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**VOLUME TWENTY**

**EFFECTIVE DATES**

**1-01-11 to 12-31-12**



*THE FUTURE IS HERE.....*

**TABLE OF CONTENTS**

Academic Policies and Procedures .....	12
Accreditations/ Licenses/ Associations/ Authorizations/ Approvals .....	5-6
Admission Requirement .....	8-9
Calendar - Academic .....	4
Campus Security and Drug Abuse Policy .....	21
Career Assistance .....	19
Course Descriptions .....	39-43
Course Numbering System .....	38
Definition of A Quarter Credit Hour/Academic Year .....	12
Degree Programs .....	24 : 31-37
Diploma Programs .....	24 : 25-30
Discrimination Policy .....	8
Dismissal .....	22
Federal Financial Aid Programs .....	18-19
General Information .....	7-8
Grading System .....	12
Graduation Requirements .....	15
Grievance Procedure .....	22-23
Honors Program .....	15
Hours - School and Library .....	19
Mission .....	7
Orientation and Registration .....	8
Refund Policy .....	10
Retention and Placement Rates.....	12
Satisfactory Academic Progress .....	16-17
Statement of Legal Control .....	6
Student Consumer Information .....	20-21
Student Welfare Services .....	21
Teachers Attendance Policy .....	21-22
Transfer of Credit .....	13-14
Tuition and Fees .....	9
WVBC Advisory Board.....	24
WVBC Scholarship .....	19-20
Voluntary Authorization .....	11

**DISCLAIMER**

The information contained herein is provided as a service. It is solely intended for those persons interested in the educational programs offered by West Virginia Business College, Inc. All information should be independently verified. The College makes no guarantees or assurances as to the contents provided within this format. The information and services so stated may change at any time and without notification. Students who wish to enroll at West Virginia Business College, Inc., will adhere to all guidelines set forth within the catalog applicable to their date of enrollment.

**Academic Calendar**  
**WEST VIRGINIA BUSINESS COLLEGE, INC.**

**2011 Academic Calendar**

Winter Quarter 2011	
January 3, 2011	Registration/ Orientation
January 4, 2011	Winter Quarter Begins
February 14, 2011	Winter Interim Quarter Begins
March 24, 2011	Winter Quarter Ends
Spring Quarter 2011	
April 4, 2011	Registration/Orientation
April 5, 2011	Spring Quarter Begins
May 16, 2011	Spring Interim Quarter Begins
May 30, 2011	Memorial Day Holiday – No School
June 23, 2011	Spring Quarter Ends
Summer Quarter 2011	
July 4, 2011	Independence Day Holiday – No School
July 5, 2011	Registration/Orientation
July 6, 2011	Summer Quarter Begins
August 15, 2011	Summer Quarter Interim Begins
September 5, 2011	Labor Day Holiday – No School
September 22, 2011	Summer Quarter Ends
Fall Quarter 2011	
October 3, 2011	Registration/Orientation
October 4, 2011	Fall Quarter Begins
November 14, 2011	Fall Interim Quarter Begins
November 24, 2011	Thanksgiving Holiday – No School
December 22, 2011	Fall Quarter Ends

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**2012 Academic Calendar**

Winter Quarter 2012	
January 2, 2012	Registration/ Orientation
January 3, 2012	Winter Quarter Begins
February 13, 2012	Winter Interim Quarter Begins
March 22, 2012	Winter Quarter Ends
Spring Quarter 2012	
April 2, 2012	Registration/Orientation
April 3, 2012	Spring Quarter Begins
May 14, 2012	Spring Interim Quarter Begins
May 28, 2012	Memorial Day Holiday – No School
June 21, 2012	Spring Quarter Ends
Summer Quarter 2012	
July 2, 2012	Registration/ Orientation
July 3, 2012	Summer Quarter Begins
July 4, 2012	Independence Day Holiday – No School
August 13, 2012	Summer Quarter Interim Begins
September 3, 2012	Labor Day Holiday – No School
September 20, 2012	Summer Quarter Ends
Fall Quarter 2012	
October 1, 2012	Registration/Orientation
October 4, 2012	Fall Quarter Begins
November 14, 2012	Fall Interim Quarter Begins
November 24, 2012	Thanksgiving Holiday – No School
December 22, 2012	Fall Quarter Ends

Late registration requires that a financial aid interview must be completed and the student must be seated in class by the Thursday of the first week of the quarter.

Staff, faculty, and other changes may have occurred since the printing date of this catalog and are expressed through any attached addendums.

## **CAMPUS INFORMATION**

The Main Campus is located at 1052 Main Street, Wheeling, occupying a multi-level building approximately 11,000 square feet in size. A new addition was added in the year 2002 enhancing the adjoining building. As new programs are added "specialty" rooms, if necessary, will be added. There are general classrooms for business, and computer classes. A library resource center, private study area, student lounge and a large auditorium are available for student use. Computer rooms and the Library are complete with a full wireless environment along with a media center with a VCR, television, and overhead projector. Several offices for administrative use are located at the main entrance of the College. The campus is conveniently located in regard to restaurants, parking facilities and public transportation.

The Nutter Fort campus is located at 116 Pennsylvania Avenue, Nutter Fort, and occupies the first floor of a multi-level building. The campus is conveniently located in regard to restaurant facilities and public transportation. The first floor of the building has been renovated and contains general classrooms, computer rooms, and a library resource center with a media room containing a VCR, television and an overhead projector. Computer rooms and the Library are internet ready.

The students have computer hardware as well as software for their use at both campuses. The hardware and software are periodically updated to meet educational requirements and local market needs. The computer and rooms have enough equipment to insure each student having his/her own machine during scheduled classes.

### **ACCREDITATIONS, LICENSES, AND ASSOCIATIONS ACCREDITATION**

West Virginia Business College is accredited by the Accrediting Council for Independent Colleges and Schools to award Diplomas and Specialized Associate Degrees. The Council is located at 750 First Street, N.E. Suite 980, Washington, D.C. 20002-4241 (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

West Virginia Business College, Inc. is authorized to operate as a post-secondary education institution in the State of West Virginia in accordance with its permit to operate issued by the West Virginia Council for Community and Technical College Education.

### **MEMBERSHIP-APPROVALS-ASSOCIATIONS**

WVBC is approved for training under the Workforce Investment Act. West Virginia - Region V and VI Barbour, Braxton, Brooke, Doddridge, Gilmer, Hancock, Lewis, Marion, Marshall, Monongalia, Ohio,

Preston, Randolph, Tucker, Upshur, Tyler and Wetzel Counties.

Ohio - Jefferson County Community Action Council Belmont County Connections, Harrison County Family Services , Monroe County Works

**Approved for providing training for Veterans  
Authorized by federal law to enroll non-immigrant aliens**

Member - Wheeling Area Chamber of Commerce

Member - National Association of Legal Assistants

Member - West Virginia Assoc. of Student Financial Aid Administrators

Member – National Association of Legal Assistants

**HISTORY**

West Virginia Business was established in 1881 in Clarksburg, WV. Its original name was Elliot Commercial College after its first owner and President. The college's primary focus was Railroad Operation since it was the primary industry at the time. In 1911, the college changed its name to West Virginia Business College and also changed its focus of study to support small, one owner businesses. From 1881 to 1989, West Virginia Business College remained in the Clarksburg area continuing to adapt to the ever changing economic conditions focusing on the basic fundamentals of business. Classes focused primarily on Small Business Management and Secretarial Sciences. In 1989, West Virginia Business College was credentialed to offer Associates Degrees along with Diplomas. The fields of study grew to include Medical Assisting, Computer Sciences and Paralegal Studies. Also in 1989, a branch campus was added in Wheeling, WV. The demand in Wheeling was so great and as the campus grew at a rapid rate, the Board of Directors decided to deem Wheeling as the main campus and Clarksburg as the branch. The Clarksburg campus moved to Nutter Fort WV, a suburb of Clarksburg, to occupy the historic Roosevelt Wilson High School. West Virginia Business College is the oldest private proprietary college in WV spanning over 100 years.

**STATEMENT OF LEGAL CONTROL**

West Virginia Business College, Inc. is a private co-educational institution incorporated under the laws of the state of West Virginia. The corporation operates a main campus in Wheeling, WV and a branch campus in Nutter Fort, WV. The college operates under guidelines and policies established by its Board of Directors. The on-site Director is the campus Chief Executive Officer. The individual Directors have the responsibility of managing all aspects of their individual campus and exercise policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform functions as required of corporate officers by law.

**CORPORATE OFFICERS**

Mr. John A. Tarr, IV

Ms. Teddy Tarr

**BOARD OF DIRECTORS**

Mr. John A. Tarr IV, President

Ms. Teddy Tarr, Vice President/Secretary Treasurer

**MISSION**

The college's mission is to enroll students, train students, and assist students in locating employment. In most cases, a high school education is not sufficient to equip a young man or woman with the specialized skills necessary to succeed in a vocation or profession. WVBC believes there is a need for specialized career training to prepare adults to successfully meet the challenges of the business world. It is the purpose of the college to provide students with the specialized skills necessary for a productive future and to develop in each student an understanding of the responsibilities and obligations involved in ethical, professional conduct. The energies and resources of the college are therefore wholly focused on teaching employable skills and building self-confidence in each student. In order to achieve this mission, the college assists students individually and encourages realistic goal selection and attainment. This individualized assistance is intended to prepare the student to enter positions with increased competence and confidence.

**GENERAL INFORMATION**

All students are encouraged and expected to read the catalog before and during matriculation. The catalog is offered on the web at [www.wvbc.edu](http://www.wvbc.edu) for review. The enrollment agreement supersedes the catalog in the event of a conflict. This catalog, student's enrollment contract, and signed statement of understanding, shall be considered the only official documents of this institution.

General information is distributed through brochures, advertisements, or documents and/ or oral statements. These are to be considered general information only. These materials are subject to change with or without notice, and do not create any legally binding rights or responsibilities either implied or not implied on the part of WVBC or the student. The catalog is current at the time of printing; however, WVBC reserves the right to make changes, additions, or deletions or to waive or change any requirement or rule, where administration deems such actions to be appropriate as long as such change does not affect the student's rights or responsibilities. All revisions to the current catalog are part of the current catalog and

should be referred to where relevant. All benefits or services offered by WVBC (placement assistance, free auditing for graduates, etc.) shall end if the College terminates operation of either campus.

### **Discrimination Policy**

West Virginia Business College does not discriminate in any of its programs, activities, or employment practices on the basis of race, color, religion, sex, age, national origin, or any other federally protected designation.

### **Orientation and Registration**

An orientation is held the beginning of each quarter for all new and returning students. The purpose of the orientation is to review policies, procedures and all other information necessary for successful matriculation in the students chosen program. All new and re-enrolling students are required to attend orientation.

### **Late Registration**

Late registration requires that a financial aid interview must be completed and the student must be seated in class by the Thursday of the first week of the quarter.

### **Living Accommodations**

Most WVBC students live at home and commute to classes. It is the responsibility of the student to find housing near the school in order to commute. If necessary, assistance is given to the student by the staff when at all possible.

### **Admission Requirements**

Applicants are considered for acceptance by the college only after meeting the following requirements:

1. Having earned a high school diploma or its equivalent.
2. Being interviewed by an Admissions Representative.
3. Completing the college entrance evaluation. Candidates for Specialized Associates Degree must achieve a minimum of 20 on the evaluation in order to be accepted directly into the degree programs. Candidates for the Specialized Associates Degree, Office Administration/Medical Assistant program must achieve a minimum of 25 on the evaluation in order to be accepted directly into this program. Once the student has graduated from a diploma program at West Virginia Business College, the student may be accepted into any of the degree programs.
4. Being accepted by the Director.

Acceptance for admission indicates only that the applicant meets the minimum acceptance requirements. Applicants should not assume acceptance is an express or implicit guarantee or a representation of the likelihood of academic or career success or ability of the applicant to achieve the applicant's goal.

Prospective students should call or write the college to arrange an appointment for a personal interview with an Admissions Representative. At the time of the appointment, a parent or spouse should accompany the applicant. Upon completion of the interview, the formal application for admission may be completed.

A student who chooses to discontinue attendance at any time is entitled to be graduated in any program if the student meets the graduation requirements of the program, regardless of the program in which the student was originally accepted for admission, without further action on the student's part or additional administrative paperwork. Students may reject this program completion option by notifying the institution. Because of many changes that occur daily in both business and education, it is impossible to guarantee long standing particulars. The College, therefore, reserves the right to cancel, suspend, or permanently terminate educational programs for any reason, with or without notice. This will not affect the status of currently enrolled students.

#### **Tuition & Fees**

Tuition is assessed on a quarter basis and payable in full at the beginning of each quarter. Payment may be deferred until receipt of financial aid in those cases where students are relying on such aid to pay tuition. All charges are based upon the fee schedule in force at the time of enrollment. The student is responsible for payment of all charges including tuition, fees and supplies. Books and supplies are separate from tuition and can be purchased outside of the College or the College's bookstore. Books and supplies generally cost 15% of the cost of the program, depending on current markets.

Payment is not contingent upon receipt of financial aid. The College does not guarantee the receipt or likelihood of receipt of any financial aid. The College shall have no further obligation to the student if the student fails to pay tuition or fees for any quarter, regardless of the reason. It is up to the college's discretion if the student can remain enrolled. Transcripts, diplomas, or any other documentation will not be issued if payment in full is not received. Delinquent balances may be turned over to a collection agency and/or other collection actions may be taken.

#### **Refund Policy**

The refund policy for students not receiving Title IV funds will be made in accordance with the signed Application for Enrollment. Refunds for students receiving Title IV funds will be made in accordance with Department of Education guidelines and followed uniformly by West Virginia Business College as such:

1. Cancellation prior to the first day of class: If applicants, accepted by the institution, cancel within five (5) business days following the date an enrollment contract is signed, the school will refund all monies paid to the institution. In the event of a cancellation notification following this period, but prior to start of classes, the institution will refund all monies paid, less the \$50 application fee.
  
2. Withdrawal after the commencement of classes: Students who withdraw during the first 2 weeks of the quarter will receive a tuition refund of 50% of the charged tuition for the period. Students who withdraw during the third week of the quarter will receive a tuition refund of 25% of the charged tuition for the period. After the third week, no refund will be made. Application and other fees are non-refundable. If a refund is due of \$25 or less to the student, the institution is not required to refund. All return of Title IV funds will be made in accordance with the rules and regulations of the U.S. Department of Education. Return of funds will be based on the amount of time a student spends in school. This will be determined by the number of calendar days completed in the period of enrollment divided by the total calendar days in the enrollment period (excluding scheduled breaks of five days or more). If the percentage is less than 60% the appropriate amount of aid will be returned within the allotted time frame. If the amount is greater than 60% no return of monies will be made. This formula determines the amount of tuition earned by the institution. All unearned funds will be returned to the proper agency. There may be funds the student must return to the U.S. Department of Education. Those funds can be paid to WVBC within 30 days of the last day of attendance and the school will return the funds or the student can make arrangements with the U.S. Department of Education. Students are notified of this process via letter.
  
3. Refunds to Veterans will be made on a pro-rata basis as required by the Veterans Administration and appropriate state regulatory bodies.
  
4. The WVBC refund distribution policy of Title IV Financial Aid Funds to the Federal Student Aid programs are as follows:
  - a. Unsubsidized Direct Loans
  - b. Subsidized Direct Loans
  - c. Unsubsidized Federal Direct Stafford Loans
  - d. Subsidized Federal Direct Stafford Loans
  - e. Federal Perkins Loans
  - f. Federal PLUS loans received on behalf of the student
  - g. Federal Direct PLUS Loans received on behalf of the student
  - h. Federal Pell Grants / FSEOG Program Funds / ACG, SMART Grant Program Funds

## **Voluntary Authorization**

Tuition and fees **MUST** be paid in full before starting classes. Cash, check or money order will be accepted at the financial aid office. If other arrangements have been made with the financial aid office, see below:

A Voluntary Authorization form will be signed by all students not paying in full, tuition, fees and supplies on or before classes begin.

This authorization allows West Virginia Business College to act on behalf of the student to expedite the financial aid process and to assure both parties the financial aid is properly and timely being processed. The student can rescind the voluntary authorization and pay all balance in full. If the student rescinds the voluntary authorization and does not pay the balances within 1 business day, the student will be terminated from school. Collections on unpaid balances will begin immediately. All refund to Title IV are processed immediately.

The voluntary authorization is a good faith document which allows a student to attend classed while waiting on financial aid payments to arrive. Financial aid is distributed quarterly by the U.S. Department of Education. If, after all tuition, fees and supplies are paid in full and a student has an overage on their account, the student may choose to do one of the following:

- 1) Return all excess funds to the proper agencies
- 2) West Virginia Business College holds funds for payment for the quarter that funds are for
- 3) West Virginia Business College will equally divide EXCESS funds by the number of months in a quarter and distribute EXCESS funds to the student monthly
- 4) Students will be called out of class when the EXCESS money checks are here to be disbursed.

**AT NO TIME WILL FUNDS BE DISTRIBUTED TO A STUDENT BEFORE ALL ACCOUNTS ARE PAID IN FULL.**

**SEE DIRECTOR FOR PROGRAM COSTS.**

### **Definition of a Quarter Credit Hour/Academic Year**

The institution measures and awards credits using quarter credit hours as its unit of credit. The institution operates on a quarter term calendar year. A quarter term is 10-12 weeks in length. An hour of credit requires ten contact (class) hours of lecture. A standard contact (class) hour is 50 minutes in length. A student is considered to be in full time attendance when carrying twelve or more credit hours per quarter term. The definition of an academic year for Title IV purposes is 36 quarter credit hours and 30 weeks. Students may begin programs the first week of each quarter or at the midpoint of any quarter. Students who begin at the midpoint matriculate into the normal class schedule at the beginning of the next quarter.

### **Retention and Placement Rates**

Retention and Placement Rates as published by West Virginia Business College to ACICS, the national accreditation board, are as follows:

2010 Total Retention Rate	70 %
2010 Total Placement Rate	70 %

## **ACADEMIC POLICIES AND PROCEDURES**

**Full- Time Student** -A student must attempt at least twelve quarter hours of credit to be considered a full-time student.

**Half-Time Student**- Students registered for eight (8) quarter hours of credit will be considered as half-time students. Students registered for four (4) quarter hours of credit will be considered less than half-time.

**Transfer Student**- The student will abide by the same admission regulations as the non-transfer students.

### **Grading System**

Grades are reported at the end of each quarter. The mid-term grades may be issued as a report of progress of students doing below average work.

The following scale is used for reporting grades and determining grade point averages:

<u>GRADE</u>	<u>GRADE QUALITY</u>	<u>SCALE</u>	<u>QUALITY POINTS</u>
A	Excellent	100-94	4.00
B	Good	93-86	3.00
C	Fair	85-78	2.00
D	Poor	77-70	1.00
F	Failure	69-0	0.00
*W	Withdraw	----	----

\* Withdrawal is not calculated in G.P.A. but may affect satisfactory academic progress.

### **Incomplete Grade**

A grade of "incomplete" is assigned when, in the opinion of the instructor, the student has not had time to complete the course requirements because of a just and legitimate reason. A student is given until

orientation day of the next quarter to remove the "incomplete." If this is not done to the satisfaction of the instructor, the "incomplete" automatically reverts to a "failure."

### **Grade Point Average**

Grade point average (GPA) is computed by dividing the quality points earned by number of classes attempted. Final grades only are used in determining GPA. The GPA is calculated on a quarterly and cumulative basis each quarter. If a class is retaken, the higher of the grades is used for calculation purposes.

### **Withdrawal from Class Program or School**

If a student wishes to withdraw from WVBC, they may do so orally or in writing through the Director. Students are cautioned that changing schedules or programs may result in a loss of credit, an extension of the program length or other adverse consequences. All students receiving Title IV funds are required to complete an exit interview upon graduation or leaving the College. This can be completed through the Financial Aid office, email, or the web @ <https://www.dl.ed.gov/borrower/CounselingSessions.gov>. Students who do not meet instructional guidelines and refuse contact from the College may be deemed as withdrawing from the College without notification and processed as such.

If at any time a student fails a class, drops a class, changes from day to evening classes, changes from evening to day classes, transfers in classes, or sits out a quarter for any reason, WVBC has no responsibility to assure fulltime schedules for the remaining time the student has in school. Therefore, the student's graduation date will be extended. Students who fail to meet individual class instruction guidelines and do not contact the college can be considered withdrawn without notification.

### **Student Teacher Ratio**

The average overall student-teacher ratio is approximately 16 to 1.

### **Transfer of Credit To WVBC**

No monetary remuneration is given for credits accepted from other accredited colleges. Students transferring to WVBC from another institution accredited by agencies recognized by the U.S. Department of Education will comply with the established admissions procedures. It is the responsibility of the student to request the official transcripts be mailed to WVBC by the end of their first quarter. WVBC reserves the right to use its discretion with regard to transferring credits from another institution. Credits earned at other accredited post-secondary educational institutions may be accepted on the basis of an official transcript provided by the student with an "A" grade and course description of all classes they are presenting for acceptance. WVBC determines whether the prospective credits meet with the provisions listed below. This is determined by the Director.

- A. Only those courses in which the student was awarded a grade of "A" (4.0) or better will be considered for transfer. (Grades and credits are transferable.)
- B. Only courses applicable to the program for which the student is enrolled will be accepted into their program. The student must have earned the equivalent of four quarter credit hours.
- C. No more than one half (1/2) the required courses and hours of program may be transferred from another accredited college or university.

The student is notified of which, if any, credits transfer once the College receives his/her official transcript.

NOTE: Total number of completed hours that a student must accomplish to complete his/her program does not change.

### **Transfer of Credit From WVBC**

Classes taken at one institution frequently will not always match with classes offered at another institution. Even if both institutions are accredited, it may still be difficult to transfer credits from one institution to another. Each educational institution has different missions, course designs, and curriculum. WVBC classes are not designed for students to transfer to other colleges; they are designed for students to get a job. The College has met academic and educational standards and is recognized by their accrediting agency. Since the determination of transfer of credit is made only by the institution at which the student desires to further their education, the student is advised to contact other institutions to which they may desire to transfer to determine transferability, BEFORE beginning classes at WVBC.

**TRANSFER OF CREDITS FROM WEST VIRGINIA BUSINESS COLLEGE IS AT THE DISCRETION OF THE RECEIVING INSTITUTION. WEST VIRGINIA BUSINESS COLLEGE MAKES NO CLAIM OR PRETENSE THAT ITS CREDITS WILL BE ACCEPTED BY ANY SCHOOL, COLLEGE, UNIVERSITY OR INSTITUTION.**

### **Final Examination**

A final examination is required in each course and is given at a specified time. Students eligible to be excused from their exams are as follows:

- A. Students will be excused because of extreme emergency circumstances as determined by Director, at which time students may be asked to present appropriate documentation.
- B. Students meets the criteria for the Honors Program.\*

### **Honors Program**

All students are eligible to participate in the WVBC Honors Program. If they have an "A" average (94-100) in a class prior to the start of finals week, they will be excused from attending the review and final exam for that class. The Director is the only person permitted to excuse the student from the exam for the Honors Program.

### **Graduation Requirements**

To qualify for graduation, a student must:

- A. Pass all required courses in the student's program with a minimum 1.0 ("D" grade) on a 4.0 scale.
- B. Have an overall cumulative 2.0 ("C" average) on a 4.0 scale and meet all satisfactory academic progress requirements. See pages 15 and 16.
- C. Meet the special skill requirements, if any, for each program.

If a student meets requirements for graduation but has not paid all tuition and fees, the student shall graduate but will not be entitled to placement assistance, diploma, transcripts or other documents from the college.

WVBC programs are not specifically designed to prepare students to obtain any outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industrial, or other types of certification, licensure, registration, or credentials available in the field of studies offered at WVBC will require additional out of class study and preparation on the student's part. The West Virginia Business College graduation ceremony is held once a year for all students who have met the graduation requirements as established by the College.

### **Independent Study**

Independent Study may be utilized in appropriate circumstances, such as to resolve scheduling conflicts or difficulties. Each decision is based on individual cases. Independent Study students are expected to complete the same course work as in regularly scheduled course offerings. Independent Study involves a level of independence and self direction on the part of the student to read material, complete and submit projects, reports and other assignments on a timely basis and successfully pass examinations as if a student was attending a regularly scheduled class. Students are required attend classes as scheduled and to follow the procedures and policies as established by the College.

### Refresher Course

A graduate of WVBC is permitted to retake any course they have completed at WVBC with no charge except for any books they may need. No grades or quarter hours are awarded nor does the student have to fulfill the regular course requirements. The teacher has no obligation to the graduate except to permit them to attend classes. Refresher courses are offered on a space-available basis.

### Leaves of Absence

West Virginia Business College does not grant leaves of absence.

### SATISFACTORY ACADEMIC PROGRESS (S.A.P.)

To be eligible for Federal Student Aid funds, a student must make satisfactory academic progress, which is minimally checked at intervals of one year or one-half the length of the program – which ever is less. These standards apply to all students. Those not meeting these standards will be subject to dismissal from the College.

Program	Credit Hours [CR]	Maximum Attempted CR Per Program [150%]	Maximum Achieved CR per quarter to complete program in Maximum Time
All Diploma Programs	48	72	12
All Degree Programs	96	144	16

***The percentage of credits required for Satisfactory Academic Progress will vary by program.***

***Credits transferred reduce the number of maximum attempted credit hours per program.***

1. Effect of Academic Actions of Satisfactory Academic Progress (SAP)

Course withdrawals will negatively affect the percentage of credits attempted each quarter for satisfactory progress. Incomplete grades if made up in time will not harm SAP; if not made up, will lower GPA and negatively affect the percentage of credits attempted. Failing Grades will lower GPA, CGPA and the maximum attempted credit hours.

2. If a student fails to maintain a cumulative GPA of 1.0, the student will be placed on academic probation for the following quarter.

- Students placed on academic probation may continue to collect financial aid. Failure to earn a GPA of at least 1.0 for the probationary quarter will result in academic dismissal or extended enrollment status.
- Students placed on academic dismissal are not eligible for government student aid and may

request to change programs, be placed on extended enrollment status or apply for re-entry into their original program based on mitigating circumstances. Students claiming mitigating circumstances must present supporting documentation.

- Students placed on extended enrollment status are not eligible for government student aid and must retake class(es) previously failed during the following quarter(s), if offered, in order to re-establish satisfactory progress.
  - All decisions will be made by the Director regarding acceptance of extended enrollment status, mitigating circumstances or academic dismissal.
3. A student failing to meet the SAP standards may appeal based on mitigating circumstances (i.e. death in the family, sickness of the student, other circumstances, etc.) if the following conditions are met:
- Student must provide a written reason for the appeal with supporting documentation, to the campus Director.
  - The Director will determine the validity of the appeal within seven days . The student will be advised of the Director's decision.
  - If the appeal is successful, the student will be considered on academic probation for the next quarter and must meet satisfactory academic progress requirements.
  - If the appeal is not granted, or the student fails to progress satisfactorily in the probation period, the student will be academically dismissed.
4. If a student changes programs or is seeking additional degree/diploma, generally the qualitative and quantitative standards used to judge academic programs include all periods of a student's enrollment. Attempted credits and grades earned, which do not apply to a student's new major, will not be counted towards the new major. If grades earned and credits attempted do apply to the new program then all grades and credits earned will be transferred into the new program.
5. All students must have a CGPA of 2.0 for graduation from any program.

#### **To Re-establish Eligibility for Financial Aid or Re-enter**

A student whose training is interrupted due to unsatisfactory academic progress, and wishes to re-enter, may after one quarter, receive individual counseling from the Director. A decision will be made regarding the student's re-entry to the school. A student who is permitted to re-enter must achieve 1.0 GPA in order to maintain satisfactory progress.

## **FEDERAL FINANCIAL AID PROGRAMS**

Federal assistance programs are administered through the Department of Education. Any U.S. citizen, or person in the U.S. for other than temporary reasons, who is enrolled or accepted for enrollment on at least a half-time basis may apply for these programs.

### **Federal Pell Grant**

The Federal Pell Grant is an important source of aid for students who demonstrate financial need. Applications are available through high school counselors or WVBC Financial Aid Office. The amount of the award depends upon the student's determination of eligibility, the cost of attendance, and a payment schedule issued by the Department of Education.

### **Federal SEOG**

The Federal Supplemental Education Opportunity Grant is for students who have exceptional financial need and are unable to continue their education. An eligible FSEOG recipient must be an undergraduate student and have financial need. If a student loses Pell Grant eligibility prior to disbursement of the FSEOG, the student becomes ineligible to receive FSEOG.

### **West Virginia Higher Education Adult Part-Time Student Grant**

The HEAPS Grant Program is to encourage and enable needy West Virginia students who desire to continue their education on a part-time basis at the post-secondary level. Students may apply for the HEAPS Grant Program and/or the HEAPS Grant Program Workforce Development Component. The HEAPS Grant Program is available for students enrolled within any diploma program at the College.

### **West Virginia Higher Education Grant Program**

Application for state-aid is required for all West Virginia state high school seniors. Other WV applicants less than 5 years removed from high school, and have not earned college credits are also required to complete application as well. Grants may be renewed as long as the recipient continues to meet all eligibility requirements or completes baccalaureate degree requirements. The HEAG program is available for students enrolled within any degree program at the College.

### **Federal Student Loan Programs**

Federal Loans may be available to students and/or their parents. They include the Federal Family Education Loan, Subsidized and Unsubsidized Federal Direct Student Loans and the Federal P.L.U.S. Loans. The Financial Aid Office will provide information regarding these loans.

### **Veterans' Educational Benefits**

If a Veteran has been honorably discharged from the Armed Forces, Educational Benefits may be available upon application to the Veterans Administration. Dependents of Veterans who are totally disabled or died as a result of military service, may be eligible for benefits. Members of the Reserve Components may be eligible for VA Benefits under the G.I. Bill.

### **Career Search Assistance**

Because of the proven competency of the College's graduates, area employers are in frequent communication with the school's Career Services Representative who maintains records of available positions and each student's qualifications. The services of the Career Services Representative are available to graduates of all programs. Every effort is made to place each graduate in the position for which he or she is most qualified. However, West Virginia Business College does not guarantee employment. Each student must register with the Career Services Representative during the last six weeks of the quarter in which he or she is scheduled to graduate.

### **LIBRARY HOURS**

Mon., Tues., Thurs. 7:30am -10:00pm

Wednesday 7:30am - 5:00pm

Friday 9:00am - 4:00pm

Saturday 9:00am -1 :00pm

### **\*CLASS HOURS**

Day 8:00am - 3:00pm

Evening 6:00pm -10:00pm

Class hours are no earlier than 8:00 am or later than 3:00 pm

for day students. Class hours are no earlier than 6:00 pm or

later than 10:00 pm for evening students

### **Director List**

A student is placed on the Director's List if he or she has earned at least a 3.5 GPA during any given quarter. The student must have attempted at least twelve (12) quarter hours for that quarter.

### **College Scholarship**

West Virginia Business College will offer scholarships of \$1000.00 value and \$500.00 value when conditions and projected class schedules allow. Scholarships will apply to selected programs. To qualify, students in the normal trade area must (1) have achieved at least a 3.0 (out of 4.0) grade point average in high school, (2) currently be in the senior class of high school or a graduate of the most recent senior class, (3) receive the recommendation in writing of the high school principal or guidance counselor, thus giving the principal or guidance counselor the major role in the selection process. All other conditions for admission into the college still apply. This scholarship program is open to all applicants meeting the above conditions on a fair and equal basis. Recipients must meet all satisfactory progress standards and other conditions applicable to all students. The \$1000.00 scholarships will apply to the Specialized Associate Degree Programs. The \$500.00 scholarships will apply to all diploma programs. The only terms and

conditions which must be met to receive the scholarship are listed above. The scholarship is distributed during the student's last quarter before graduation. The application procedures are as follows: The applicant will obtain a letter from the high school principal or guidance counselor. Official high school transcripts are also required. Upon presentation of this letter to WVBC, the applicant will receive the scholarship providing the applicant satisfies all normal enrollment conditions, actually enrolls into and graduates from WVBC. The deadline for providing the letter is the midpoint of the applicant's first academic quarter at WVBC.

**President's Scholarship-** WVBC offers to all high school seniors, a President's scholarship in the amount of \$18,200, which covers tuition, application fee and administrative fees. The applicant must be a high school senior and make the highest score on the test offered at the college. There is no charge for this test. All current high school seniors are eligible to participate.

## **STUDENT CONSUMER INFORMATION**

### **Procedures To Inspect and Review Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights to their education records. They are as follows:

- A. The student has the right to inspect and review his/her educational records within 45 days from the day the Director of the College receives written request for specific record(s) that the student wishes to review. The Director will set the time to review the records with the student and will meet with the student in the Director's office.
- B. The student has the right to ask that his/her educational records be amended if they believe they are misleading or inaccurate. It is the student's responsibility to write the Director clearly identifying the part of the record they wish to change and specify why it is inaccurate or misleading. If the College determines that it will not amend the record as requested, the College will notify the student of their decision and advise the student of his/her right to a hearing regarding the request for amendment.
- C. The student has the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. This may include a person or company with whom the College has contracted (such as an attorney, auditor, collection agency or others). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.
- D. If student requests copies of item in his/her file they must be specific in their request and a fee will be charged, which is paid before copies are made. A minimum of 48 hours is necessary.
- E. The College reserves the right to provide without permission, academic information, student conduct, financial aid information, employment, and/or other relevant information to government agencies, to financial institutions, to prospective employers, credit reporting and/or collection organizations, guarantee agencies, and other relevant organizations for purposes of financial aid administration and student loan

servicing/collection and to accrediting agencies for accreditation related purposes. The College will not disclose information about any current or former student or applicant, to any other individual entity or organization unless required to do so by a specific statute, regulation, or court order without student/applicant written permission.

### **Student Welfare Services**

Guidance - From the time of the student's initial admission interview, the personnel of the college recognize the need for providing guidance to the student in all phases of his or her academic life. The admission representative assists in evaluating an individual's vocational goals. Orientation sessions acquaint the students with the staff and faculty members and to services which are available to him or her.

The Director helps the student resolve academic and personal problems, which may be interfering with satisfactory progress. A student who encounters difficulty in financing his or her education should consult the Financial Aid Manager for information and assistance. A student who desires employment should meet with the Career Services Representative.

### **Campus Security and Substance Abuse Policy**

It is the policy of this institution to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the institution's policy. This institution has available information regarding drug abuse prevention and counseling. Any student or employee of the College seeking drug abuse information may contact the Director of the school for information regarding available literature, counseling services, and other assistance in the prevention of substance abuse. It is the policy of this institution that any criminal acts of any nature occurring on campus should be reported to the Director, and to the local law enforcement agencies. The institution maintains records relating to crimes committed on campus. Students and employees should also review the institution's policy regarding prevention and reporting campus crime. Copies of the institutional substance free policy and the campus security policy are posted in the library.

### **Teachers' Attendance Policies**

WVBC places the responsibility of attendance upon the student. The student should approach his or her classes in the same light as he or she views the need to attend work. Not showing up for work generally means termination. Therefore, students who do not attend classes regularly and on time can expect penalties. Teachers take attendance daily and have a system in place that when students miss classes, grade cuts will occur. Whenever a teacher feels that a student has been absent or tardy to the extent it may endanger scholastic standing, the teacher reports, in writing, the information to the Director. The Director or his/her designee will then meet with the student concerned to work out problems that are

causing the student not to attend. Students are permitted to make up days. At the teacher's discretion, students may or may not make up work missed, class assignments or tests. Institutionally, WVBC maintains no attendance policy. Attendance policies rest solely with individual teacher attendance policy.

### **Appearance and Conduct-Dismissals**

Recommendations for employment are based on conduct, attitude, scholastic results and attendance. The College reserves the right to place a student on probation or exclude the student from classes or school, when the student's conduct or academic standing is regarded as undesirable without assigning any further reason. Reasons that are more specific would be as follows:

- PERSONAL APPEARANCE - No shorts of any kind, halter-tops, sweatpants, or hats are permitted in the classroom. Shoes must be worn at all times. Non-compliance will result in disciplinary action.
- CONDUCT - Students are expected to be courteous to staff, faculty and fellow students and to conduct themselves in a manner appropriate for a school setting. Threatening, harassing, abusive and disruptive behavior of any kind is prohibited. Smoking in the building and cheating are prohibited. Possession of illegal drugs or alcohol on school property is prohibited. Violation of the above will result in disciplinary action and / or dismissal from the College.
- NON-PAYMENT - Non-payment of tuition and fees may also result in disciplinary actions or dismissal from the College.
- ACADEMIC – Failure to achieve the required standards of academic progress and or conduct will result in disciplinary actions including possible termination from school.
- All medical students are required to wear scrubs at all times while attending classes at the College.

### **Grievance Procedure**

- FIRST STEP - Any student with a grievance or complaint may request an individual conference with the teacher.
- SECOND STEP - If a satisfactory resolution to the problem is not reached by both parties, a conference is then held with mentor.
- THIRD STEP - If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved party must schedule an appointment and present to the Director all facts of the grievance in writing.

Within 24 hours of the receipt of the written information, the Director will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Director and two staff or faculty members not involved with the incident in question. All persons involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be

communicated to those involved in the incident within 48 hours. The Committee's decision will be final, and the student agrees to abide by the committee's decision. The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002. (202) 336-6780.

### **Administrative Appeals and Arbitration**

Any dispute regarding any matter related to the student's enrollment, classes, training, job placement, attendance, grades, services or benefits to be provided by West Virginia Business College, or any matter that has been the subject of a student grievance but has not been satisfactorily resolved by the grievance procedure set forth in this catalog, shall be resolved by the Administrative Appeals and Arbitration Procedure described herein. The matter which is the subject of dispute shall be submitted, in writing, to the President. If the dispute has been the subject of a grievance, the President shall review the record of the grievance procedure. In addition, the President, at his discretion, may interview and question any person who has previously provided any information to the Grievance Committee and may interview and question any other person who may have information related to the dispute. The President shall also interview the person who has submitted the dispute for consideration. Within seventy-two (72) hours from the time of the receipt of the dispute the President shall complete his investigation, and shall issue his written decision with respect to the resolution of the dispute. If the dispute has not been resolved to the satisfaction of the student, the student, at his or her option, may submit the matter to binding arbitration to be conducted by a single arbitrator chosen from a list of arbitrators maintained by West Virginia Business College. The student and the President of West Virginia Business College shall agree on an arbitrator. In the event the student and the President are unable to agree on an arbitrator, the Board of Directors of West Virginia Business College shall choose the arbitrator, provided that the Board of Directors may not choose the arbitrator who had been the choice of the President. At such arbitration, the cost of the arbitration shall be shared equally by the student and West Virginia Business College. The rules and procedures of the American Arbitration Association shall serve as a guide for the handling of the arbitration, but the arbitrator shall be permitted to structure and conduct the arbitration in a cost effective and efficient manner in order to fully consider all relevant evidence and conclude the dispute. Efforts shall be made to conclude the presentation of evidence and argument within ten (10) working days from the time that an arbitrator has been chosen. The arbitrator shall issue his or her decision within seven (7) working days following the conclusion of the presentation of evidence and argument. The decision of the arbitrator shall be final.

**IF THE STUDENT CHOOSES TO SUBMIT ANY DISPUTE TO ARBITRATION, THE ARBITRATION SHALL BE BINDING AND FINAL, AND THE STUDENT AND WEST VIRGINIA BUSINESS COLLEGE SHALL BE DEEMED TO HAVE WAIVED ALL RIGHTS TO OTHER CIVIL RECOURSE, INCLUDING CIVIL LITIGATION, TRIAL BY JUDGE OR JURY, OR ANY OTHER CIVIL RECOURSE.**

**WEST VIRGINIA BUSINESS COLLEGE ADVISORY BOARD**

*Dr. David R. Franke, D.P.M., Doctors Franke & Catania, PLCC*

*Barbara Gorby, Councilwoman of City of Nutter Fort, WV.*

*Mark A. Gorby, Chief Magistrate of Harrison County, WV.*

*Roger L. Kent Jr., CPA's, B.S.*

*Christopher Meighen, M.B.A., C.L.T.C., L.U.T.S., Metropolitan Life Ins. Co.*

*John Snowden, B.A., Williams Lea, Inc.*

*Sheila Stiglich, B.A., M.A., Ed.S.*

*Christine R. Tarr, R.N., B.S.N., Bishop Hodges Continuous Care, Wheeling Medical Park Hospital*

*Christopher M. Tarr, B.A., M.Ed., L.S.W., S Case Co.*

*Dr. Mark Vosvick, M.Ed., M.B.A., Ph.D., University of North Texas*

**DIPLOMA PROGRAMS**

Pages 25 to 30.

Diplomas are offered for completion of all non-degree programs. Diploma programs are nine months in length, but may vary depending upon the number of credit hours carried each term, whether the student attends day or evening classes, and whether the student starts classes on an interim or full-term class start. If a student makes changes within his/her original contract, they may not graduate within the time frame noted on the original signed contract.

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**SPECIALIZED ASSOCIATE DEGREES**

Pages 30 to 37.

Degrees are offered in the form of a Specialized Associates Degree. Length of time for completion is normally 18 months, but this time may vary depending upon the number of credit hours carried each term, whether the student attends day or evening classes, and whether the student starts classes on an interim or full-term class start. If a student makes changes within his/her original contract, they may not graduate within the time frame noted on the original signed contract.

## **Business Management Accounting Diploma**

This program provides the knowledge and skills to enter the business world in a variety of business functions, such as: bookkeeping, billing clerk, accounts manager and many more. The program is designed to teach management, communication and accounting skills.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
AC 101	Principles of Accounting I	4
AC 202	Principles of Accounting II	4
AC 203	Principles of Accounting III	4
BU 105	Business Management	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
BU 113	Personnel Management	4
DP 115	Introduction to Word / Windows	4
DP 218	Computer Payroll Accounting	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication /or/ Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Secretarial Sciences Executive Secretary Diploma**

This program prepares students to fill positions as an office professional enabling the graduate to perform secretarial skills as well as being prepared in personal computer use and communication skills.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
SC 151	Keyboarding	4
SC 254	Administrative Office Procedures / Transcription	4
AC 101	Principles of Accounting I	4
BU 107	Job Search Techniques	4
BU 110	Business Correspondence	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication /or/ Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Secretarial Sciences Legal Secretary Diploma**

This program prepares students to fill positions as office professionals in legal offices as well as all other business offices. The student becomes proficient not only with personal computers and communication skills, but also has knowledge of the law and terminology in the legal field.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
SC 151	Keyboarding	4
SC 254	Administrative Office Procedures / Transcription	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
LG 126	Legal Terminology	4
LG 228	Legal Analysis and Writing	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
AC 101	Principles of Accounting I	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication./or/Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Secretarial Sciences Medical Secretary Diploma**

This program prepares students to work in hospitals, medical offices, clinics, rest homes and any office needing employees who are proficient in secretarial duties such as operating personal computers and communication skills, but also has knowledge of terminology in the fields of medicine.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
SC 151	Keyboarding	4
SC 254	Administrative Office Procedure / Transcription	4
BU 107	Job Search Techniques	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
MD 135	Medical Terminology I	4
MD 147	Insurance Billing and Coding	4
MD 236	Medical Terminology II	4
MD 239	Medical Procedures I	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication/or/Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Computer Applications Accounting Diploma**

This program is designed to prepare students for careers in business offices utilizing their training in computer and accounting skills. Other career opportunities are in industry and governmental type positions.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
AC 101	Principles of Accounting I	4
AC 202	Principles of Accounting II	4
AC 203	Principles of Accounting III	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
BU 107	Job Search Techniques	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication/or/Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Computer Applications Secretary Diploma**

This program is designed to prepare students for careers in business offices utilizing their training in computers and secretarial skills. Other career opportunities are in industry and governmental type positions.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
SC 151	Keyboarding	4
SC 254	Administrative Office Procedures / Transcription	4
AC 101	Principles of Accounting I	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
BU 107	Job Search Techniques	4
GS 120	Theory of Mathematics	4
GS 123	Literature / Composition	4
GS 124 / 122	Interpersonal Communication/or/Oral Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DIPLOMA</b>		<b>48</b>

**PROGRAM LENGTH:**

**DAY DIVISION**

**NINE MONTHS**

**EVENING DIVISION**

**TWELVE MONTHS**

## **Office Administration Executive Secretary**

### **Specialized Associates Degree**

This degree program will prepare the student to fill positions of trust and responsibility. Management classes are included to eliminate limitations to just secretarial duties. Students can expect emphasis on both managerial and secretarial skills. This degree prepares students for most office work from entry level to middle management.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
SC 154	Keyboarding	4
SC 254	Administrative Office Procedure / Transcription	4
AC 101	Principles of Accounting I	4
AC 202	Principles of Accounting II	4
BU 105	Business Management	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
BU 108	Advertising	4
BU 110	Business Correspondence	4
BU 111	Marketing	4
BU 112	Public Relations	4
BU 113	Personnel Management	4
BU 129	Ethics	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 122	Oral Communication	4
GS 123	Literature / Composition	4
GS 124	Interpersonal Communication	4
GS 125	Sociology	4
<b>TOTAL QUARTER CREDIT HOURS FOR DEGREE</b>		<b>96</b>

**PROGRAM LENGTH:**      **DAY DIVISION**                      **EIGHTEEN MONTHS**  
   **EVENING DIVISION**                      **TWENTY FOUR MONTHS**

## Office Administration Medical Assistant Specialized Associates Degree

This degree program will provide the student with the skills and knowledge to perform both clinical and administrative functions in a health care facility. While emphasis is placed on medical classes, office skills are also taught enabling the graduate to be placed in many business or medical offices.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
MD 135	Medical Terminology	4
MD 137	Anatomy and Physiology I	4
MD 147	Insurance Billing and Coding	4
MD 236	Medical Terminology II	4
MD 238	Anatomy and Physiology II	4
MD 239	Medical Procedures I	4
MD 240	Medical Procedures II	4
MD 241	Clinical Skills I	4
MD 242	Clinical Skills II	4
MD 243	Phlebotomy and Hematology	4
MD 244	Basic Pharmacology	4
SC 151	Keyboarding	4
SC 254	Administrative Office Procedure / Transcription	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
BU 107	Job Search Techniques	4
AC 101	Principles of Accounting I	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 123	Literature / Composition	4
GS124/122	Interpersonal Communication /or/ Oral Communication	4

OFFERED AT THE WHEELING CAMPUS ONLY  
See next page for concentrations.

84

**PROGRAM LENGTH:**      **DAY DIVISION**                      **EIGHTEEN MONTHS**  
   **EVENING DIVISION**                      **TWENTY FOUR MONTHS**

**Office Administration Medical Assistant  
Specialized Associates Degree**

{CONTINUED}

**EMPHASIS ON SURGICAL TECHNOLOGY**

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
MD 150	Microbiology	4
MD 245	Surgical Technology I	4
MD 246	Surgical Technology II	4
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL QUARTER CREDIT HOURS FOR OFFICE ADMINISTRATION MEDICAL ASSISTANT / SURGICAL TECHNICIAN DEGREE</b>	<b>96</b>

**Surgical Technology students will complete internship**

**EMPHASIS ON GERIATRICS**

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
MD 148	Nutrition	4
MD 149	Gerontology	4
GS 125	Sociology	4
	<b>TOTAL</b>	<b>12</b>
	<b>TOTAL QUARTER CREDIT HOURS FOR OFFICE ADMINISTRATION MEDICAL ASSISTANT / GERIATRICS DEGREE</b>	<b>96</b>

## Office Administration Medical Administrative Assistant Specialized Associates Degree

This degree program will prepare the student to fill positions of trust and responsibility in the office.

Managerial and secretarial classes are included to eliminate limitations to just medical secretarial duties.

This degree prepares students for most office work from entry level to middle management.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
MD 135	Medical Terminology	4
MD 147	Insurance Billing and Coding	4
MD 236	Medical Terminology II	4
MD 239	Medical Procedures I	4
MD 240	Medical Procedures II	4
MD 243	Phlebotomy and Hematology	4
SC 151	Keyboarding	4
SC 254	Administrative Office Procedure / Transcription	4
AC 101	Principles of Accounting I	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
BU 110	Business Correspondence	4
BU 112	Public Relations	4
BU 113	Personnel Management	4
BU 129	Ethics	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 122	Oral Communication	4
GS 123	Literature / Composition	4
GS 124	Interpersonal Communication	4

OFFERED AT THE NUTTER FORT CAMPUS ONLY

**TOTAL QUARTER CREDIT HOURS FOR DEGREE                    96**

**PROGRAM LENGTH:**      **DAY DIVISION                    EIGHTEEN MONTHS**  
    **EVENING DIVISION                TWENTY FOUR MONTHS**

## Office Administration Paralegal Specialized Associates Degree

This degree program prepares the student to fill positions of trust and responsibility. Emphasis is placed on legal classes, but managerial and secretarial classes are included to eliminate limitations to just paralegal duties. Students are prepared for most office work from entry level to middle management.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER COURSE HRS</u>
LG 126	Legal Terminology	4
LG 227	Civil Procedures	4
LG 228	Legal Analysis and Writing	4
LG 230	Corporations and Partnerships	4
LG 231	Criminal Law and Procedures	4
BU 115	Real Estate Ownership	4
BU 129	Ethics	4
LG 232	Bankruptcy Law	4
LG 233	Probate and Estate Planning	4
LG 234	Family Law	4
LG 235	Immigration Law	4
LG 236	Torts/ Personal Injury	4
SC 151	Keyboarding	4
SC 254	Administrative Office Procedure / Transcription	4
AC 101	Principles of Accounting I	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint / Web Page Design	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 123	Literature / Composition	4
GS 124/122	Interpersonal Communication/ or Oral Communications	4

**TOTAL QUARTER CREDIT HOURS FOR DEGREE                    96**

**PROGRAM LENGTH:**            **DAY DIVISION                    EIGHTEEN MONTHS**  
   **EVENING DIVISION            TWENTY FOUR MONTHS**

## **Business Administration Computer Applications Accounting Specialized Associates Degree**

This degree program prepares the student to fill positions of trust and responsibility in entry level to middle level management. Students are versed with the use of computers as well as administrative skills with the emphasis on skills in the accounting area.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
BU 105	Business Management	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
BU 108	Advertising	4
BU 109	Money and Banking	4
BU 110	Business Correspondence	4
BU 111	Marketing	4
BU 112	Public Relations	4
BU 113	Personnel Management	4
BU 114	Economics	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
AC 101	Principles of Accounting I	4
AC 202	Principles of Accounting II	4
AC 203	Principles of Accounting III	4
AC 204	Managerial Accounting / Decision Making	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 122	Oral Communication	4
GS 123	Literature / Composition	4
GS 124	Interpersonal Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DEGREE</b>		<b>96</b>

**PROGRAM LENGTH:**      **DAY DIVISION**                      **EIGHTEEN MONTHS**  
   **EVENING DIVISION**                      **TWENTY FOUR MONTHS**

## **Business Administration Computer Applications Secretary Specialized Associates Degree**

This degree program prepares the student to fill positions of trust and responsibility in entry level to middle level management. The students are versed in administrative skills as well as computers. Emphasis is placed on secretarial skills.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>QUARTER CREDIT HRS</u>
BU 105	Business Management	4
BU 106	Business Law	4
BU 107	Job Search Techniques	4
BU 108	Advertising	4
BU 109	Money and Banking	4
BU 110	Business Correspondence	4
BU 111	Marketing	4
BU 112	Public Relations	4
BU 113	Personnel Management	4
BU 114	Economics	4
DP 115	Introduction to Word / Windows	4
DP 216	Excel	4
DP 217	PowerPoint/ Web Page Design	4
DP 218	Computer Payroll Accounting	4
DP 219	Access	4
AC 101	Principles of Accounting I	4
AC 202	Principles of Accounting II	4
SC 151	Keyboarding	4
SC 254	Administrative Office Procedures / Transcription	4
GS 120	Theory of Mathematics	4
GS 121	Psychology	4
GS 122	Oral Communication	4
GS 123	Literature / Composition	4
GS 124	Interpersonal Communication	4
<b>TOTAL QUARTER CREDIT HOURS FOR DEGREE</b>		<b>96</b>

**PROGRAM LENGTH:**      **DAY DIVISION**                      **EIGHTEEN MONTHS**  
   **EVENING DIVISION**                      **TWENTY FOUR MONTHS**

## **Course Numbering System**

Each course offered by the College is identified by a unique five-character code. The first two alpha-characters are an acronym representing the discipline area of the course.

**AC - Accounting**

**BU - Business**

**DP - Data Processing**

**GS - General Studies**

**LG - Legal**

**MD- Medical**

**SC - Secretarial**

The first digit represents the level at which the course is generally offered and the degree of difficulty.

"1" designates courses generally offered during the students first year of study and considered entry-level classes.

"2" designates courses generally offered during the students second year of study and considered advanced or "prerequisite required" classes.

The last two digits indicate a unique course title sequence, but do not necessarily imply a sequence of classes within a discipline.

## COURSE DESCRIPTIONS

### ACCOUNTING

**AC 101 Principles of Accounting I****4 Credits**

Principles of Accounting I introduces the basic accounting concept and principles. This course includes the procedures for journalizing and posting, end-of-period adjustment, the work sheet, financial statements, receivables, and payables.

**Prerequisite:** None

**AC 202 Principles of Accounting II****4 Credits**

Principles of Accounting II is a continuation of AC 101. Topics include procedures of accounting for purchases, sales, accruals, end of-year reports, and annual statements.

**Prerequisite:** AC 101

**AC 203 Principles of Accounting III****4 Credits**

Principles of Accounting III is a continuation of AC 202. Topics include procedures of accounting for corporations, capital stock, corporate earnings, bonds, investments, branch operations, and an analysis of financial statements.

**Prerequisite:** AC 202

**AC 204 Managerial Accounting and Decision Making****4 Credits**

Managerial Accounting and Decision Making emphasizes how accounting data can be interpreted and used by management in planning and controlling business activities.

**Prerequisite:** AC 101

### BUSINESS

**BU 105 Business Management****4 Credits**

Business Management is a complete coverage of small business operations with a proper balance between business and management functions.

**Prerequisite:** None

**BU 106 Business Law****4 Credits**

Students are introduced to the nature of law and to the courts. Topics include contracts, torts, sales, negotiable instruments, insurance, etc.

**Prerequisite:** None

**BU 107 Job Search Techniques****4 Credits**

This course emphasizes job search processes, resume preparation and individual appearance.

**Prerequisite:** None

**BU 108 Advertising****4 Credits**

This course is designed to aid students in planning and controlling and advertising program intelligently.

**Prerequisite:** None

**BU 109 Money and Banking****4 Credits**

All aspects of money-credit, the effect of investments and savings, marginal efficiency of capital and interest rates, and inflationary and deflationary pressures are thoroughly covered.

**Prerequisite:** None

**BU 110 Business Correspondence****4 Credits**

Standard Business communication methods are presented in this course, to include the standard business letter formats, writing good news, neutral news, and bad news messages.

**Prerequisite:** None

**BU 111 Marketing****4 Credits**

Students can quickly learn the relationship between marketing fundamental elements and recently developed techniques to solve contemporary problems.

**Prerequisite:** None

**BU 112 Public Relations****4 Credits**

This course focuses on the role of those who work in the area of public relations as specialists in communication, analysis of public opinion, and as counselors to administrations in these affairs.

**Prerequisite:** None

**BU 113 Personnel Management**

**4 Credits**

This course provides a complete introduction to major aspects of managing people. Such issues as hiring, testing and evaluating employees are addressed. Wage and benefit administration, and labor relations are taught.

**Prerequisite: None**

**BU 114 Economics**

**4 Credits**

This course will provide students with a broad range of economics on a large scale. It will show a history of how recession and depression occur and ways that it may be prevented. It will also explain the concept of supply and demand.

**Prerequisite: None**

**BU 115 Real Estate Ownership**

**4 Credits**

Real Estate closings, landlord-tenant law and eviction procedures are discussed in this course. Students are introduced to liens, mortgages and issues involving transfer of estates.

**Prerequisite: None**

**BU 129 Ethics**

**4 Credits**

Students are taught how to maintain an ethical professionalism, including issues of confidentiality and conflict of interest.

**Prerequisite: None**

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**DATA PROCESSING**

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**DP 115 Introduction to Word / Windows**

**4 Credits**

Students learn to create documents, newsletter, and graphs. Students are taught various editing techniques and formatting of a document. It serves as an introduction to computer terms and the computer system.

**Prerequisite: None**

**DP 216 Excel**

**4 Credits**

This course instructs students to create worksheets using Excel. Students will learn various editing and formatting features of worksheets.

**Prerequisite: None**

**DP 217 PowerPoint/ Web Page Design**

**4 Credits**

The student will begin this course with PowerPoint. This course will help the student create presentations, slide masters, organizational charts, and adding tables. This course also covers several aspects of web design, from building a site, to gathering information, and testing a site.

**Prerequisite: None**

**DP 218 Computer Payroll Accounting**

**4 Credits**

Solving the problems contained in the workbook on a computer will enable students to learn accounting applications by coding and inputting data using a computer terminal, and to receive a print out of results.

**Prerequisite: AC 101 and DP 216**

**DP 219 Access**

**4 Credits**

In this course, students are to design and use Access tables, queries, forms and reports. This course will then integrate all Microsoft Office Applications into one document, such as mail merges, budgets, etc.

**Prerequisite: None**

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**GENERAL STUDIES**

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**GS 120 Theory of Mathematics**

**4 Credits**

This course will develop the students mathematical ability in the context of analyzing and solving meaningful application problems. A concentration in Algebra and Geometry will give the student a broad understanding of mathematics.

**Prerequisite: None**

**GS 121 Psychology**

**4 Credits**

This is a survey of psychology. Major topics include emotion, motivation, perception, learning, personality development, cognition and normal and abnormal behavior. Current therapies, changes throughout the life span and biological states as they affect behavior will also be studied.

**Prerequisite: None**

**GS 122 Oral Communication**

**4 Credits**

Students learn to communicate between each other, and the effect our communications have on others. Also, the impact that our individual beliefs have on his/her speech and action is covered.

**Prerequisite: None**

**GS 123 Literature / Composition**

**4 Credits**

This class will emphasize two distinctive areas of English. The first area is the reading and discussion of a "classic" of American Literature. The second area emphasizes constructing and writing a paper on the same literature.

**Prerequisite: None**

**GS 124 Interpersonal Communication**

**4 Credits**

This course will enable students to understand the difficulties of human interactions and their applications. Also, the challenges students will find on a day-to-day basis in regards to socio-cultural environment, ethics, personal attitudes and customs.

**Prerequisite: None**

**GS 125 Sociology**

**4 Credits**

This course deals with general social issues and growing old in society and the inevitability of death. This course teaches the student the psychology of the older adults view of life.

**Prerequisite: None**

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**LEGAL**

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**LG 126 Legal Terminology**

**4 Credits**

Students will be taught the fundamentals of the Legal Terminology used in today's attorney's office and judicial system.

**Prerequisite: None**

**LG 227 Civil Procedure**

**4 Credits**

Students learn procedures and documentation preparation and requirements for filing documents.

**Prerequisite: LG 126**

**LG 228 Legal Analysis and Writing**

**4 Credits**

Students will be taught to cite legal materials in a memorandum of law. They will learn ways to legally analyze briefings and applications of court opinions.

**Prerequisite: LG 126**

**LG 230 Corporations and Partnerships**

**4 Credits**

Students will study partnership agreements and how they are created, their operations and the possible ramifications of the disillusionment of an agreement. A study of the basic principles of corporation law, including the creation and operation of corporations is included in this course.

**Prerequisite: LG 126**

**LG 231 Criminal Law and Procedures**

**4 Credits**

Emphasis is given to the gathering of information for the investigation. Various ways of conducting an investigation will be reviewed. Crimes against property and persons are defined and explained. Safeguards and procedures necessary for arrest are reviewed.

**Prerequisite: LG 126**

**LG 232 Law of Bankruptcy**

**4 Credits**

This course deals with Bankruptcy Law from debtor and creditor perspectives and other debt collection remedies. Chapters 7, 11, and 13 of the Federal Bankruptcy Code are covered. Hands-on work with forms, procedures, rules as well as up to date case studies.

**Prerequisite: LG 126**

**LG 233 Probate and Estate Planning**

**4 Credits**

Students will be taught how to handle common tasks and problems in probate and estate planning.

**Prerequisite: LG 126**

**LG 234 Family Law**

**4 Credits**

Family Law and legal formalities are studied. Annulments, divorce, child custody disputed, and visitation rights as well as adoptions are reviewed.

**Prerequisite: LG 126**

**LG235 Immigration Law**

**4 Credits**

This course will examine legal principals underlying immigration regulations, the history of immigration law in the United States, the source and scope of congressional and executive branch power in the realm of immigration, and the role of the judiciary in interpreting immigration law.

**Prerequisite: LG 126**

**LG236 Torts/Personal Injury**

**4 Credits**

This course will provide an overview of the law of torts with a focus on the paralegal role. It will also explore the basic theory of tort law and the process by which negligence causes are developed in preparation for settlement or trial.

**MEDICAL**

**MD 135 Medical Terminology I**

**4 Credits**

This course provides the student with the ability to recognize, define, spell, and correctly utilize the medical language to convey information about anatomy, physiology, disease control, and treatment of alterations in one's state of health. This course begins with the study of basic word structure and continues with the digestive, urinary, nervous, and reproductive systems.

**Prerequisite: None**

**MD 137 Anatomy and Physiology I**

**4 Credits**

This course instructs the student on the structure and functioning of the human body. Topics include fundamental concepts of cytology, histology and membranes, human development, skeletal system, the muscular system and nervous system and sensation.

**Prerequisite: None**

**MD 147 Insurance Billing and Coding**

**4 Credits**

Students will learn how to increase efficiency and streamline administrative duties using coding. Learn tips on billing and how to obtain the maximum coverage.

**Prerequisite: None**

**MD 148 Nutrition**

**4 Credits**

Nutrition presents a basic understanding of nutrients, their sources and functions, digestion, absorption and metabolism as they relate to health. The course will include nutrition for various age groups, both as individuals as well as part of the community. Practical meal planning and patient education will also be covered which will incorporate the relationship of diet to not only health but to various disease processes.

**Prerequisite: None**

**MD 149 Gerontology**

**4 Credits**

Provides insight into the special considerations and care for the geriatric client. A holistic approach to the care of geriatric clients is emphasized. Pharmacology is integrated from a geriatrics perspective. Careful attention is given to developing a positive attitude in students toward geriatric clients.

**Prerequisite: None**

**MD 150 Microbiology**

**4 Credits**

This is a one-quarter course on the structure, physiology, reproduction and taxonomy of different microbes. Bacteria and viruses are considered in detail. Control of microorganisms, immunology and diseases caused by pathogenic organisms is also discussed.

**Prerequisite: None**

**MD 236 Medical Terminology II**

**4 Credits**

This course provides a continuation of Medical Terminology I and instructs the student in the cardiovascular, respiratory, musculoskeletal, and integumentary systems.

**Prerequisite: MD 135**

**MD 238 Anatomy and Physiology II**

**4 Credits**

This course is a continuation of MD 137 with a study of body fluids, blood, circulation, heart action, digestion, respiration, electrolytes and acid base balance, kidney function, reproductive function and human development. The basic concept of homeostasis is applied throughout and includes endocrine control.

**Prerequisite: MD 137**

**MD 239 Medical Procedures I**

**4 Credits**

This course serves as an introduction to procedures used in modern medical offices. Students learn the principles of basic skills involved with patient contact and the rules and laws governing the health members who perform these skills.

**Prerequisite: MD 135**

**MD 240 Medical Procedures II**

**4 Credits**

The student will learn the basic concepts of microbiology, prevention and cure of disease, aseptic techniques, and many routine medical office procedures.

**Prerequisite: MD 239**

**MD 241 Clinical Skills I**

**4 Credits**

This course is designed to instruct the student on the clinical operations of a doctor's office, clinic, or hospital. The student will learn the theory and practical components relating to Universal Precautions, aseptic techniques, instrumentation, vital signs and statistics, patient interviewing, physical examinations, and charting.

**Prerequisite: MD 135**

**MD 242 Clinical Skills II**

**4 Credits**

This course is designed to introduce the student to those theories and techniques that require more responsibility: the administration of medicines, a basic knowledge of laboratory testing, urinalysis, hematology, blood chemistry, and patient preparations for exams.

**Prerequisite:** MD 241

**MD 243 Phlebotomy and Hematology**

**4 Credits**

This is a study of collecting blood specimens from health care clients for the purpose of testing and analysis. This course is comprised of a series of lectures, and a lab component specifically designed for phlebotomy training. This course helps the student prepare to sit for the National Phlebotomy Certification exam.

**Prerequisite:** MD 135

**MD 244 Basic Pharmacology**

**4 Credits**

This is a study of drugs commonly used in health maintenance and in the treatment of clients/patients with health problems. Calculations and administration of proper dosage is studied. Problems of drug abuse are analyzed. Anesthetics are also reviewed. **Prerequisite:** None

**MD 245 Surgical Technology I**

**4 Credits**

This course is designed to introduce students to the surgical environment, the history of surgery and the legal, ethical, moral and psychological responsibilities of the surgical technologist. Emphasis is placed on the principle of asepsis, safety and the importance of teamwork. Common surgical and diagnostic procedures are introduced.

**Prerequisite:** MD 240 and MD 244

**MD 246 Surgical Technology II**

**4 Credits**

This course builds on the knowledge and skills acquired in MD 245. Advanced surgical and diagnostic techniques are taught. Emphasis continues to be placed on the principles of asepsis and their applications. This class requires completion of an externship.

**Prerequisite:** MD 245

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**SECRETARIAL**

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**SC 151 Keyboarding**

**4 Credits**

This is a basic course that presents the fundamentals of learning the keyboard, learning the numerals and symbol keys. Also, it teaches the development of keyboarding continuity, applying basic skills and building speed with control. Must achieve 40 (wpm) words per minute.

**Prerequisite:** None

**SC 254 Administrative Office Procedures/Transcription** **4 Credits**

This course provides students with an understanding of the various facets of the typical office routine, including basic hands on training performing transcription.

**Prerequisite:** SC 151