If illness or an emergency should prevent you from attending class, our assignment service gives you the opportunity to keep up with your class assignments with just one phone call. For more information about the assignment service, please see someone in the front office.

At the beginning of each quarter, you are required to start each class by the beginning of the second week of classes. If you have not started a class by the first day of the second week, you will be withdrawn from that class for the quarter. Dropping below a full-time status for any reason could affect your financial aid. You may voluntarily withdraw from a class during the first 9 weeks of each quarter or by the last day to drop a class.

At Huntington Junior College, you are allowed to miss 25% of the scheduled class time before you may be administratively dropped for lack of attendance. For many, this equals a certain number of class days. On classes that meet three days a week (first through fourth period on M/W/F) 25% equals six days. On classes that meet two days a week (all classes on T/TH and fifth period on M/W) 25% equals four days. On classes that meet once a week (night school and online classes) 25% equals two days. Mitigating circumstances and academic progress may be considered in some cases.

The official date of withdrawal is determined based on your attendance or the date you contact the College to officially withdraw. To officially withdraw from an individual course, or to withdraw completely from the College, please contact an Academic Advisor.

**Grading System**

Huntington Junior College's grading system is based on a 4.0 quality point scale. The following chart describes the percentage needed for each letter grade and the quality points each grade will earn.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Per Credit Hour</th>
<th>In place of completed grades:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
<td>High Achievement</td>
<td>4</td>
<td>I Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>83-91</td>
<td>Good</td>
<td>3</td>
<td>W Withdrawal</td>
</tr>
<tr>
<td>C</td>
<td>74-82</td>
<td>Satisfactory</td>
<td>2</td>
<td>CR Credit Granted</td>
</tr>
<tr>
<td>D</td>
<td>67-73</td>
<td>Needs Improvement</td>
<td>1</td>
<td>TR Transfer Credit Granted</td>
</tr>
<tr>
<td>F</td>
<td>Below 67</td>
<td>Unsatisfactory</td>
<td>0</td>
<td>X Did Not Start Class</td>
</tr>
</tbody>
</table>

If you receive an Incomplete, you need to make arrangements with the instructor to complete your outstanding work as soon as possible. Should an Incomplete remain unchanged past one year of the original course start date, it will automatically change to a failing grade.

**Graduation & Progress Requirements**

Upon the satisfactory completion of all course work and skill competencies within your respective program, you are a candidate for graduation. A cumulative grade point average of 2.0 or higher is required and all financial obligations must be satisfied in order to receive your degree.

At the end of each quarter, your cumulative grade point average and completion rates are reviewed to determine your academic standing and progress using the guidelines listed in this catalog.

**Associate’s Degree Programs 108 Hours in Length**

<table>
<thead>
<tr>
<th>Number of Hours Attempted</th>
<th>% of Hours Completed</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-40 Hours</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>41-80 Hours</td>
<td>60%</td>
<td>1.50</td>
</tr>
<tr>
<td>81-107 Hours</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>108+ Hours</td>
<td>60%</td>
<td>2.00</td>
</tr>
</tbody>
</table>
Associate's Degree Programs 152 -160 Hours in Length

<table>
<thead>
<tr>
<th>Number of Hours Attempted</th>
<th>% of Hours Completed</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-57 Hours</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>58-136 Hours</td>
<td>60%</td>
<td>1.50</td>
</tr>
<tr>
<td>137-155 Hours</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>156+ Hours</td>
<td>60%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

If you fail to meet the above guidelines, the following actions can be taken:

1st Quarter below guidelines: Placed on academic warning.
2nd Quarter below guidelines: Suspended from school.

Once you have attempted more than 50% of the hours required for the program, a warning period is no longer an option. If you fall below the minimum requirements, you will be suspended. You may be allowed to remain in classes as a non-regular student to get back into compliance. Tuition for classes attempted will be due and you will not be eligible for financial aid.

These evaluation standards are based on maximum program length. The maximum program length is 150% of the normal program length. All courses attempted and transferred are included in this evaluation measurement. If it is determined that you will not be able to graduate from your program within 150% of the program length, you will not be eligible for financial aid. In addition, if you fail to complete or pass classes two quarters in a row at the college you may be automatically suspended from school.

Incompletes, transfers, and withdrawals have no effect on your cumulative grade point average at the time they are given; however, withdrawals and transfers do impact your completion percentage. Should an incomplete remain unchanged past one year of the original course start date, it will automatically be changed to a failing grade. This will impact both your GPA and your completion percentage. You do have the option of repeating a course for a better grade, and the previous grade is not used in calculating the cumulative grade point average; however, all courses do impact your hours attempted. You may receive financial aid to repeat a previously passed class one time only.

Students cannot be enrolled in two majors at the same time. As a graduate, a student may add one additional major after receiving financial and academic counseling. If the second degree does not provide an economic benefit to the student, HJC retains the right to refuse enrollment until the student has actively looked for work for six months. If you request a change of major, all relevant coursework will be transferred to the new program. Financial aid will only be eligible for three programs at the college. You may appeal the three program rule for mitigating circumstances, such as a new program that has been added to the curriculum or a career change.

If you are denied financial aid because you are not within satisfactory progress guidelines, you may appeal the satisfactory progress standards for reinstatement. Request for an appeal must be put in writing and documentation of mitigating circumstances should be documented for consideration. Mitigating circumstances may include personal or family illness, personal or financial difficulties, loss of daycare provider, and workplace schedule conflicts. The Director and/or the Academic Affairs Director will hear the appeal.

If your appeal is successful, financial aid will be resumed, and you will be placed on academic appeal for one quarter. If you do not meet Satisfactory Academic Guidelines by the end of the quarter, you will be dismissed from school. If, during the appeal, it is determined you will not be able to meet satisfactory academic guidelines at the end of the term, an academic plan will be created for you. You must meet all the requirements of that academic plan to stay enrolled in the College. If your appeal is denied, you must wait one year before you can appeal again.
If you have been dismissed for lack of satisfactory progress, you may reenter classes after a one-quarter withdrawal. You will not be eligible for financial aid. Selective scheduling, academic counseling, and tutoring will be available to assist you.

**Academic Honesty Policy**

Huntington Junior College works to ensure that its classes are of the highest academic standards. Consequently, the College has a strong policy against any form of academic dishonesty including cheating or plagiarism. It is the students’ responsibility to check with the instructor if they have questions regarding the policy. Explanations about cheating and plagiarism can be found below. Students guilty of academic dishonesty will be administratively dropped from the course with a grade of ‘F’ and subject to disciplinary action, which may include suspension and dismissal.

**Cheating**

The following would be considered examples of cheating in the online environment:
1. Giving or receiving any information during testing or graded work from another student, family member, or individual
2. Sharing the contents of any test or quiz including lending or borrowing of past tests or quizzes with another student
3. Using notes, internet, books, or any other form of information to look up answers on a test or quiz
4. Taking a test/quiz for another student
5. Working with another student in the class to complete an assignment or quiz unless specifically permitted by the instructor (e.g., “You do this part of the assignment, I'll do the other part and we will share our work.”)

If a student turns in one paper for two classes without gaining consent from both instructors, it is considered an act of cheating (i.e., receiving double credit for a single assignment). The student will receive an F for both classes and possibly be suspended or dismissed from school.

**Plagiarism**

According to the Merriam-Webster Online Dictionary, to “plagiarize” means:
1. To steal and pass off (the ideas or words of another) as one’s own
2. To use (another’s production) without crediting the source
3. To commit literary theft
4. To present as new and original an idea or product derived from an existing source

Plagiarism involves both stealing someone else's work and lying about it afterward. In order to give credit to the source, you can use either APA citing guidelines or MLA citing guidelines unless your teacher tells you specifically to use one over another.

**Copyright Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act Title 17 of the United States Code. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov. or the College’s website.

**Student Appeals**

Any student with a complaint or grievance pertaining to any activity of the College not resolved through normal operating procedures may request a hearing. The President, the Director, the Academic Affairs Director, and an appropriate faculty member will set a date to hear the appeal. The Governing Board of the College also exists as a final
appeals board for any faculty or student problem not resolved within the existing College appeal process. Appropriate state and national approval agencies and accreditation council and commission addresses and phone numbers are also available in the office of the Director.

Allied Health Certification Requirements

Along with completion of an externship or practicum, the Medical Assisting and Medical Coding programs require registration for recognized professional certification testing during their capstone courses.

During the quarter in which a student is scheduled in either Clinical Procedures II or Medical Coding III, he/she registers for national certification and is assigned a testing due date no longer than six months from the date of registration. In order to sit for the Medical Assisting test, all required classes and the practicum must be completed. Earlier testing dates will be available if the student completes the requirements and wishes to test sooner.

During this quarter, the student is charged a non-refundable fee to cover the cost of the certification test. The cost of attendance for that quarter will be adjusted to include the fee. Financial aid eligibility will be calculated to determine if additional funds are available to pay the fee on the student’s account. This cost and financial aid adjustment can only be done one time per federal regulation.

As with other tuition and fee charges, if financial aid funds are not available to cover the testing fee, Huntington Junior College will allow the student to make payments. See Financial Aid for test fees.

Number of Majors Students Can Attempt

Students can change majors during their first 48 attempted hours at the college. After attempting 48 hours, students may change majors one time after receiving financial aid counseling to ensure the change does not create an unnecessary financial burden on the student. If they have already changed majors after attempting 48 hours, they must complete one of the degrees in which they have previously been enrolled.

As a graduate, a student may add one additional major after receiving financial and academic counseling. If the second degree does not provide an economic benefit to the student, HJC retains the right to refuse enrollment until student has actively looked for work for six months while working with the Student Success Coordinator.

If students are required to complete an externship/practicum or typing speed as part of the first degree, they must first complete the externship/practicum and typing speed prior to enrolling in a second major.
To help prepare students for life after school, HJC now offers a financial management program. This program will help students better manage their financial obligations while attending HJC and after graduation. This is a free tool for all students.

Any first time borrowers at HJC will attend one of the financial management programs BEFORE they apply for a student loan at HJC. During the programs, students will develop a budget worksheet to help them determine their financial needs while in school and their earning potential upon graduation. These worksheets will be used during the one-on-one session with a financial aid counselor before the students apply for student loans.

There are many types of financial aid assistance available today. Following are highlights of the various financial aid assistance methods:

**Tuition**

Tuition costs are listed in a supplement enclosed in the back of this catalog. Your quarterly tuition charges may be paid in monthly installments. You do not have to pay for the entire course at one time.

You are responsible for ensuring that your tuition charges have been paid. Failure to make scheduled payments may impact your enrollment status. Payments can be made with cash, check, or credit card.

Your academic transcript and diploma are available only after your account has been paid in full. Please discuss your payment options with our Financial Aid Office.

**Grants**

The Federal Pell Grant Program is designed to provide financial assistance for those who qualify. The Federal Pell Grant Award does not have to be repaid. You may apply online at www.fafsa.ed.gov.

The Federal Supplemental Educational Opportunity Grant is also designed to assist you in obtaining higher education. These grants are based on financial need and do not have to be repaid. To apply, contact the Financial Aid Office.

The West Virginia Higher Education Grant may be awarded to full-time students who are residents of West Virginia. These funds are awarded to students who demonstrate the most financial aid need and have met the academic performance standards set by the West Virginia Higher Education Policy Commission. See the financial aid office for information about the deadline for applying for this grant.

**Loans**

As a Huntington Junior College student, you are eligible to participate in the Direct Loan Program. No payments on these loans are necessary until six months after graduation, withdrawal, or less than half-time enrollment status. If you have educational loans from prior educational endeavors, you may be eligible for a deferment of those payments while attending Huntington Junior College. For more information about a deferment application, please contact the Financial Aid Office.

If you wish to apply for a student loan, you should contact the Financial Aid Office for complete information and help in preparing the necessary forms. All students wishing to apply for student loans attend a Financial Literacy seminar. These seminars are provided at no additional charge for students. Please see the Financial Aid Office to enroll in the seminar.

**Veterans’ Benefits**

Veterans or their dependents who are entitled to education benefits may attend Huntington Junior College and receive benefits. Contact the Financial Aid Office for complete information.

**Rehabilitation Programs**

Huntington Junior College serves clients of the Tri-State area Departments of Vocational Rehabilitation and Workers
Compensation. If you have a disability affecting employment, you may be eligible for additional financial assistance during training. The amount available depends upon the individual circumstances of each student.

**Scholarship Opportunities**

The Chester A. Riley Scholarship Program is available to new students who are interested in attending Huntington Junior College. To apply, just contact your high school guidance counselor or the HJC admissions office. The program provides for ten scholarships. The first place recipient will receive a full scholarship for tuition cost of an Associate’s Degree Program at Huntington Junior College. The nine other finalists will be awarded partial scholarships toward their total education costs. The scholarship exam occurs in spring each year.

The Riley Memorial Scholarship of $500 is awarded on an annual basis at the graduation ceremony to a continuing student who has completed at least 36 quarter-hour credits. The candidates are nominated by faculty representing all career fields. Selection is based on character, attendance, dedication to chosen field of study, and financial need. The final selection is determined by the Faculty Advisory Committee.

**Part-Time Jobs**

Our Placement Office is happy to assist with part-time employment to help cover your college expenses. You are encouraged to wait until after starting classes so that you can determine the number of hours necessary for your study. Please see the Student Success Coordinator for placement assistance.

**Federal Return of Funds Policy**

Upon determination that you have withdrawn, the College must calculate, using a Department of Education formula based on the actual number of days in the enrollment period and your last date of attendance, the actual amount of financial aid earned by you for the time you were in school for that quarter. If the withdrawal occurs before 60% of the quarter is completed, any unearned funds must be returned as required by the Department of Education.

This policy can result in your owing the College for tuition that was not covered by financial aid and/or owing the Department of Education for funds received by you that were not earned. If you are determined to be in an over-awarded position, you may become ineligible for future Title IV financial aid until such time as the over-award has been resolved.

Once you have attended at least 60% of the quarter, you are considered to have earned all of the financial aid for that quarter. If the College’s Institutional Refund Policy creates a credit balance after the 60% point, those funds are returned as mandated by the Department of Education in 34 CFR 668.22(i).

» Unsubsidized Direct Loans (or other Direct PLUS Loans)
» Subsidized Direct Loans
» Federal Pell Grants for which a return is required
» Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
» Iraq and Afghanistan Service Grant for which a return is required
» Direct PLUS Loans
» State Funds
» Third Party Funds

Additional information or clarification of this policy may be found on the College website or in the financial aid office.

**Institutional Refund Policy**

At Huntington Junior College you pay only for the period of time that you are enrolled in school. If you are withdrawn from school, your tuition charges will be prorated on a daily basis through 60% of the quarter. This is approximately the seventh week of school. This calculation is based on your actual last date of attendance in class for that quarter.
Huntington Junior College offers a variety of educational programs that prepare you for entry-level employment. We offer Associate’s Degrees in Accounting, Administrative Technology, Business Management, Dental Assisting, Medical Assisting, Medical Coding, Realtime Reporting, and Substance Abuse Counseling Assistant. Most of these degrees can be earned in as little as 18 months with day classes or 27 months with evening classes. The following pages outline the Associate’s Degree programs Huntington Junior College has to offer.

The classes for these programs are taught in small classroom settings which allow you the opportunity to develop friendships with your peers while learning in a hands-on environment. Many of the classes are also available through distance education. This option allows you to fit class time into your busy life schedule.

This course catalog has been developed to provide as a resource for required credits, upcoming classes, and completed courses. Contact your advisor for a complete checklist of requirements to graduate.
The Associate’s Degree in Accounting provides graduates with solid accounting principles including tax and payroll, along with their computer applications. The addition of specialized business skills and the general education courses equip the graduates for a variety of responsibilities which provide the opportunity for career growth and success in highly specialized or general accounting positions within the community.

Graduates of the Accounting program will:

» Have the ability to apply skills and knowledge learned for entry-level employment.
» Demonstrate financial and tax decision-making skills.
» Display the ethical behavior required in the accounting profession.
» Demonstrate competency in program specific software.
» Have a general education background necessary for competency in entry-level employment.

### Core Courses (76 Credit Hours)
- AC 100 Computerized Accounting 4
- AC 101 Principles of Accounting I 4
- AC 102 Principles of Accounting II 4
- AC 201 Payroll Accounting 4
- AC 210 Managerial Accounting 4
- AC 211 Cost Accounting 4
- AC 212 Individual Taxation 4
- AC 213 Business Taxation 4
- AC 214 Advanced Computerized Accounting 4
- CS 101 Introduction to Computers 4
- CS 235 Spreadsheet Applications 4
- CM 250 Business Communications 4
- EC 226 Economics 4
- LA 131 Business Law 4
- MA 141 Business Mathematics I 4
- MA 242 Business Mathematics II 4
- MN 120 Business Organization 4
- MN 227 Finance 4
- WP 254 Word Processing I 4

### General Education Courses (24 Credit Hours)
- 1 Additional Course (1 of 3 GE Electives) 4
- 1 Additional Course (2 of 3 GE Electives) 4
- 1 Additional Course (3 of 3 GE Electives) 4
- EN 161 English Composition I 4
- EN 162 English Composition II 4
- CM 101 Ethics & Professionalism 4

### Electives (8 Credit Hours)
- 1 Approved Course (1 of 2 Electives) 4
- 1 Approved Course (2 of 2 Electives) 4

### Associate’s Degree Requirements

Total Quarter Hours: 108

Length of Time:
- 18 Months - Maximum full-time enrollment
- 27 Months - Minimum full-time enrollment
Administrative Technology

The Associate's Degree in Administrative Technology prepares students for careers in office administration. The focus on technology used in today's office environment prepares graduates to manage an office's communications, publications, and document management. Students can pursue a degree with an executive or medical focus.

Graduates of the Administrative Technology program will:
» Have the ability to apply skills and knowledge learned for entry-level employment.
» Demonstrate a working knowledge of ethics and professionalism as it relates to the office setting.
» Be proficient in the use of various computer applications software and other current technology.
» Display a variety of administrative office skills indicative of their specialized fields.
» Demonstrate a strong clerical background.
» Have a general education background necessary for competency in entry-level employment.

Core Courses (64 Credit Hours)

- AC 101: Principles of Accounting I 4
- AT 248: Electronic Research 4
- AT 257: Publication Design 4
- AT 273: Office Procedures 4
- AT 275: Managing Social Media 4
- CS 101: Introduction to Computers 4
- CS 235: Spreadsheet Applications 4
- CM 250: Business Communications 4
- LA 131: Business Law 4
- MA 141: Business Mathematics I 4
- MA 242: Business Mathematics II 4
- MN 120: Business Organization 4
- MN 130: Customer Service 4
- MN 232: Human Resources 4
- WP 254: Word Processing I 4
- WP 255: Word Processing II 4

General Education Courses (24 Credit Hours)

- 1 Approved Course (1 of 3 GE Electives) 4
- 1 Approved Course (2 of 3 GE Electives) 4
- 1 Approved Course (3 of 3 GE Electives) 4
- CM 101: Ethics & Professionalism 4
- EN 161: English Composition I 4
- EN 162: English Composition II 4

Executive Specialization Electives (20 Credit Hours)

- 1 Approved Course (1 of 5) 4
- 1 Approved Course (2 of 5) 4
- 1 Approved Course (3 of 5) 4
- 1 Approved Course (4 of 5) 4
- 1 Approved Course (5 of 5) 4

Medical Specialization Electives (20 Credit Hours)

- ME 181: Medical Terminology I 4
- ME 182: Medical Terminology II 4
- ME 279: Medical Office Practice 4
- ME 291: Electronic Health Records 4
- 1 Approved Course (Elective) 4

Associate's Degree Requirements

Total Quarter Hours: 108 Typing Speed: 50 WPM
Length of Time:
18 Months - Maximum full-time enrollment
27 Months - Minimum full-time enrollment

*Plus completion of one specialization listed to the right.
Business Management

The Associate's Degree in Business Management is ideal for people who want leadership positions in retail, restaurant or other customer service-based industries. The program is designed to give students an understanding of the total operation of a business and to provide practical training through small group casework in simulated business situations. The general education offerings provide a well rounded education for the modern business manager.

Graduates of the Business Management program will:

» Have the ability to apply skills and knowledge learned for entry-level employment.
» Demonstrate a working knowledge of ethics and professionalism as it relates to business management.
» Possess entry-level competencies in business operations.
» Demonstrate competency in program-specific software.
» Have a general education background necessary for competency in entry-level employment.

Core Courses (72 Credit Hours)
- MN 120: Business Organization 4
- MN 130: Customer Service 4
- MN 220: Principles of Management 4
- MN 223: Marketing 4
- MN 227: Finance 4
- MN 232: Human Resources 4
- MN 240: Project Management 4
- AC 101: Principles of Accounting I 4
- AC 201: Payroll Accounting 4
- CM 250: Business Communication 4
- CS 101: Introduction to Computers 4
- CS 235: Spreadsheet Applications 4
- EC 226: Economics 4
- LA 131: Business Law 4
- MA 141: Business Mathematics I 4
- MA 242: Business Mathematics II 4
- WP 254: Word Processing I 4
- WP 255: Word Processing II 4

General Education Courses (24 Credit Hours)
- 1 Approved Course (1 of 2 GE Electives) 4
- 1 Approved Course (2 of 2 GE Electives) 4
- CM 101: Ethics & Professionalism 4
- CM 210: Public Speaking 4
- EN 161: English Composition I 4
- EN 162: English Composition II 4

Electives (12 Credit Hours)
- 1 Approved Course (1 of 3 Electives) 4
- 1 Approved Course (2 of 3 Electives) 4
- 1 Approved Course (3 of 3) 4

Associate’s Degree Requirements
Total Quarter Hours: 108
Length of Time:
  18 Months - Maximum full-time enrollment
  27 Months - Minimum full-time enrollment
Dental Assisting

The Dental Assisting Program provides students training in a simulated dental office setting using dental instruments, materials, and equipment for procedures in four-handed dentistry. The additional training in business and clerical skills opens a variety of placement opportunities. The general education courses in the Associate’s Degree Program provide balance to the students’ intensive medical, dental, and business skills.

**Graduates of the Dental Assisting program will:**

» Demonstrate the knowledge, skills, and behavior required for entry-level employment.

» Demonstrate a working knowledge of ethics and professionalism as it relates to the dental office setting.

» Perform clinical/laboratory skills proficiently.

» Demonstrate competency in office administrative skills.

» Have a general education background necessary for competency in entry-level employment.

### Core Courses (72 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE 190</td>
<td>Dental Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>DE 290</td>
<td>Dental Materials</td>
<td>4</td>
</tr>
<tr>
<td>DE 291</td>
<td>Dental Instruments &amp; Procedures</td>
<td>4</td>
</tr>
<tr>
<td>DE 292</td>
<td>Chairside Assisting</td>
<td>4</td>
</tr>
<tr>
<td>DE 293</td>
<td>Dental Radiology</td>
<td>4</td>
</tr>
<tr>
<td>DE 294</td>
<td>Dental Seminar</td>
<td>4</td>
</tr>
<tr>
<td>DE 295</td>
<td>Dental Office Management</td>
<td>4</td>
</tr>
<tr>
<td>DE 299</td>
<td>Dental Externship</td>
<td>0</td>
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<tr>
<td>MA 141</td>
<td>Business Mathematics I</td>
<td>4</td>
</tr>
<tr>
<td>ME 181</td>
<td>Medical Terminology I</td>
<td>4</td>
</tr>
<tr>
<td>ME 182</td>
<td>Medical Terminology II</td>
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<tr>
<td>ME 184</td>
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### General Education Courses (24 Credit Hours)

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<tr>
<td>CM 101</td>
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<td>EN 161</td>
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### Electives (12 Credit Hours)

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<tr>
<td>1 Approved Course (3 of 3 Electives)</td>
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</table>

### Associate’s Degree Requirements

Total Quarter Hours: 108

*A supervised, unpaid externship of at least 150 contact hours in a dental health care setting, performing administrative and clinical procedures, must be completed prior to graduation.

Length of Time:

18 Months - Maximum full-time enrollment

(Monday/Wednesday/Friday only)
Medical Assisting

The Medical Assisting Program offers intensive medical studies with practical clinical and laboratory training in a simulated medical environment. Students also learn office administration skills which give them an increased number of career options in every area of medicine. The Medical Assisting Associate’s Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on the recommendation of Medical Assisting Education Review Board (MAERB).

Graduates of the Medical Assisting program will:

» Demonstrate the cognitive (knowledge), the psychomotor (skills), and the affective (behavior) learning domains required for entry-level employment.

» Demonstrate a working knowledge of medical ethics and professionalism as it relates to the healthcare setting.

» Demonstrate competency in office administrative skills.

» Perform clinical and laboratory skills proficiently.

» Have a general education background necessary for competency in entry-level employment.

Core Courses (72 Credit Hours)

- ME 181: Medical Terminology I 4
- ME 182: Medical Terminology II 4
- ME 191: Medical Ethics and First Aid 4
- ME 184: Anatomy I 4
- ME 280: Anatomy II 4
- ME 281: Anatomy III 4
- ME 282: Clinical Procedures I 4
- ME 283: Clinical Procedures II 4
- ME 285: Laboratory Procedures 4
- ME 286: Pharmacology 4
- ME 289: Medical Practicum 0
- ME 291: Electronic Health Records 4
- AC 101: Principles of Accounting I 4
- CM 250: Business Communications 4
- CS 101: Introduction to Computers 4
- MA 141: Business Mathematics I 4
- ME 279: Medical Office Practice 4
- WP 254: Word Processing I 4
- WP 255: Word Processing II 4

General Education Courses (24 Credit Hours)

- 1 Additional Course (1 of 2 GE Electives) 4
- 1 Additional Course (2 of 2 GE Electives) 4
- CM 101: Ethics & Professionalism 4
- EN 161: English Composition I 4
- EN 162: English Composition II 4
- GE 200: General Psychology 4

Electives (12 Credit Hours)

- 1 Approved Course (1 of 3 Electives) 4
- 1 Approved Course (2 of 3 Electives) 4
- 1 Approved Course (3 of 3 Electives) 4

Associate’s Degree Requirements

Total Quarter Hours: 108 & C Average in ME Classes

*A supervised, unpaid practicum of at least 160 contact hours in an ambulatory health care setting performing administrative and clinical procedures must be completed prior to graduation.

Length of Time:

18 Months - Maximum full-time enrollment
27 Months - Minimum full-time enrollment
Medical Coding

The Associate's Degree in Medical Coding introduces the students to the concept of translating medical terminology to numbers for the purpose of billing medical insurance companies for services rendered. As the students learn these concepts of coding and utilizing the hands-on experience of coding in an outpatient facility, they become proficient in the technique of medical coding and are prepared to obtain a coding career in today's market. With the introduction of the general education courses, balance is provided to the students' education and skill level.

Graduates of the Medical Coding program will:

» Demonstrate the knowledge, skills, and behavior required for entry-level employment.
» Demonstrate a working knowledge of medical ethics and professionalism as it relates to the healthcare setting.
» Identify the disease process and how it applies to coding situations.
» Apply critical thinking skills when utilizing the most current coding systems.
» Have a general education background necessary for competency in entry-level employment.

Core Courses (76 Credit Hours)

- ME 181: Medical Terminology I 4
- ME 182: Medical Terminology II 4
- ME 191: Medical Ethics and First Aid 4
- ME 184: Anatomy I 4
- ME 280: Anatomy II 4
- ME 281: Anatomy III 4
- ME 200: Medical Coding I 4
- ME 201: Medical Coding II 4
- ME 203: Medical Coding III 4
- ME 279: Medical Office Practice 4
- ME 284: Process of Disease I 4
- ME 288: Process of Disease II 4
- ME 286: Pharmacology 4
- ME 290: Medical Coding Practicum 0
- ME 291: Electronic Health Records 4
- AC 101: Principles of Accounting I 4
- CS 101: Introduction to Computers 4
- CM 250: Business Communications 4
- MA 141: Business Mathematics I 4
- WP 254: Word Processing I 4

General Education Courses (24 Credit Hours)

- 1 Additional Course (1 of 2 GE Electives) 4
- 1 Additional Course (2 of 2 GE Electives) 4
- CM 101: Ethics & Professionalism 4
- EN 161: English Composition I 4
- EN 162: English Composition II 4
- GE 200: General Psychology 4

Electives (8 Credit Hours)

- 1 Approved Course (1 of 2 Electives) 4
- 1 Approved Course (2 of 2 Electives) 4

Associate's Degree Requirements

Total Quarter Hours: 108

*A supervised, unpaid practicum of at least 60 contact hours performing medical coding procedures must be completed prior to graduation.

Length of Time:

18 Months - Maximum full-time enrollment
27 Months - Minimum full-time enrollment
Realtime Reporting

The Associate’s Degree in Realtime Reporting prepares students for a high-tech, potentially well paying profession in one of two specializations. The Judicial Reporting specialization prepares students for careers in the judicial setting as officials or freelance reporters. The Captioning/CART specialization prepares students for careers providing captioning for broadcast television and internet programs or working with the deaf or hard-of-hearing population providing instantaneous text translation in education, civic, and corporate settings. Each specialization is also available through our online program. Students may choose to learn either steno or voice-writing technology. The steno program is certified by the National Court Reporters Association.

Graduates of the Realtime Reporting program will:

» Have the ability to apply skills and knowledge learned for entry-level employment.
» Demonstrate proficient skills in the use of realtime technology.
» Implement professional skills in preparing accurate instantaneous text translations.
» Display the ethical behavior required in the realtime reporting profession.
» Have a general education background necessary for competency in entry-level employment.

Core Courses (100 Credit Hours)

- RR 184: Realtime Theory I 8
- RR 185: Realtime Theory II 8
- RR 101: Realtime Multi-Voice Dictation 4
- RR 103: Realtime Solid Dictation 4
- RR 201: Realtime Multi-Voice Dictation 4
- RR 203: Realtime Solid Dictation 4
- RR 296: Reporter Procedures I 4
- RR 299: Computer-Aided Transcription 4
- RR 301: Realtime Multi-Voice Dictation 4
- RR 303: Realtime Solid Dictation 4
- RR 401: Realtime Multi-Voice Dictation 4
- RR 403: Realtime Solid Dictation 4
- RR 501: Realtime Multi-Voice Dictation 4
- RR 601: Realtime Multi-Voice Dictation 4
- RR 295: Realtime Reporting Punctuation 4
- AT 248: Electronic Research 4
- CS 101: Introduction to Computers 4
- LA 232: Legal Terminology 4
- ME 181: Medical Terminology I 4
- ME 182: Medical Terminology II 4
- ME 184: Anatomy I 4
- WP 254: Word Processing I 4
- WP 255: Word Processing II 4

General Education (24 Credit Hours)

- 1 Additional Course (1 of 2 GE Electives) 4
- 1 Additional Course (2 of 2 GE Electives) 4
- CM 101: Ethics & Professionalism 4
- EN 161: English Composition I 4
- EN 162: English Composition II 4
- GE 217: Current Events 4

*Plus completion of one specialization on page 29.
Judicial Specialization (28 Credit Hours)

- RR 297: Reporter Procedures II 4
- RR 300: Judicial Reporting Internship 0
- RR 503: Realtime Solid Dictation 4
- RR 603: Realtime Solid Dictation 4
- RR 701: Realtime Multi-Voice Dictation 4
- RR 703: Realtime Solid Dictation 4
- RR 801: Realtime Multi-Voice Dictation 4
- LA 131: Business Law 4

Broadcast Captioning/CART Specialization (32 Credit Hours)

- RR 105: Realtime Captioning Technology I 4
- RR 106: Realtime Captioning Technology II 4
- RR 107: Realtime Captioning Technology III 4
- RR 108: Realtime Captioning Technology IV 4
- RR 109: Introduction to Broadcast Production 4
- RR 115: Broadcast Production I 4
- RR 116: Dictionary Development I 4
- RR 305: Broadcast Captioning/CART Internship 0
- GE 268: Deaf Culture 4

Associate's Degree Requirements for Judicial Specialization

Total Quarter Hours: 152

Student shall complete 3 five-minute writings each at 225 wpm in multi-voice dictation, 200 wpm in jury charge dictation, and 180 wpm in literary dictation with a minimum of 95% accuracy. In addition, students shall complete at least 40 verified hours of actual writing time during the internship experience.

Associate's Degree Requirements for Broadcast Captioning/CART

Total Quarter Hours: 56

Captioning & CART: The student will write three (3) five-minute, literary material takes at 180 wpm (word count) at 96% verbatim accuracy; transcribe a minimum of two five-minute, two-voice, non-realtime tests with a minimum of 95% accuracy, dictated at a minimum of 225 wpm; complete at least 25 verified hours of actual writing and 15 hours of research and dictionary preparation for a total of 40 hours of internship experience. Captioning: The student will submit unedited-captioned translations of three (3) 15-minute programs on varied topics for course evaluation taken from the internship experience. CART: The student will prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience.

*All speed level courses are not required if graduation competencies are met. See Associate's Degree Requirements above for specific information on graduation requirements for each specialization.

Average Length of Time: 24-36 Months
Substance Abuse Counseling Assistant

The Substance Abuse Counseling Assistant program prepares graduates to assist a licensed counselor in case management of substance abuse treatment programs. Hands-on education allows students to perform intakes, understand the role and ethics of counseling and the process of assessing clients. Graduates also are prepared to implement and manage prevention and education programs. For students interested in providing direct counseling services, this program will prepare students to continue their education at a bachelor’s degree program.

Graduates of the Substance Abuse Counseling Assistant program will:

» Establish professional relationships with diverse clients with alcohol and drug abuse and/or dependence issues.
» Demonstrate entry-level counseling skills in working with individuals, groups, and families relative to alcohol and drug abuse and/or dependence issues.
» Assess clients using DSM V-TR alcohol and drug abuse and dependence criteria.
» Develop a treatment plan based on biopsychosocial assessments of strengths, weaknesses, problems, and needs.
» Develop case management plans for clients that bring services, agencies, resources, or people together with a planned framework of action.
» Provide client education to individuals, groups, and families on alcohol, drug abuse, and dependence.
» Interact with counselors and other professionals in regard to client treatment and services.
» Adhere to established professional codes of ethics and standards of practice.
» Integrate knowledge of cultural diversity into chemically dependent clients’ treatment plans.

Core Courses (72 Credit Hours)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SA 101:</td>
<td>Introduction to Substance Abuse</td>
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<tr>
<td>SA 110:</td>
<td>Physiology of Substance Abuse</td>
<td>4</td>
</tr>
<tr>
<td>SA 120:</td>
<td>Laws &amp; Ethics of Counseling</td>
<td>4</td>
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<tr>
<td>SA 130:</td>
<td>Case Management</td>
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<tr>
<td>SA 201:</td>
<td>Individual Counseling &amp; Theories</td>
<td>4</td>
</tr>
<tr>
<td>SA 210:</td>
<td>Prevention Program Management</td>
<td>4</td>
</tr>
<tr>
<td>SA 220:</td>
<td>Group &amp; Family Counseling</td>
<td>4</td>
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<tr>
<td>SA 230:</td>
<td>Adolescence &amp; Addiction</td>
<td>4</td>
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<tr>
<td>SA 240:</td>
<td>Community Mental Health</td>
<td>4</td>
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<td>SA 250:</td>
<td>Abnormal Behavior</td>
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<td>SA 260:</td>
<td>Substance Abuse Externship</td>
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<td>GE 211:</td>
<td>Drug Awareness</td>
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<td>GE 200:</td>
<td>General Psychology</td>
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<tr>
<td>GE 201:</td>
<td>Introduction to Sociology</td>
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General Education Courses (24 Credit Hours)

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Electives (8 Credit Hours)

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Associate’s Degree Requirements

Total Quarter Hours: 108

Length of Time:

18 Months - Maximum full-time enrollment
27 Months - Minimum full-time enrollment

*A supervised unpaid externship of at least 60 contact hours must be completed prior to graduation.*
The following pages provide a brief course description for each of the courses offered at Huntington Junior College. Courses are listed by course number, which appear as a two-letter and three-digit alphanumeric code, such as GE 200. The course title appears next, followed by the number of credit hours the course is worth. If the course requires lab time, there is an indication of minutes for class time spent performing lab work versus lecture minutes. Beneath the title appears the summary of the course and any prerequisites required. Prerequisites must be successfully completed before you can enroll in the subsequent coursework.

Classes that fulfill general education electives can be found under the “General Education” section of the course descriptions. Elective credits can be courses offered at Huntington Junior College that are not required as part of your major. Each quarter, you have the opportunity to meet with an academic counselor to discuss scheduling options and ask questions you may have about your program or specific classes.

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- Management 36
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- Realtime Reporting 39
- Substance Abuse Counseling 42
- Word Processing 43
ACCOUNTING

AC 101 Principles of Accounting I 4 credits (30-30)
Presents the basic structure of accounting. Emphasis is placed on recording, classifying, and summarizing accounting information for a sole proprietorship. Attention is given to procedures related to clerical work, such as payroll, bank reconciliation, journalizing, general ledger posting, and financial statement preparation.

AC 102 Principles of Accounting II 4 credits (30-30)
Studies accounting for notes, interest, inventory, prepaid expenses, and plant assets. Emphasis is placed on accrual basis accounting applied to a medium-sized business. Prerequisite: AC 101

AC 103 Principles of Accounting III 4 credits (30-30)
Studies the nature and formation of corporations, including classes of stock, stock subscriptions, dividends, intangibles, and bonds. Presents an introduction to Cost Accounting, the statements of cash flows, financial statement analysis, and departmental accounting. Prerequisite: AC 102

AC 200 Automated Accounting Procedures I 4 credits (30-30)
Enhances the student’s understanding of accounting applications through the use of computerized accounting software. Involves establishing the chart of accounts, customer files, vendor files, sales, purchase orders, employee payroll, reports, and graphs. Prerequisite: AC 101

AC 201 Payroll Accounting 4 credits (30-30)
Presents the basic elements of a payroll system. Maintaining modern payroll records and accounting for wages and salaries, social security, Medicare, federal and state unemployment, and withholding taxes are practiced. Prerequisite: AC 101

AC 202 Federal Taxation I 4 credits (30-30)
Involves a practical study of income taxes, recognition of income and deductions, capital gains and losses of individuals, withholding, and instructions in completing individual tax returns. Prerequisite: AC 101

AC 203 Federal Taxation II 4 credits (30-30)
Involves study and completion of business tax returns: proprietorship, partnership, and corporation. Tax research is introduced. Prerequisite: AC 101

AC 204 Intermediate Accounting I 4 credits (30-30)
Presents fundamental principles including a review of the accounting cycle, financial statements, working capital items, inventory, receivables, plant and equipment, intangibles, and analytical procedures. Prerequisite: AC 103

AC 205 Intermediate Accounting II 4 credits (30-30)
Continues the presentation of fundamental principles of liabilities, owner’s equity and analytical procedures. This course studies accounting for stocks, bonds, investment securities, lease agreements, and employee compensations. Prerequisite: AC 103

AC 209 Automated Accounting II 4 credits (30-30)
Continues the usage of computerized accounting software for small businesses. Recording transactions by entering sales and purchases invoices, paying bills, receiving payments, making deposits, retrieving reports, and financial statement information. Prerequisite: AC 101

ADMINISTRATIVE TECHNOLOGY

AT 248 Electronic Research 4 credits (30-30)
Refines the knowledge of how to conduct searches of the World Wide Web and dealing with tools such as directories and search engines. Students will be able to navigate the web and critically assess the quality of material found there.
AT 257 Publication Design 4 credits (20-40)
Introduces students to the use of microcomputers for designing and producing various publications. Hands-on experience is provided in using desktop publishing software and a laser or color inkjet printer to produce high resolution publications, such as flyers, brochures, business forms, and newsletters. Students are also introduced to basic design techniques, type and graphics layout, and the related terminology. Prerequisite: WP 255

AT 273 Office Procedures 4 credits (30-30)
Familiarizes students with basic procedures used in the automated office with emphasis on efficiency and professionalism. The value of interpersonal, as well as technical skills, is emphasized. Prerequisite: 60 hours completed

AT 275 Managing Social Media 4 credits (30-30)
This course introduces students to the theories behind using social media to market a small business. Different types of social media and technology will be introduced.

COMMUNICATIONS

CM 101 Ethics & Professionalism 4 credits (30-30)
Prepares students for the workplace through a wide variety of techniques and strategies and shows them how to continue their upward mobility once on the job. Topics covered include workplace ethics, goal setting strategies, priority and stress management related to the workplace, working effectively with a diverse workforce, functioning on a global virtual team, managing conflict and difficult people, and learning to navigate change while in a career.

CM 210 Public Speaking 4 credits (30-30)
Develops and improves public speaking, listening, and organizational skills. Several types of speeches are prepared and delivered. Students are also expected to participate in critiques of their classmates’ presentations.

CM 250 Business Communications 4 credits (30-30)
Develops students’ ability to communicate clearly with customers, co-workers, and employers. Course activities will include the composition of letters and memos based on specific business situations. The course also includes instruction in interviewing techniques. To prepare for the job-search process, students will compile information for job applications and compose their résumés, cover letters, references, and follow-up letters. Prerequisite: Complete 60 Hours, WP 254, EN 161

CM 278 Interpersonal Communications 4 credits (30-30)
Develops communication skills and surveys interpersonal relationships, conflict, and intercultural communication.

COMPUTER SCIENCE

CS 101 Introduction to Computers 4 credits (30-30)
Surveys the fundamentals of data processing on microcomputers. Students gain understanding of and facility in using computer hardware, operating systems and common software applications through lecture, discussion, and hands-on practice. This course is intended to be practical and useful to any student, regardless of his or her major field of study.

CS 235 Spreadsheet Applications 4 credits (30-30)
Involves advanced application of spreadsheets as the solution for business problems. Numerical analysis and forecasting are taught along with charting figures and utilizing spreadsheet programs for database.

DENTAL

DE 190 Dental Anatomy 4 credits (30-30)
Introduces students to the oral cavity and surrounding anatomical structures. Emphasis is placed on the trigeminal nerve, histology and embryology of the oral cavity and its dentition. Pathology of the oral cavity disorders is discussed as well. Prerequisite: DE 292
DE 290 Dental Materials 4 credits (30-30)
Teaches the handling of chairside materials such as dental cements, preliminary and final impressions, temporary crowns and restorations, sealants and fluoride treatments, restorative materials and pouring and trimming of stone models. The laboratory procedures involved, as well as the actual laboratory work, are included. Prerequisite: DE 190

DE 291 Dental Instruments and Procedures 4 credits (30-30)
Introduces students to the principles of four-handed dentistry, instrument transfer, the specialties of dentistry, and the procedures used in each. Students will also learn about high-speed evacuation and will be able to function as a chairside assistant in actual practice. Prerequisite: DE 292

DE 292 Chairside Assisting 4 credits (30-30)
Provides in-depth information concerning patient care in the dental practice. Students are made aware of OSHA regulations concerning instrument handling and sterilization and disease transmission. Students are prepared to handle medical, as well as dental, emergencies which might arise in the dental office. Oral disease control is covered, as are dental clinical charting systems. A brief history of dentistry and assisting is included.

DE 293 Dental Radiology 4 credits (30-30)
Studies X-ray techniques and practices. Students are expected to place, expose, develop, and mount two full-mouth series of radiographs. Digital and panoramic techniques are reviewed as well. Safety regulations when exposing radiographs and the history of dental radiography are discussed. Prerequisite: DE 190

DE 294 Dental Seminar 4 credits (30-30)
Summarizes previous clinical and laboratory courses allowing for additional skill development. Prerequisites: DE 290, DE 291 & DE 293.

DE 295 Dental Office Management 4 credits (30-30)
Emphasizes the written and computer management of patient charts and records, appointment scheduling, insurance forms, and billing as applicable to a dental office. Verbal and written communication are discussed, along with ethics and psychology in the dental practice. There is a review of tooth numbering systems and charting as well. Prerequisite: DE 292

DE 299 Dental Externship
Assigns advanced students to work in a dental office to receive an actual clinical experience and to expand on their dental assisting skills. Prerequisite: A minimum grade of C in major subject area is necessary to participate.

ECONOMICS

EC 226 Economics 4 credits (30-30)
Introduces some fundamental concepts of macroeconomics, microeconomics, and international economics. Importance of various economic factors in real life are discussed. Prerequisite: Business Math I

ENGLISH

EN 160 English Grammar Skills 4 credits (30-30)
Reinforces the principles of modern spoken and written English usage. The parts of speech, sentence construction, word usage, and punctuation are emphasized.

EN 161 English Composition I 4 credits (30-30)
Reinforces grammar skills and sentence construction. Primary focus is on paragraph development and paragraph organization to promote more effective writing skills. Prerequisite: Completion or testing out of EN 160.

EN 162 English Composition II 4 credits (30-30)
Builds upon the fundamental knowledge gained in EN 161 with emphasis on writing skills. Outlining and logical organization are reviewed. Essays and research report writing are emphasized. Prerequisite: EN 161
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tr>
<td>GE 200</td>
<td>General Psychology</td>
<td>4</td>
<td>Introduces theories and techniques of appraising human behavior. Areas include stimulation and response, emotional adjustment, motivation, learning, personality, and abnormal behaviors.</td>
</tr>
<tr>
<td>GE 201</td>
<td>Introduction to Sociology</td>
<td>4</td>
<td>Acquaints students with various social structures, cultural behavior patterns, community life, and social institutions. The relevance of sociology to students’ lives is explored.</td>
</tr>
<tr>
<td>GE 202</td>
<td>Psychology for Personal Growth</td>
<td>4</td>
<td>Helps students develop individual awareness, empowerment, and personal growth through the exploration of past experiences, self-concept, stressors, and personal growth techniques. This class will be organized with a group discussion format emphasizing self-exploration.</td>
</tr>
<tr>
<td>GE 203</td>
<td>Dynamics of Relationships</td>
<td>4</td>
<td>Increases the students’ understanding of intimate and personal relationships. The course also incorporates techniques for resolving conflicts in relationships.</td>
</tr>
<tr>
<td>GE 204</td>
<td>Sociology/Current Social Problems</td>
<td>4</td>
<td>Explores causes, effects, and possible solutions for problems in American society today. This course is also designed to help students understand the difference between personal and social problems.</td>
</tr>
<tr>
<td>GE 205</td>
<td>Social Psychology</td>
<td>4</td>
<td>Explores the theories and explanations of social behavior, as well as social influence and personal control. The course offers a better understanding of self as a social being.</td>
</tr>
<tr>
<td>GE 206</td>
<td>Personal and Social Ethics</td>
<td>4</td>
<td>Explores the nature of morality and the major theories and concepts of normative ethics. Covering issues like the relationship between law and morality, religion and morality, and the conflict between morality and self-interest.</td>
</tr>
<tr>
<td>GE 207</td>
<td>Appalachian Culture I</td>
<td>4</td>
<td>Studies the culture of Appalachia and its people. The course deals with the heritage, language, and folklore of Appalachia.</td>
</tr>
<tr>
<td>GE 209</td>
<td>Ecology Environmental Issues</td>
<td>4</td>
<td>Studies our environment and the changes which are occurring. It explores the problems that are being created and how individuals can make a difference in improving our environment.</td>
</tr>
<tr>
<td>GE 211</td>
<td>Drug Awareness</td>
<td>4</td>
<td>Outlines the history of drug use, drug legislation, and the fundamentals of pharmacology. After providing a factual background, situations are offered to generate thought and increase awareness of licit and illicit drugs.</td>
</tr>
<tr>
<td>GE 212</td>
<td>College Mathematics</td>
<td>4</td>
<td>Introduces students to logic, postulational thinking, and mathematical models, algebra, probability, and statistics.</td>
</tr>
<tr>
<td>GE 214</td>
<td>American History I</td>
<td>4</td>
<td>Studies American History from colonization through the Civil War. Emphasis is placed on establishing our government and later maintaining our unity as a country.</td>
</tr>
<tr>
<td>GE 217</td>
<td>Current Events</td>
<td>4</td>
<td>Examines current events occurring in local areas, the United States, and worldwide. It demonstrates the importance of awareness of newsworthy events.</td>
</tr>
</tbody>
</table>
GE 267 American Government 4 credits (30-30)
Studies the history of the federal government, including how it came to be and how it has evolved into what it is today. Examines the various facets of the federal government. Students learn how to interact with government agencies to implement change in their communities.

GE 268 Deaf Culture 4 credits (30-30)
Introduces students to the intricacies of deaf culture. This course includes study of the Americans with Disabilities Act, support mechanisms for individuals that are deaf or hard-of-hearing, the types of services required for deaf individuals. In addition, students will be introduced to ASL and phonology while recognizing communication challenges facing individuals that are deaf or hard-of-hearing.

LAW

LA 131 Business Law 4 credits (30-30)
Presents fundamentals of contract law, titles, sales, warranties, commercial paper, property, employer/employee/agency relationships, product liability, business torts and bankruptcy.

LA 232 Legal Terminology 4 credits (30-30)
Introduces spelling, pronunciation, definition, and the use of special vocabulary commonly used in the legal profession.

MANAGEMENT

MN 120 Business Organization 4 credits (30-30)
Introduces students to the different facets of US business environment. Examines topics including introductive level of legal, management, marketing, and finance aspects of business.

MN 130 Customer Service 4 credits (30-30)
Introduces and helps students develop outstanding customer service skills in a organizational setting serving clients/customers. Telecommunications and web-based customer strategies will be discussed. Students will learn how to interact with customers, resolve conflicts, maintain records, understand the importance of customer satisfaction/retention, and develop time management skills.

MN 220 Principles of Management 4 credits (30-30)
Familiarizes students with the management process through investigating basic management functions. Emphasis is given to the importance of supervisory level of management.

MN 223 Marketing 4 credits (30-30)
Examines marketing fundamentals including marketing ethics, analyzing the marketing environment, consumer behavior, pricing strategies for products.

MN 227 Finance 4 credits (30-30)
Studies a variety of personal finance subjects to assist with making sound personal financial decisions. Money management skills, savings and payment services, consumer credits, and insurance are the areas of focus of this course.

MN 232 Human Resources 4 credits (30-30)
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. Learn about the evolution in human resources management, the importance of maintaining fair and equitable compensation and benefit programs, practical situations and problem solving regarding areas of employee counseling, discipline and termination. Equal Employment Opportunity will be discussed in order for the student to understand its need, importance and the legal issues surrounding it. Other critical areas of training and development, staffing and strategy will also be explored.
MN 240 Project Management  
Provides an overview of project management. Students will be able to define project management, describe the roles of project managers and their teams, identify the scope of a project, identify estimating methods, plan key activities related to a project, prepare a project plan, describe the importance of setting up a monitoring and control process, and evaluate project performance. *Prerequisites: MN 223, MN 232, MN 130*

**MATH**

MA 141 Business Mathematics I  
Studies fundamental mathematical processes of addition, subtraction, multiplication, and division of decimals and fractions with their business applications and uses. The course includes study of banking procedures, percentages, invoices, discounts, commissions, and markup.

MA 242 Business Mathematics II  
Explains the use of payroll, federal income tax, sales and property tax, interest and interest variables, discounting notes, and finance charges. *Prerequisite: MA 141*

**MEDICAL**

ME 181 Medical Terminology I  
Presents structure of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building system will be used to learn word parts that are used to construct and analyze new terms. This system provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations will be introduced as related terms are presented.

ME 182 Medical Terminology II  
Continues learning format used in ME 181. An introduction of new word parts included to enhance vocabulary already learned. Emphasis again is placed on spelling, definitions, usage, and pronunciation. *Prerequisite: ME 181*

ME 184 Anatomy I  
Introduces students to fundamentals of life and life maintenance, the organization and workings of the typical animal cell, the basis of metabolism, and the organization of the body, as well as selected body systems.

ME 191 Medical Ethics and First Aid  
Introduces the issues of law and ethics that the rapid advances in technology and increased specializations demand in the medical profession. This course also provides students with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional help arrives.

ME 200 Medical Coding I  
Focuses specifically on a physician's office or outpatient facility. The students will learn the history of coding, what part HIPPA plays in the administration of coding, and the appropriate use of the ICD-9-CM to find diagnoses, co-morbidities, and complications for billing purposes. Case studies are used to simulate the real-life circumstances of an office. *Prerequisite: ME 181 Students must have completed 48 quarter-credit hours.*

ME 201 Medical Coding II  
A continuation of Medical Coding I, the students will use the ICD-9-CM to find the primary and secondary diagnoses and the CPT to appropriately bill the office calls and procedures encountered in the office or outpatient facility. The HCPCS will be used to code and bill supplies, medicines, durable medical equipment, pathology and laboratory reports, etc. Upon completion, the students will have obtained knowledge about coding and billing any encounter a patient may have in a doctor's office, with an ambulance service, an outpatient center or any facility other than a hospital. *Prerequisite: ME 200*
ME 203 Medical Coding III  
Medical coding is the ability to translate medical terminology into medical codes. Coding III involves advanced ICD-9-CM (inpatient coding), along with the CPT coding system. Also a detailed coverage of ICD-10-CM. Medical Coding III includes tips for preparing for the CPC exam. Prerequisite: ME 201 or concurrent with ME 201.

ME 279 Medical Office Practice  
Provides students with the necessary skills to manage the front office. Emphasis is placed on patient communication, clerical skills, operational procedures, records management, charting, patient history reports, diagnostic and procedural coding, and insurance. Prerequisite: WP 254

ME 280 Anatomy II  
Presents a detailed knowledge of the structure and function of the muscular system, nervous system, endocrine system, nerve tissue, brain and spinal cord, and sense organs. Emphasis is placed on normal anatomy and physiology of these systems in order to understand clinical applications of the disordered physiology of these systems. Prerequisite: ME 184

ME 281 Anatomy III  
Presents a detailed knowledge of the structure and function of the urinary, respiratory, digestive, reproductive, and circulatory systems, with emphasis on the lymphatic and cardiovascular systems. Special emphasis is placed on normal anatomy and physiology of these systems in order to understand the clinical applications of disordered physiology. Prerequisite: ME 184

ME 282 Clinical Procedures I  
Provides knowledge of patient preparation, positioning and draping, taking and recording of vital signs, and assisting the physician with examinations, treatments, and minor surgeries. Student learns to perform visual exams and electrocardiograms, take standard precautions for medical asepsis and infection control, and care for the exam room. Emphasis is also placed on medical and ethical standards relative to medical assisting, including the maintenance of professional skills. Prerequisite: ME 184 & ME 181. Students must have completed 32 quarter-credit hours.

ME 283 Clinical Procedures II  
Summarizes all previous clinical and laboratory courses allowing for additional skill development. Accurate techniques and professionalism are stressed. The course includes administering medication by various injection techniques and respiratory testing. Course work also includes obtaining CPR certification. Medical law and ethical behavior are reviewed also. Prerequisite: ME 285

ME 284 Process of Disease I  
Entails the identification or definition of a disease and establishing its etiology or cause. It is also involved with discussing which populations are at risk, what the signs and symptoms are, and what the prognosis or outcome will be. After the disease has been totally investigated, the possible treatments are discussed. This class is beneficial in helping the students understand the disease process and how this process can be interrupted by the use of medications, therapies, or surgeries to help improve the health of the patient.

ME 288 Process of Disease II  
Covers different systems although similar in structure to ME 284. The students will be involved in discovering the etiology of diseases, some of the signs and symptoms of diseases, what the prognosis of diseases are and what treatments may be used to help cure or arrest diseases. This is beneficial in helping the students to understand the process a disease follows when it attacks the body.

ME 285 Laboratory Procedures  
Provides an introduction to the fundamentals of diagnostic medicine. Emphasis is placed on safety, proper specimen handling, and protocol, as well as practice in basic techniques such as phlebotomy, urinalysis, and some hematology determinations. Uses some rapid diagnostic laboratory tests. Prerequisite: ME 282
**ME 286 Pharmacology**  
Covers drug actions, the history of drug control in the U.S., routes of administration, drug preparations, dosage calculations, use of drug references, drug classifications, and interpretation of medication orders. *Prerequisite: ME 184*

**ME 289 Medical Practicum**  
Assigns advanced students to work in medical offices or clinical settings to receive an actual in-service experience. *Prerequisite: A minimum grade of C in major subject areas is necessary to participate.*

**ME 290 Medical Coding Practicum**  
Assigns advanced students to a facility or complete program through online component to receive practical experience in coding. *Prerequisite: The student has to have achieved a minimum grade of “C” in major subject matter in order to participate in the practicum experience.*

**ME 291 Electronic Health Records**  
Provides comprehensive knowledge and understanding of the history, theory, and functional benefits of Electronic Health Records through practical applications with the use of medical software. *Prerequisite: WP 150 with 25+ WPM.*

### REALTIME REPORTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RR 184</td>
<td>Realtime Theory I</td>
<td>8 credits (20-40)</td>
<td>Introduces students to realtime writing theory, the correct operation of the stenotype machine, correct posture, and dictation. Students will begin to produce instantaneous text.</td>
</tr>
<tr>
<td>RR 185</td>
<td>Realtime Theory II</td>
<td>8 credits (20-40)</td>
<td>Continues the development of students using realtime writing theory. Students are introduced to new principles, techniques, increased vocabulary, and additional writing speeds. <em>Prerequisite: RR 184</em></td>
</tr>
<tr>
<td>RR 100</td>
<td>Multimedia Lab</td>
<td>4 credits (20-40)</td>
<td>Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 80 wpm. <em>Prerequisite: RR 185</em></td>
</tr>
<tr>
<td>RR 101</td>
<td>Realtime Multi-voice Dictation</td>
<td>4 credits (20-40)</td>
<td>Continues speed-building drills and practice in question and answer testimony. The speed objective is 80 wpm. <em>Prerequisite: RR 185</em></td>
</tr>
<tr>
<td>RR 103</td>
<td>Realtime Solid Dictation</td>
<td>4 credits (20-40)</td>
<td>Continues speed-building drills and practice in jury charge and literary dictation. The speed objective is 80 wpm. <em>Prerequisite: RR 185</em></td>
</tr>
<tr>
<td>RR 105</td>
<td>Realtime Captioning Technology I</td>
<td>4 credits (20-40)</td>
<td>Introduces students to the principles involved in broadcast captioning and CART. Emphasis is placed on dictionary building and speed-building through dictation and utilization of multimedia labs. Speed objective is 120 wpm. <em>Prerequisites: RR 401 &amp; RR 403</em></td>
</tr>
<tr>
<td>RR 106</td>
<td>Realtime Captioning Technology II</td>
<td>4 credits (20-40)</td>
<td>Continues to develop students' skills in broadcast captioning and CART. Emphasis is placed on dictionary building and speed-building through dictation and utilization of multimedia labs. Speed objective is 140 wpm. <em>Prerequisite: RR 105</em></td>
</tr>
<tr>
<td>RR 107</td>
<td>Realtime Captioning Technology III</td>
<td>4 credits (20-40)</td>
<td>Enhances students’ skills in broadcast captioning and CART. Emphasis is placed on speed-building through dictation and utilization of multimedia labs. Speed objective is 160 wpm. <em>Prerequisite: RR 106</em></td>
</tr>
</tbody>
</table>
**RR 108 Realtime Captioning Technology IV**  
4 credits (20-40)  
Enhances students’ skills in broadcast captioning and CART. Emphasis is placed on speed-building through dictation and utilization of multimedia labs. Speed objective is 180 wpm. *Prerequisite: RR 107*

**RR 109 Introduction to Broadcasting**  
4 credits (20-40)  
Introduces the field of broadcasting and the role of a broadcast captioner. Students gain knowledge of FCC regulations and captioning guidelines, such as caption placement, presentation and style guidelines, and equipment set-up and maintenance. The students learn how to evaluate their captioning/CART skills. *Prerequisite: 140 WPM*

**RR 115 Broadcast Production I**  
4 credits (20-40)  
Utilizes the captioning/CART labs to simulate a live captioning/CART session. Students will learn basic captioning placement, speaker ID, formats, terminology, and research methods. *Prerequisite: RR 109*

**RR 116 Dictionary Development I**  
4 credits (20-40)  
Provides students with techniques required to build and manage realtime dictionaries through research and build word lists in subjects related to broadcast captioning and CART. This course will teach the student to manage various dictionaries needed for captioning/CART services. *Prerequisite: RR 109*

**RR 201 Realtime Multi-voice Dictation**  
4 credits (20-40)  
Continues speed-building drills and practice in question and answer testimony. The speed objective is 100 wpm. *Prerequisite: RR 101*

**RR 202 Realtime Multimedia Lab**  
4 credits (20-40)  
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 100 wpm.

**RR 203 Realtime Solid Dictation**  
4 credits (20-40)  
Continues speed-building drills and practice in literary dictation. The speed objective is 100 wpm. *Prerequisite: RR 103*

**RR 295 Realtime Reporting Punctuation**  
4 credits (30-30)  
Presents students with a knowledge of correctly punctuating the spoken word. *Prerequisite: RR 185*

**RR 296 Reporter Procedures I**  
4 credits (30-30)  
Provides an in-depth study of the role of the reporter in trials, CART, and captioning. Emphasis is placed on the NCRA Code of Professional Ethics, web research, the differences between voice writing and steno writing, the tools of the trade, and reporting associations and testing.

**RR 297 Reporter Procedures II**  
4 credits (30-30)  
Provides an in-depth study of the role of the reporter in trials and depositions. Emphasis is placed on procedures in the courtroom and the deposition setting. *Prerequisite: RR 296 & 140 WPM*

**RR 299 Computer-Aided Transcription**  
4 credits (20-40)  
Introduces students to computer-aided transcription software through lecture, discussion, and hands-on practice. Students gain understanding while using a computerized stenotype machine, computer hardware, and software applications available to realtime reporters. *Prerequisite: 140 WPM*

**RR 300 Judicial Reporting Internship**  
Includes forty hours in actual writing time under the direction and verification of a practicing judicial reporter. Upon completion of internship experience, a narrative report summarizing the experience plus the preparation of a forty page salable transcript is produced for course evaluation only. Twenty pages must be taken from the freelance experience and twenty pages from the internship experience. *Prerequisite: RR 601*
Continues speed-building drills and practice in question and answer testimony. The speed objective is 120 wpm. **Prerequisite: RR 201**

RR 305 Broadcast Captioning/CART Internship
Includes 40 hours broadcast captioning/CART experience under the supervision of a broadcast captioner/CART writer or an institutional instructor. Students will produce three unedited fifteen minute takes captioned/CART translations for educational grading purposes. Students will prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience. Students will complete a minimum of 25 verified hours of writing and 15 hours of research and dictionary preparation during the internship experience. **Prerequisite: RR 107**

RR 401 Realtime Multi-voice Dictation
Continues speed-building drills and practice in question and answer testimony. The speed objective is 140 wpm. **Prerequisite: RR 301**

RR 402 Realtime Multimedia Lab
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 140 wpm.

RR 403 Realtime Solid Dictation
Continues speed-building drills and practice in literary dictation. The speed objective is 140 wpm. **Prerequisite: RR 303**

RR 501 Realtime Multi-voice Dictation
Continues speed-building drills and practice in question and answer testimony. The speed objective is 160 wpm. **Prerequisite: RR 401**

RR 502 Realtime Multimedia Lab
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 160 wpm.

RR 503 Realtime Solid Dictation
Continues speed-building drills and practice in jury charge and literary dictation. The speed objective is 160 wpm. **Prerequisite: RR 403**

RR 601 Realtime Multi-voice Dictation
Continues speed-building drills and practice in question and answer testimony. The speed objective is 180 wpm. **Prerequisite: RR 501**

RR 602 Realtime Multimedia Lab
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 180 wpm.

RR 603 Realtime Solid Dictation
Continues speed-building drills and practice in jury charge and literary dictation. The speed objective is 180 wpm. **Prerequisite: RR 503**
RR 701 Realtime Multi-voice Dictation 4 credits (20-40)
Continues speed-building drills and practice in question and answer testimony. The speed objective is 200 wpm.
Prerequisite: RR 601

RR 702 Realtime Multimedia Lab 4 credits (20-40)
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 200 wpm.

RR 703 Realtime Solid Dictation 4 credits (20-40)
Continues speed-building drills and practice in jury charge and literary dictation. The speed objective is 200 wpm.
Prerequisite: RR 603

RR 801 Realtime Multi-voice Dictation 4 credits (20-40)
Continues speed-building drills and practice in question and answer testimony. The speed objective is 225 wpm.
Prerequisite: RR 701

RR 802 Realtime Multimedia Lab 4 credits (20-40)
Provides students with the opportunity to enhance their realtime writing skills. Students will utilize a variety of technologies that simulate professional opportunities. The speed objective is 225 wpm.

SUBSTANCE ABUSE COUNSELING

SA 101 Introduction to Substance Abuse 4 credits (30-30)
Examines the three major theories that explain the causes of substance abuse: the biological, psychological, and sociological. The course also introduces the 12 Core Functions of chemical dependency counseling.

SA 110 Physiology of Substance Abuse 4 credits (30-30)
Surveys drug classifications and medical complications of their use, and the basic mechanisms of drug absorption, metabolism, distribution, and elimination. Mechanisms of tolerance, dependence, and withdrawal are emphasized. Also covered is an overview of brain systems involved in drug use, abuse, and dependence. Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.

SA 120 Laws & Ethics of Counseling 4 credits (30-30)
Gives students the basis for formulating ethical decisions within the broad limits of professional codes and diverse theoretical positions in order to further the best interests of their clients. Introduces students to the current statutes and regulations that govern the professional practice of substance abuse counseling. Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.

SA 130 Case Management 4 credits (30-30)
Covers the 12 Core Functions related to the assessment and management of client progress while in chemical dependency treatments. Students learn skills related to intake assessment, diagnosis, treatment planning and developing effective referrals, and concepts related to education, special populations, prevention, and community outreach. Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.

SA 201 Individual Counseling & Theories 4 credits (30-30)
Focuses on the major theories and techniques of substance abuse counseling. Emphasis will be on strategies related to assisting clients in accepting the diagnosis of substance abuse and the early stages of recovery. Attention is given to the role of the counselor as part of the total spectrum of human services. Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.

SA 210 Prevention Program Management 4 credits (30-30)
Provides relevant information on preventing or reducing substance-abusing behavior. Students will gain an understanding of how prevention programs are designed, implemented, and managed. Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.
SA 220 Group & Family Counseling  
4 credits (30-30)  
Examines group counseling and family systems theories related to working with substance abuse clients and their families. Students will learn the application of these theories through the use of case studies. **Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.**

SA 230 Adolescence & Addiction  
4 credits (30-30)  
Examines addiction, substance use and abuse from the adolescent point of view. Includes assessment and treatment planning appropriate to this population and considers ethical and legal ramifications. **Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.**

SA 240 Community Mental Health  
4 credits (30-30)  
Provides an introduction to community mental health within the framework of mental health and addiction services. Current legislation, trends, and issues impacting mental health services are examined. **Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.**

SA 250 Abnormal Behavior  
4 credits (30-30)  
Surveys a variety of psychological disorders ranging from anxiety to post-traumatic stress disorder and substance abuse. Approaches to treating the disorders are also covered with emphasis on the psychotherapies and associated behavioral techniques. **Prerequisite: Must be enrolled in Substance Abuse Counseling Assistant degree program.**

SA 260 Substance Abuse Externship  
A supervised unpaid externship of at least 60 contact hours must be completed prior to graduation.

**WORD PROCESSING**

WP 150 Keyboarding  
4 credits (20-40)  
Introduces the basic keyboard and functions. Emphasis is placed on proper techniques and skill building for beginners.

WP 251 Speed-building I  
4 credits (20-40)  
Encourages maximum speed development with a minimum number of errors through speed-building drill exercises and timed tests. **Prerequisite: WP 150**

WP 252 Speed-building II  
4 credits (20-40)  
Continuation of Speed-building I. Encourages maximum speed development with a minimum number of errors through speed-building drill exercises and timed tests. **Prerequisite: WP 150**

WP 254 Word Processing I  
4 credits (20-40)  
Introduces the basics of word processing and computer use. Students have hands-on experience while learning the various features offered by the program. **Prerequisite: 25 WPM**

WP 255 Word Processing II  
4 credits (20-40)  
Expands students’ skills using a word processing program. Students will learn the more advanced features of the program. Emphasis is placed on skill development, independent work, and decision making. **Prerequisite: WP 254**
# Yearly Academic Calendars

## 2015

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter 2015</td>
<td>Jan. 5 - March 20</td>
</tr>
<tr>
<td>Spring Quarter 2015</td>
<td>March 30 - June 12</td>
</tr>
<tr>
<td>Summer Quarter 2015</td>
<td>June 29 - Sept. 11</td>
</tr>
<tr>
<td>Fall Quarter 2015</td>
<td>Sept. 28 - Dec. 18</td>
</tr>
</tbody>
</table>

## 2016

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter 2016</td>
<td>Jan. 4 - March 18</td>
</tr>
<tr>
<td>Spring Quarter 2016</td>
<td>March 28 - June 10</td>
</tr>
<tr>
<td>Summer Quarter 2016</td>
<td>June 27 - Sept. 9</td>
</tr>
<tr>
<td>Fall Quarter 2016</td>
<td>Sept. 26 - Dec. 16</td>
</tr>
</tbody>
</table>

## 2017

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter 2017</td>
<td>Jan. 3 - March 17</td>
</tr>
<tr>
<td>Spring Quarter 2017</td>
<td>March 27 - June 9</td>
</tr>
<tr>
<td>Summer Quarter 2017</td>
<td>June 26 - Sept. 8</td>
</tr>
<tr>
<td>Fall Quarter 2017</td>
<td>Sept. 25 - Dec. 15</td>
</tr>
</tbody>
</table>

## 2018

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Quarter 2018</td>
<td>Jan. 2 - March 16</td>
</tr>
<tr>
<td>Spring Quarter 2018</td>
<td>March 26 - June 8</td>
</tr>
<tr>
<td>Summer Quarter 2018</td>
<td>June 25 - Sept. 7</td>
</tr>
<tr>
<td>Fall Quarter 2015</td>
<td>Sept. 24 - Dec. 14</td>
</tr>
</tbody>
</table>
Maps of HJC Campus

Use these maps as a guide to find the room you are looking for on the campus of Huntington Junior College. The staff are also available to guide you to your destination. It is important to note your nearest exit in case of emergency.
Notes

Keep this course catalog as a resource for completing your courses and launching your career. This section may be used for making memos on your advisor office hours, planning your course schedule or any other important information that you would like to carry through your educational experience at Huntington Junior College.