AMERITAS COLLEGE
HUNTINGTON

COURSE CATALOG
2025 - 2026

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About Us

Our Mission & Vision

Our Mission

Ameritas College is a comprehensive, open-admission private institution based in Huntington, West Virginia serving students globally and committed to ensuring student learning, validating student outcomes, and promoting academic excellence as evidenced by graduate success in employment or lifelong learning.

Our Vision

We envision a world in which all individuals have access to the educational tools they need to think independently and live abundantly.

Ameritas 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

Be Curious

Learning begins with curiosity and a lack of satisfaction with what one knows or can do. We commit to engaging in lifelong learning and encouraging others to live with a learning mindset.

Love Quality

We see beauty in quality products and systems and we ceaselessly explore new ways to add beauty to the world through iteration toward an ideal.

Celebrate Completion

We celebrate bringing commitments to conclusion. As challenging as the first 90% of a task or project is, crossing the finish line is the hardest part. Perfection is approached, rather than achieved. We never let the best be the enemy of the better.

Be Elegantly Simple

We communicate complex truths simply. Our model is the child who said, "the emperor has no clothes!"

Numbers Matter, Stories Matter

To fulfill our mission requires growth. But we never forget that every number has a name, and every name has a story. We enable large numbers of people to change the arcs of their stories.

Venture Outside Our Comfort Zone

We grow by challenging ourselves and each other to explore new territory.

College 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

- Civic Engagement:
  Students will understand the importance of civic engagement.
  Students will be engaged in a civic engagement activity.
  Students will complete a civic engagement activity.

- Collaboration:
  Students will be able to understand and appreciate diverse cultures.
  Students will be able to work with others to see a project to conclusion.

- Communication:
  Students will be able to compose effective written communication.
  Students will be able to deliver effective oral communication.
  Students will be able to incorporate appropriate listening techniques.

- Creative Thinking:
  Students will be able to develop new ideas for something that already exists.
  Students will be able to express themselves through original writings, images, or objects.

- Critical Reasoning:
  Students will be able to research accurately.
  Students will be able to openly consider alternative points of view.
  Students will be able to comprehend material with clarity.
  Students will be able to make ethical decisions.

Accreditations, Approvals, and Authorizations

Ameritas College is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, (312) 263-0456, (800) 621-7440, or www.hlcommission.org.

The Medical Assisting Associate Degree Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the *Medical Assisting Education Review Board* (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, or www.caahep.org.

West Virginia Higher Education Policy Commission/ Community and Technical College System
1018 Kanawha Blvd. East, Suite 700, Charleston, WV 25301, 1-866-two-year, or www.wvctcs.edu.

Any person may receive a copy of the college's accreditation, licensure, or approval documentation by contacting the office of the President by calling 304.697.7550 or submitting a request in writing.

Articulation Agreements

Ameritas College maintains articulation agreements with the following schools:

- West Virginia University (WVU) – Business Management
- Herzing University

At Ameritas College, we are constantly exploring agreements with other institutions. In most cases, even without an articulation agreement, other institutions try to help students transfer as many Ameritas College credits as possible. Articulation makes it automatic, but if you have another institution in mind, always take your transcript and ask their Admissions office to assess it to see how many credits would transfer.

Our Affiliations

- American Dental Assistants Association
- American Association of Medical Assistants
- National Council for State Authorization Reciprocity Agreements
- 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
- International Association of Administrative Professionals
- National Business Education Association
- Cabell County Public Library

Our History

Ameritas College was founded in 1936 by Chester A. Riley, Jr. He served as president of the corporation for more than 60 years. The ownership of the college was later transferred to Carolyn Smith, who served as president, and Sharon Snoddy, who served as secretary-treasurer. In 2022, SensibleSchool, Inc., whose president is Fred Fransen, acquired the college.

The college is centrally located in downtown Huntington, West Virginia. The facility, the former Cabell County Public Library, has been renovated to accommodate the college's programs while preserving the structure's historic character. The facility remains on the National Register of Historic Places. The college's initial course offerings were shorthand, typing, and bookkeeping. Today, six Associate's Degree programs are offered in Business Management, Administrative Technology, Dental Assisting, Medical Assisting, Medical Coding, and Substance Abuse Counseling Assistant.

Ameritas College is accredited by the Higher Learning Commission.

Student Life

Ameritas College provides many different opportunities for you to interact with the college. A newsletter with a calendar is printed monthly to keep you informed. You can also follow Ameritas College on Facebook for the latest updates and events.

Various social events occur throughout the year, such as a Kid Care Fair, pictures with Santa, and professional awareness weeks honoring each field of study. The college also has an Honor Society and a Student Government Association that sponsors additional activities.

Security Awareness

Ameritas 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 security and the security of others.

Annually the college completes a consumer report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Information about the availability of this data, including the Campus Security Policy and the Campus Security Report, is sent to new students via email at the time of their enrollment. In addition, the reporting information is sent to all students and employees by October 1 each year. The full text of this report can be located on our

website at www.huntingtonjuniorcollege.edu or in the college administrative offices. In addition to the disclosure above, Ameritas College maintains a daily incident log. This log is available for review by speaking to any of the designated college security authorities:

Lake Tackett – Executive Director

Paige Justice– Director of Student Success and Institutional Effectiveness

Sexual Misconduct Policy
It is the policy of Ameritas College to promote a productive work environment and not tolerate verbal or physical conduct by any employee or student that interferes with this environment. This includes sexual harassment, domestic violence, dating violence, sexual assault, and stalking. Based on this policy and the Campus Awareness Security Act of 1990, Ameritas College will report all criminal sexual offenses occurring on campus to the Huntington Police Department.

Ameritas College will not tolerate assault and/or intimidating behavior 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 found to have committed a sexual offense is subject to immediate disciplinary action, including suspension or dismissal. This policy applies to all students, employees, and third–party vendors of Ameritas College, regardless of sexual orientation or gender identity. The policy contains concrete guidance regarding confidentiality and the ability of the college to maintain confidentiality when sexual misconduct is reported. If disciplinary action is taken, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Please access the Sexual Misconduct Policy for detailed policy and process information.

Educational Programs

The college provides educational training regarding campus safety, including information about sexual misconduct, to all new students. Students receive the policy as part of the orientation process. In addition, an online class is available

that provides detailed education on the policy. They are notified of this class during new student orientation and again through email to their student email account.

All faculty members received training on sexual misconduct and the employees' role in maintaining a safe campus. In addition, ongoing training opportunities are provided by bringing in specialists in the community that can address sexual misconduct issues annually. All students and faculty are encouraged to participate in these events.

Drug and Alcohol Abuse Policy

Ameritas College is designated as "Drug and Alcohol Free." It is a violation of the Ameritas College Alcohol Policy for anyone to possess or consume alcohol in any public or private area of the campus. It is the policy of the college to establish and maintain a drug-free workplace. Therefore, as a condition of enrollment or employment in accordance with the Drug-Free Workplace Act, it shall be prohibited for students or employees to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at Ameritas College. It is also against the policy for students or employees to be under the influence of drugs or alcohol while on school property. This policy also extends to any function or location, even outside the immediate college campus, where students or employees conduct official business on behalf of the college or are attending as a student of the college. Please check the Drug and Alcohol Policy for detailed information on policies, health risks, counseling, treatment options, and financial aid implications.

Building Security Procedures

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 maintains a zero-tolerance policy for verbal or physical abuse or harassment. The college maintains a zero-tolerance policy for any 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 Ameritas College to promote a productive educational and work environment. If assistance is required from the Huntington Police Department or the Huntington Fire Department, the college will contact the appropriate unit.

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, text 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 the college.

Emergency Response and Evacuation Policy

If an emergency occurs on campus, Ameritas College will work with the local authorities to determine the best steps to deal with the problem effectively. If an emergency happens 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 with additional instructions. Once the building is evacuated, Administration will use the college text system, announcements posted on the college's front door, social media tools such as Facebook, and phone messages for staff 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 annually. Students and staff will be notified of the drills before the event. The results of the exercises will be presented to the Faculty Advisory Committee to review and make recommendations on changes.

Consumer Reports Information

Ameritas 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's website.

- Campus Security Report: security statistics that occurred on campus or in the adjacent area and institutional policies concerning campus safety and security.
- Completion and 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 – Ameritas College participates in various financial aid programs to assist students in meeting their financial obligations.
- General Information about Ameritas College: 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.

Academic Guidelines

Admission Requirements

Admission to Ameritas College is open to you if you have a recognized high school diploma or recognized equivalent and are beyond the age of compulsory attendance in West Virginia (beyond 16). Ameritas College requires a certified high school transcript or its equivalency for every student. These transcripts come directly from the high school, the State, or through a recognized transcript provider. Any questionable schools are verified through the appropriate state recognition agencies.

Ameritas College offers many ways for you to enroll:

- Stop by our office or call for an appointment (304) 697-7550
- Email us at admissions@hjc.edu
- Apply online at hjc.edu

Counselors are ready to meet with you by appointment either on campus, via Zoom, or by phone. Ameritas College is located in the historic former Cabell County Public Library at 900 Fifth Avenue, Huntington, WV 25701.

Academic Calendar and Unit of Credit

Ameritas 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 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.

Transfer Credits

Credit earned at accredited schools, colleges, or universities may be transferred to Ameritas College if the subject content is comparable and you earned a final grade of C or better. Up to 64 quarter-hour credits can be awarded towards graduation requirements if you transfer into the same program. If you transfer into a different program, 48 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.

Transfers can only be accepted from

- Accredited schools
- Courses in the student's core curriculum or computer-based classes should have been completed within the past five years

If a college is not familiar to the academic advisor, course descriptions should be obtained from the college. If questions remain after the course description is reviewed, all academic advisors should be consulted to determine how the class will be treated.

Attendance Policy and Withdrawal Policy

Your attendance at the college is essential in attaining your future employment goals. Prospective employers are interested in your attendance as well as your academic training.

At the start of each quarter, you must start each class by the end of the second week of school. If you have not completed work in all courses you're enrolled in by the end of the second week, you will be withdrawn for the quarter. No tuition will be charged or financial aid paid for the class/classes. You can also actively withdraw from a class or classes during the first two weeks at no charge.

You may actively withdraw from a class or the term during the first nine weeks of the quarter or the designated last day to drop a class. Please get in touch with your Student Success Coach to withdraw from a class or term actively. Tuition adjustments for dropping individual courses will not be made after the second week of the quarter.

If you are absent for 14 consecutive days in all of your classes, Ameritas College will administratively withdraw you from the term and advise you of your options for requesting reinstatement in your classes. Your official withdrawal date will be determined by your last date of attendance or the date of your withdrawal request.

Final grades will be determined based on submitted assignments if you have not missed two consecutive weeks in your classes and have not actively withdrawn.

Grading System

Ameritas 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.

Letter Grade		Quality Points Per Credit Hour
A 90–100	High Achievement	4
B 80–89	Good	3
C 70–79	Satisfactory	2
D 60–69	Needs Improvement	1
F Below 60	Unsatisfactory	0

The following codes will be utilized in place of completed grades:

I	Incomplete

W	Withdrawal
CR	Credit Granted
TR	Transfer Credit Granted
X	Add/Drop Withdrawal
S	Satisfactory
U	Unsatisfactory
AU	Audit

Incomplete Grades

Students may request an *incomplete* when there are mitigating circumstances that prevent them from completing all assignments in a course. The incomplete is assigned only if the student is currently passing the class or would be able to pass the class after completing the missing course work. The student must request an official incomplete form from the Office of Student Success and return it after filling it out. Since passing deadlines without turning in work can result in a reduction of points, it is imperative that the student return the official incomplete request form as quickly as possible before their course status becomes non-passing. If an incomplete is granted, the student will have the next academic quarter to complete the missing work. At the end of the incomplete period, all work submitted as required will be counted and a final grade issued.

Auditing a Class

All graduates are eligible to audit a class without any tuition charges. Students who are not graduates will be charged a $100 fee for auditing a class. All students auditing a class must pay for a new textbook if required. Graduates may schedule to audit a class anytime during the scheduling process.

Repeating a Course

If students complete a class with a C or lower, they may retake it once to improve their grades. The student must buy the required book for any repeat class as required.

Graduates may refresh any classes they previously took as part of their enrollment. There will not be any tuition charge for the course. The students will be required to pay for any books as required.

If allied health students do not begin their externships or practicums within six months of completing their capstone classes (Dental Seminar, Clinical Procedures II, or Substance Abuse - Community Mental Health), they may repeat the

class with the purchase of required textbooks. If it has been more than five years since the student was enrolled, additional coursework may be required before the externship or practicum can be completed.

Graduation

Upon satisfactory completion of all coursework 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.

Satisfactory Academic Progress Requirements

All colleges are required to have a Satisfactory Academic Progress policy to ensure students receiving financial aid are making progress toward completing their educational goals.

At the end of each quarter, your cumulative grade point average and completion rate (hours completed/hours attempted) are reviewed to determine your academic progress using the guidelines listed below.

Associate Degree Programs 90 Hours in Length

Number of Hours Attempted	% of Hours Completed	Minimum GPA
1 – 32 Hours	50%	1.25
41 – 64 Hours	60%	1.50
65 – 89 Hours	60%	1.75
90 Hours or more	60%	2.00

If you complete a minimum of 67% of your classes each quarter you will complete within the 150% maximum time allowed.

If you are not meeting the guidelines, you will be notified by email and letter of the following status change actions:

First Quarter below guidelines: Placed on academic probation (warning)

In a probationary status we will review your schedule and work with you to help you determine and overcome the barriers to your success. This may include suggesting tutoring, reviewing class and program choices, or referral for remedial assistance to outside agencies. Financial aid is not affected during probation.

Second Quarter below guidelines: Placed on academic suspension

In a suspension status, you must file a written appeal for reinstatement of classes and financial aid. This appeal documents any mitigating circumstances (illness, illness/death in the family, accident, computer/broadband issues, etc.) causing your academic problems and why they will no longer affect your academic success. Any supporting documentation (letters affirming circumstances, medical excuses, bills, etc.) should be included with the appeal. Once the appeal has been approved, you will be placed in an Appeal status for one quarter, and financial aid will be restored.

If during the appeal, it is determined you will not be able to meet the Satisfactory Academic Progress guidelines in one quarter, a specific Academic Plan will be created for you. You must meet the plan's requirements until you are back in compliance.

Once you have satisfied the requirements of your appeal and any required Academic Plan, you will be placed back to regular Active student status.

After reinstatement to active status, you must repeat the Satisfactory Academic Progress guidelines process if you fall below the guidelines again.

If your appeal is denied or you do not meet the academic requirements outlined in your appeal, you will be dismissed from Ameritas College and must wait one quarter to re-enter classes. At that time, you may be eligible to re-enter 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 until you are back within satisfactory academic progress guidelines.

Satisfactory progress completion guidelines are based on the maximum program length of 150% of the typical program length. All courses attempted and transferred are included in this calculation. Classes repeated affect both the qualitative and quantitative elements of this calculation. If it is determined that you will not be able to complete your program within the maximum program length, you will not be eligible for financial aid without completing the appeal process.

If you request a change of major, all applicable coursework will be transferred to the new program and affect both components of the Satisfactory Academic Progress calculation.

Incompletes, transfers, and withdrawals have no effect on your cumulative grade point average, but they do impact your completion percentage. If an Incomplete remains unchanged

after one year, the I grade becomes an F, which does impact your cumulative grade point average, as well as the completion rate. Remedial classes completed with outside agencies do not affect the Satisfactory Academic Progress calculation.

Academic Honesty Policy

Ameritas College works to ensure that its classes are of the highest academic standards. Consequently, the college has a firm policy against academic dishonesty, including cheating or plagiarism. **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.** Whenever students doubt what to do, they must check with the instructor before doing it.

Cheating
The following would be considered examples of cheating in the online environment:

- Giving or receiving any information during testing or graded work from another student, family member, or individual
- Sharing the contents of any test or quiz, including lending or borrowing from past tests or quizzes with another student
- Using notes, internet, books, or any other form of information to look up answers on a test or quiz
- Taking a test/quiz for another student
- Working with another student in the class to complete an assignment or quiz unless expressly permitted by the instructor (i.e., 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:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft

- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Students must use APA citing guidelines to give credit to the source.

Use of Artificial Intelligence platforms to complete assignments, tests, quizzes, or other assessments.

At Ameritas College, assignments, tests, and all other graded student activities serve two purposes. The first is that assignments are used to measure whether the student has acquired the knowledge and skills required to pass the course. The second is that many assignments are a part of the learning process, and it is in performing these activities that the student acquires the knowledge and skills they will need. In either case, if a student uses an Artificial Intelligence Platform to complete assignments instead of producing their own original work it will be considered as an act of academic misconduct since the intent will be to defraud the institution's efforts to accurately measure student learning outcomes in accordance with the Department of Education regulations

A.I platforms include ChatGPT, Bard, BingAI, and any other generative tool, regardless of name. Please know that there are ways to check if this type of cheating is taking place and Ameritas College will treat it in the same manner as other forms of academic misconduct (See the Ameritas College Catalog in the Academic Honestly Policy section for details).

To help clarify this policy, below are several example uses of A.I. that are considered proper and improper. This list is certainly not all inclusive and is presented here to provide some guidance.

Acceptable A.I use examples:

- Research sources and bibliography
- Suggested topic outline (if the outline itself is not a graded assessment)
- Refinement of grammar and writing style (only if not a graded part of the assignment)

Unacceptable A.I use examples:

- Composing or writing drafts for written assignments including online discussions
- Producing answers on quizzes, tests, or other assessments
- Using AI to rewrite plagiarized material

Things to be aware of:

- If you are ever unsure about the use of A.I. in an assignment, ask your instructor
- Do not assume A.I. responses are correct. Generated results are often fake.
- If for any reason A.I. produced material does make it into a final draft of your assignment, please properly cite it

Copyright Infringement

In today's high-tech environment, students must understand the implications of electronic copyright infringement, especially peer-to-peer file sharing. Peer-to-peer programs are generally used to find and download various media files.

Copyright infringement occurs when material/property is used without authorization from the owner. Downloading, uploading, or sharing copyrighted material without permission is illegal. The most common offenses include downloading movies from an unauthorized source and sharing music peer-to-peer (P2P). These actions are considered a form of theft of the copyrighted work of a director, producer, or artist.

According to the Higher Education Opportunity Act, Ameritas College MUST take action against such activities when we receive a notice of violation for electronic copyright infringement.

Ameritas College reserves the right to remove or block access to any copyrighted materials and/or temporarily restrict access to the campus network pending the outcome of an investigation of an alleged copyright infringement violation. Ameritas College will inform the account holder of any action taken to maintain compliance with federal and state copyright infringement laws.

Violations of copyright infringement laws may result in a formal criminal charge of a breach of law, court case proceedings, and fines up to $150,000 per work/property misappropriated. If a student is found to violate the copyright laws utilizing any computer at Ameritas College, the student will be dismissed.

Furthermore, Ameritas College computers and internet service are for educational purposes only. Therefore, students should not be using the system for any personal business. If the college finds a student is utilizing the system for reasons other than educational, the college reserves the right to suspend all student access to the computer labs except under instructional supervision.

Copyright Policy

As an institution of higher education, Ameritas College strongly believes in intellectual property. As such, Ameritas College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. All Ameritas College employees and students must comply with copyright law. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal and a company liability and will result in disciplinary action, including dismissal from the school. Ameritas College's copyright policy does not allow for the application of "fair use." Please ensure you have permission from the author before using ANY copyrighted material.

Copyright Clearance Center obtained the following information regarding copyrights. For more information, please visit www.copyright.com or the College's Copyright Policy page.

Tuition and Fees
Tuition Per Quarter

Tuition costs are billed quarterly based on the number of quarter hours you are enrolled in for the term. Out of state? Don't worry – there is no difference in tuition costs for in-state and out-of-state students. Tuition costs per quarter are:

	Classes	Hours	Tuition Cost
Full-time	3 - 5	12 - 20	$3,350
Part-time	2	6 - 10	$2,310
Less than Half-time	1	4	$1,210
Less than Half-time	1	2	$ 605

*Tuition cost does not include Online Access fee of $125 per class.

Book Charges

Your textbook charges are included in your tuition! Some classes require an additional cost for replacement books or audited classes.

Medical Assisting and Coding Certification Fees

If you are enrolled in these Allied Health programs, you can include the cost of membership and certification fees during your capstone course. These costs are set by the professional organizations and subject to change.

Outstanding Achievement

Outstanding students are honored regularly. Faculty nominate and select several students who have contributed to the college through classroom participation, involvement, attendance, and academic performance. 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. In addition, a President's List is published quarterly to recognize students with high academic achievement.

Class Schedules

Ameritas College offers a flexible schedule that allows students to complete most program requirements while meeting individual needs. On-campus classes are available on Monday/Wednesday/Friday from 8:00 a.m. to 3:00 p.m., as well as online courses. Students can combine these class scheduling options as needed to meet their needs.

Online Learning

Ameritas College offers a variety of classes through online learning. The Administrative Technology, Business Management, Medical Coding, and Substance Abuse Counseling Assistant Associate Degrees can be completed online.

The online classes use a web-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 as long as you ensure your work is submitted by each Sunday at 11:59 pm.

The U.S. Department of Education has published rules regarding institutions participating in Title IV funding that offer distance learning in multiple states. Ameritas College is a State Authorization Reciprocity Agreement (SARA) member. The National Council for State Authorization Reciprocity was established to develop and implement an effective and efficient reciprocal state-level authorization process for postsecondary distance education. Its mission is to provide broad access to postsecondary education opportunities to students across the country, to increase the quality and value of higher learning credentials earned via distance education, and to assure students are well served in a rapidly changing education landscape.

The State Authorization Reciprocity Agreement is an agreement among member states, districts, and territories establishing comparable national standards for the interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state.

Ameritas College agrees to work with the West Virginia Higher Education Policy Commission to resolve any complaints arising from its students in SARA states and to abide by the decisions of that entity regarding the resolution of such complaints. Students can appeal SARA complaint decisions with the West Virginia Higher Education Policy Commission.

Textbooks

Ameritas College provides students with the required textbooks for all courses. The postage charges will be posted to your account if your course has a physical textbook and you cannot pick it up at the school.

Financial Aid Assistance

Ameritas College has full-time Financial Aid Administrators to help potential, current and former students in all aspects of the Financial Aid process, from completion of the initial FAFSA to managing their aid after college.

FAFSA

The Free Application for Federal Student Aid (FAFSA) is completed annually and used to determine if a student qualifies for federal and state financial aid programs, including but not limited to:

- PELL Grants
- Federal Supplemental Educational Opportunity Grants)
- Iraq and Afghanistan Service Grants
- WV Higher Education Grants
- Direct Subsidized and Unsubsidized Student Loans

The FAFSA application and instructions are located at studentaid.gov. In order to complete the FAFSA online, you will need the Ameritas College federal school code: **00904700**

Grants

Federal Pell Grant

Federal Pell Grants are available to undergraduate students based on financial need as determined by the U.S. Department of Education. How much you qualify for will depend on your Expected Family Contribution based on your FAFSA, whether you enroll full-time or part-time, and whether you attend a full academic year.

NOTE: All electronic awards show the full-time Pell amount.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is given to undergraduate students who demonstrate extreme financial need as determined by the U.S. Department of Education.

WV Higher Education Grant

The WV Higher Education Grant (WVHEG) is available to full-time undergraduate West Virginia residents who demonstrate financial need. You must submit the FAFSA by the deadline as determined by the state of WV, enroll as a full-time student, complete 36 hours per year, and have a GPA of at least 2.0. The grant pays a scaled award based on your Expected Family Contribution (EFC) from the FAFSA calculation.

Your cost to attend Ameritas College may vary based on several criteria, including dependency status, enrollment hours, and online or on-campus choices.

Direct Loans

Ameritas College students are eligible to participate in the Federal Direct Student Loan programs.

How much should you borrow

Each student meets privately with a Financial Aid Advisor to complete personal reference information and review how much that student is eligible to borrow. At that time, the student is encouraged to borrow only what is needed because each dollar borrowed is a loan against future earnings.

Direct loan requirements

Students must be attending at least half-time (8 quarter hours) in order to receive student loan funds. All loans are subject to an origination fee, charged by the Department of Education, of up to 2%. Students receive a loan disclosure statement showing the net amount of each loan disbursement.

Thirty-day delay

All first-time borrowers at Ameritas College are subject to a thirty-day delay on their first disbursement of student loan funds.

Student loan servicers

Student loan servicers are organizations contracted by the Department of Education to process the details and paperwork involved in student loan transactions. Most documents students receive concerning their loans will come from these servicers, so it is important to learn which servicer is handling your loans.

Subsidized and unsubsidized direct loans

Subsidized Direct Loans are need-based and do not accrue interest while you are enrolled in school on an at least half-time (8 quarter hours) basis. Unsubsidized Direct Loans are not need-based and the interest begins accruing on the date the funds are disbursed. Students receive a quarterly interest statement from the loan servicer, but are not required to make interest payments. If students do not pay the interest each quarter, that interest is added to the amount of principal that the student has borrowed. Current interest rates can be found at https://studentaid.gov/understand-aid/types/loans/interest-rates.

Federal direct loan repayment

Federal Direct Subsidized and Unsubsidized Loans go into repayment, whether the student graduates or withdraws, six months after the student ceases to be an at least half-time student. There are multiple repayment plan options available to assist students in managing their student loans successfully. These options can be reviewed in detail by contacting the Ameritas College Financial Aid Office or at https://studentaid.gov/manage-loans/repayment/plans.

Sample loan repayment schedules

Examples of loan payments based on amounts borrowed, and how much students need to earn in order to repay loans can be found on the Loan Calculator at https://studentaid.gov/loan-simulator/

Parent loans for undergraduate students

Parent Loans for Undergraduate Students (PLUS Loans) require the parent to complete a Master Promissory Note and

are subject to credit approval. Specific details, including interest and repayment requirements for PLUS Loans can be found at https://studentaid.gov/plus-app/.

Codes of conduct

Disbursement of federal and state financial aid funds to students will occur once the Office of Financial Aid has determined eligibility for funds and authorized the application of payments to student accounts. Financial Aid payments will be applied to charges such as tuition and fees. The difference between the amount owed to the school and the amount of financial aid awarded will be calculated. If funds are due to the student (a stipend), checks will be printed and mailed to the address on file for each student within 10 business days of receipt of funds from the US Department of Education. Disbursement of funds occurs each quarter after the add/drop period ends. Students may check their portal at www.myhjc.com.

The following requirements apply to all employees and board members of Ameritas College. Ameritas College's code of conduct prohibits employees and board members from:

- Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
- Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
- Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid, or refuses to apply for a federal student loan.
- Accepting impermissible gifts, goods, or services from a lender, lender servicer, or guarantor. The institution may accept default prevention, financial literacy, or student aid-related educational services or materials, or other items of a nominal value.
- Accepting philanthropic contributions from a lender, lender servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate, or lender servicer.
- Accepting from a lender or its affiliate any fee, payment, or other financial benefit as compensation for any type

of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.
- Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
- Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list, or a certain number of volume of private education loans.
- This institution is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal the financial aid staff will consider each student's individual needs.

Veterans Programs

Ameritas College is approved by the West Virginia Office of Veterans' Education and Training to enroll veterans and other eligible persons receiving U.S. Department of Veterans Affairs education and training benefits.

Ameritas College is proud to participate in the President's Principles of Excellence program. In participating in this program, Ameritas College agrees to the following guidelines:

- Provide students with a personalized form covering the total cost of an educational program
- Provide educational plans for all military and Veteran education beneficiaries
- End fraudulent and aggressive recruiting techniques and misrepresentations
- Accommodate service members and reservists absent due to service requirements
- Designate a point of contact to provide academic and financial advice
- Ensure accreditation of all new programs enrolling students
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs

Please contact the Financial Aid Office or a Veterans Certifying Official at Ameritas College for complete information.

Financial Literacy Management Program

To help prepare students for life after school, Ameritas College is offering a financial management program. This program will help students better manage their financial obligations while attending Ameritas College and after graduation. This is a free tool for all students. Any first time borrower at Ameritas College will be is provided one of the financial management programs before they apply for a student loan at Ameritas College. 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 student applies for student loans.

Retraining Programs

Ameritas 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.

Ameritas College works with many states Workforce Investment Act (WIA) agencies. If you are a displaced worker needing retraining, 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 high school seniors and to current Ameritas College students who have enrolled within the current year. To apply, just contact your high school guidance counselor or an Ameritas College academic advisor. The program provides for ten scholarships. The first place recipient will receive a full scholarship for tuition cost for an Associate Degree Program at Ameritas College. The nine other finalists will be awarded partial scholarships toward their total education costs. Students from each high school are invited to participate in testing at Ameritas College. This program provides over $24,000 in scholarship aid to Tri-State area high school seniors.

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.

Refund Policies

Withdrawing from class

Students may withdraw from a class at any time from the first day of the quarter through the 9th week.

Tuition will not be charged for any class from which the student actively withdraws within the first two weeks of the quarter. After the first two weeks of the quarter, tuition adjustments will not be made for the dropping of individual classes. To withdraw from a class or to withdraw entirely from Ameritas College officially, please contact your Academic or Student Success Advisor.

Students may be administratively withdrawn for attendance reasons. Please see the attendance policy for more information.

Institutional Refund Policy

At Ameritas College, you pay only for the period of time you are enrolled in school. If you are withdrawn from Ameritas College, your tuition charges will be prorated on a daily basis through 60% of the quarter. This is approximately the seventh week of the quarter. This calculation is based on your last date of attendance or the date you officially notify Ameritas College of your withdrawal. Any credit balance remaining after the Ameritas College and the Federal calculations are made will be refunded to you.

Federal Return of Title IV Funds Policy

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

be returned as required by the Department of Education. Unearned funds must be returned in the following order as mandated by the Department in CFR 662.22(I):

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

This policy may result in you owing Ameritas 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 status, you may become ineligible for future Title IV financial aid until the over-award has been resolved.

Additional information or clarification of this policy may found by contacting the financial aid office.

Student Success

Services for Students with Disabilities

Ameritas College is committed to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990.

In general a person with a disability is defined as any person who: (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Reasonable accommodations may include, but are not limited to extended time on examinations; modified testing procedures; use of academic aides in the classroom, such as note takers and sign language interpreters; substitution of similar or related work for a non-fundamental program requirement; early advisement and assistance with registration and obtaining necessary materials for class; the provision of special furniture, equipment, or other adaptations in a classroom, laboratory, or other facility; provision of access to residential or other structures.

Ameritas College will work with each student on an individual basis to determine what reasonable accommodations will be provided. Students seeking additional assistance should contact the Director of Student Success, Ameritas College's disability coordinator, Paige Justice at pjustice@hjc.edu or (304)697-7550.

Lifetime Placement Assistance and Lifetime Course Refreshment

EMPLOYMENT is YOUR GOAL in attending Ameritas College. PLACEMENT is OUR GOAL in your attending Ameritas 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 Student Success Office, including résumé assistance and interview techniques. The services of our Student Success Office are available at no charge to graduates for their lifetime. A Career Seminar is held every quarter for all students and graduates. Suggestions and tips on interviewing skills, positive self-concept ideas, and professional appearance criteria are offered. 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, Ameritas College offers a lifetime review of your skills. As a graduate, you may repeat classes at no cost to regain your proficiency or improve your skills.

Student Email Accounts

An Ameritas College email account is provided to all students who enroll at Ameritas College. This account is used for 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. By logging into the email account for the first time, the student agrees to this requirement. Ameritas 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 Ameritas College 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 Ameritas College email system. Under certain circumstances, it may be necessary for the IT staff or other appropriate college 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.

Student Portal

Ameritas College (Ameritas College) has established a student portal that allows all students to have access to their account information 24/7. Once a student is enrolled and has access to their Office 365 account they will be able to access their account through an email sent to them or via the Ameritas College website at hjc.edu. This portal allows students easy access to their academic information.

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. Transcripts are free to Ameritas College graduates. Faculty and staff at Ameritas 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.

Laboratories and Equipment

Ameritas College has technical laboratories for every field: administrative technology, dental, and medical. The college's facilities and equipment are available Monday- Friday 8am-4pm.

Library Resources

As an affiliate of the Cabell County Public Library, our students have full access to all library services. The Cabell County Public Library is located directly across the street from the college, 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 Ameritas 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.

Policies

Student Code of Conduct

Students, visitors, and employees of Ameritas College are expected to abide by the rules outlined in all sections of this catalog. Unacceptable conduct includes but is not limited to the following behaviors on college property or events:

- Disruptive, abusive, or aggressive behavior or any conduct in violation of the law.
- Use, possession, or distribution of weapons, firearms, or chemical or explosive devices.
- Use, possession, or distribution of illegal drugs or alcohol.
- Deliberate destruction, theft, or misuse of property of the college, employees, or students.
- Violations of Academic Honesty, Computer Access, or Copyright policies.
- Written, verbal, sexual, or physical intimidation or harassment.

Penalties for student violation of the college's expectations of conduct range from a warning or probation to dismissal of the student from Ameritas College.

Students have the right to appeal any sanction through the college's appeal/grievance process.

Academic Honesty Policy

Ameritas College works to ensure that its classes are of the highest academic standards. Consequently, the college has a firm policy against academic dishonesty, including cheating or plagiarism. **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.** Whenever students doubt what to do, they must check with the instructor before doing it.

Cheating
The following would be considered examples of cheating in the online environment:

- Giving or receiving any information during testing or graded work from another student, family member, or individual
- Sharing the contents of any test or quiz, including lending or borrowing from past tests or quizzes with another student
- Using notes, internet, books, or any other form of information to look up answers on a test or quiz
- Taking a test/quiz for another student
- Working with another student in the class to complete an assignment or quiz unless expressly permitted by the instructor (i.e., 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:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Students must use APA citing guidelines to give credit to the source.

Use of Artificial Intelligence platforms to complete assignments, tests, quizzes, or other assessments.

At Ameritas College, assignments, tests, and all other graded student activities serve two purposes. The first is that assignments are used to measure whether the student has acquired the knowledge and skills required to pass the course. The second is that many assignments are a part of the learning process, and it is in performing these activities that the student acquires the knowledge and skills they will need. In either case, if a student uses an Artificial Intelligence Platform to complete assignments instead of producing their own original work it will be considered as an act of academic

misconduct since the intent will be to defraud the institution's efforts to accurately measure student learning outcomes in accordance with the Department of Education regulations

A.I platforms include ChatGPT, Bard, BingAI, and any other generative tool, regardless of name. Please know that there are ways to check if this type of cheating is taking place and Ameritas College will treat it in the same manner as other forms of academic misconduct (See the Ameritas College Catalog in the Academic Honestly Policy section for details).

To help clarify this policy, below are several example uses of A.I. that are considered proper and improper. This list is certainly not all inclusive and is presented here to provide some guidance.

Acceptable A.I use examples:

- Research sources and bibliography
- Suggested topic outline (if the outline itself is not a graded assessment)
- Refinement of grammar and writing style (only if not a graded part of the assignment)

Unacceptable A.I use examples:

- Composing or writing drafts for written assignments including online discussions
- Producing answers on quizzes, tests, or other assessments
- Using AI to rewrite plagiarized material

Things to be aware of:

- If you are ever unsure about the use of A.I. in an assignment, ask your instructor
- Do not assume A.I. responses are correct. Generated results are often fake.
- If for any reason A.I. produced material does make it into a final draft of your assignment, please properly cite it

Copyright Infringement

In today's high-tech environment, students must understand the implications of electronic copyright infringement, especially peer-to-peer file sharing. Peer-to-peer programs are generally used to find and download various media files.

Copyright infringement occurs when material/property is used without authorization from the owner. Downloading, uploading, or sharing copyrighted material without permission is illegal. The most common offenses include

downloading movies from an unauthorized source and sharing music peer-to-peer (P2P). These actions are considered a form of theft of the copyrighted work of a director, producer, or artist.

According to the Higher Education Opportunity Act, Ameritas College MUST take action against such activities when we receive a notice of violation for electronic copyright infringement.

Ameritas College reserves the right to remove or block access to any copyrighted materials and/or temporarily restrict access to the campus network pending the outcome of an investigation of an alleged copyright infringement violation. Ameritas College will inform the account holder of any action taken to maintain compliance with federal and state copyright infringement laws.

Violations of copyright infringement laws may result in a formal criminal charge of a breach of law, court case proceedings, and fines up to $150,000 per work/property misappropriated. If a student is found to violate the copyright laws utilizing any computer at Ameritas College, the student will be dismissed.

Furthermore, Ameritas College computers and internet service are for educational purposes only. Therefore, students should not be using the system for any personal business. If the college finds a student is utilizing the system for reasons other than educational, the college reserves the right to suspend all student access to the computer labs except under instructional supervision.

Copyright Policy

As an institution of higher education, Ameritas College strongly believes in intellectual property. As such, Ameritas College respects intellectual property and has made it a priority to ensure all employees and students respect the copyrights of others. All Ameritas College employees and students must comply with copyright law. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal and a company liability and will result in disciplinary action, including dismissal from the school. Ameritas College's copyright policy does not allow for the application of "fair use." Please ensure you have permission from the author before using ANY copyrighted material.

Copyright Clearance Center obtained the following information regarding copyrights. For more information, please visit www.copyright.com or the College's Copyright Policy page.

Family Educational Rights and Privacy Act

As amended, the Family Educational Rights and Privacy Act of 1974 (FERPA) protects students' educational records from unauthorized disclosure. It gives students the right to access, review, challenge, and request exceptions 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.

Ameritas 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, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency to protect the health and safety of students or other persons.

All these exceptions are permitted under the law. Ameritas College will disclose relevant educational information, such as attendance and academic achievement, to potential employers for students utilizing the placement services of the college only with a signed release. Only administrative staff and academic personnel can access student educational records within Ameritas College.

FERPA permits each institution to define a class of information as "directory information." FERPA allows public disclosure of directory information without the student's consent. Information designated by Ameritas College as directory information includes student name, address, telephone number, e-mail address, major field of study, dates of attendance, degrees, and diplomas received, honors and awards received, and the most recent previous education institutions attended by the student. However, the student may opt to keep this information confidential.

Students may withhold directory information by notifying the Executive Director in writing. The institution will honor the request for nondisclosure of directory information or educational records to potential employers. Please get in touch with the Executive Director for a more detailed

explanation of this policy. More details about FERPA stipulations and the release of information are available on the college's [Family Educational Rights Privacy Act Policy](#) website page.

Currently enrolled 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 Executive Director. Ameritas College assumes that failure on the part of any student to request the withholding of any category indicates explicitly individual approval for disclosure.

Nondiscrimination Policy

In furtherance of our nation's commitment and in compliance with Title IX, and Section 504 of Rehabilitation Act of 1973, Ameritas 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 Ameritas College does not discriminate on the basis of sex, race, religion, age, handicap, national origin, or sexual orientation. This nondiscrimination policy applies to all educational programs, hiring and any other college activities. Lake Tackett, Executive Director, has been designated as the coordinator of our program and procedures for implementation of this policy.

Grade Appeals
Ameritas College Grade Appeal Policy

1. Introduction

- This policy is designed to provide students at Ameritas College (Ameritas College) with a fair and transparent process for appealing their course grades when they believe an error or injustice has occurred.

2. Eligibility

- All registered students of Ameritas College who have received a final course grade may initiate a grade appeal.

3. Grounds for Appeal

- Grade appeals may be initiated based on the following grounds:
    - Clerical errors in grade calculation or recording.
    - Allegations of unfair grading practices inconsistent with the course syllabus or college policies.

- The instructor has demonstrated discrimination, bias, or unethical conduct that has affected the grade.

4. Grade Appeal Procedure

- Students must follow these steps to initiate a grade appeal:
    1. No later than 14 days after final grades have been published, the student must submit a written appeal to the instructor who assigned the grade. The appeal should include a clear statement of the grounds for the appeal and any supporting evidence.
    2. The instructor must respond to the appeal within one week either by reconsidering the grade or providing a written explanation for their decision.
    3. If the student is not satisfied with the instructor's response or is outside the allotted time, the student may proceed to the next step.
    4. The student may then submit a formal written appeal to the Office of the Chief Academic Officer within 7 days of receiving the instructor's response. This appeal should include all previous correspondence and any additional information or evidence.
    5. The Chief Academic Officer or their designee will appoint an impartial review committee to evaluate the appeal.
    6. The review committee will conduct a thorough examination of the appeal and may request input from the instructor and student.
    7. The review committee will give the student and instructor a written decision within 7 days of receiving of receiving the appeal.
    8. The decision of the review committee is final.

5. Confidentiality

- All parties involved in the grade appeal process must maintain confidentiality to the extent possible.

6. Non-Retaliation

- Students who initiate grade appeals are protected from retaliation for exercising their right to appeal.

7. Record Keeping

- Ameritas College will maintain records of grade appeals and their resolutions for future reference and compliance.

8. Conclusion

- This grade appeal policy is intended to ensure a fair and transparent process for students at Ameritas College to address concerns regarding their course grades.

Grievance Procedures

Any time a student has an issue or concern with their experience at the college or interaction with an instructor, the student is encouraged to work directly with the instructor to resolve the issue. If a resolution cannot be reached, the student should contact either the Student Success Director or the Executive Director. These individuals will work with the student and other parties to resolve the situation satisfactorily.

Any student with a complaint or grievance about college activity not resolved through standard operating procedures may request a hearing. The Chief Academic Officer, the Executive Director, the Student Success 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 available in the office of the Executive Director.

If a formal complaint is not resolved to the student's satisfaction, online students residing in State Authorization Reciprocity Agreement (SARA) states (currently all states but California) may appeal a decision on a complaint to the West Virginia Higher Education Policy Commission (WVHEPC), which operates as our SARA Portal Entity. To file an appeal, follow the WVHEPC complaint process at WVHEPC Student Complaint Process. WVHEPC's decision on the appeal will be final.

Drug and Alcohol Abuse Policy

Ameritas College is designated as "Drug and Alcohol Free." It is a violation of the Ameritas College Alcohol Policy for anyone to possess or consume alcohol in any public or private area of the campus. It is the policy of the college to establish and maintain a drug-free workplace. Therefore, as a condition of enrollment or employment in accordance with the Drug-Free Workplace Act, it shall be prohibited for students or employees to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at Ameritas College. It is also against the policy for students or employees to be under the influence of drugs or alcohol while on school property. This policy also extends to any function or location, even outside the immediate college campus, where students or employees conduct official business on behalf of the college or are attending as a student of the college. Please check the Drug and Alcohol Policy for detailed information on policies, health risks, counseling, treatment options, and financial aid implications.

Sexual Misconduct Policy

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

Ameritas College will not tolerate assault and/or intimidating behavior 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 found to have committed a sexual offense is subject to immediate disciplinary action, including suspension or dismissal. This policy applies to all students, employees, and third-party vendors of Ameritas College, regardless of sexual orientation or gender identity. The policy contains concrete guidance regarding confidentiality and the ability of the college to maintain confidentiality when sexual misconduct is reported. If disciplinary action is taken, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. The accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense. Please access the Sexual Misconduct Policy for detailed policy and process information.

Educational Programs

The college provides educational training regarding campus safety, including information about sexual misconduct, to all new students. Students receive the policy as part of the orientation process. In addition, an online class is available that provides detailed education on the policy. They are notified of this class during new student orientation and again through email to their student email account.

All faculty members received training on sexual misconduct and the employees' role in maintaining a safe campus. In addition, ongoing training opportunities are provided by bringing in specialists in the community that can address sexual misconduct issues annually. All students and faculty are encouraged to participate in these events.

Allied Health Policies

Vaccines

Ameritas College does not require vaccinations before enrollment; however, medical assisting and dental assisting students may need certain vaccines before their externship/practicum experience.

Certifications

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, they register for national membership and certification. All required classes and practicum must be completed to sit for the Medical Assisting test.

During the capstone quarter, the student is charged a non-refundable fee to cover the certification test and membership cost. The cost of attendance for the 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 be made only once per federal regulation.** As with other tuition and fee charges, if financial aid funds are not available to cover the testing fee, Ameritas College will allow the student to make payments.

Occupational Risks

The following information is provided by the Medical Assisting Education Review Board and should be reviewed by all students.

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

Drug and Alcohol Policy—Medical Assisting & Dental Assisting Programs

Ameritas College adopted a drug and alcohol testing policy for students enrolled in any Allied Health program. Rationale: Ameritas College's mission is to ensure student learning, validate student outcomes, and promote academic excellence that will allow graduates to obtain entry-level careers upon completing their education at Ameritas College. Within the allied health fields, this includes practicing behaviors that enable employees to provide adequate medical care without judgment impacted by drug or alcohol use. Practicum/Externship Policy: Enrollment in an Allied Health program does not guarantee placement in the practicum/externship experience. In addition to meeting grade requirements, students must pass a drug screening before being placed or participating in the required practicum/externship. Before enrollment in an Allied Health program, students must agree to participate in the drug screening program. A negative drug screen is required before the start of the practicum/externship.

Please access the Allied Health Programs Drug Testing Policy for complete information.

College Information

Faculty and Staff Contact Information

All employees can be reached by contacting Ameritas College at 304.697.7550

Administration		
Fred Fransen *President* *Ph.D. - University of Chicago* ffransen@hjc.edu	**James Bennett** *Chief Academic Officer* *M.F.A. - University of South Florida* jbennett@hjc.edu	**Lake Tackett** *Executive Director* *M.A. - Marshall University* ltackett@hjc.edu
Kris Bertelsen *Vice President of Prison Programs* *Substance Use Program Director & Faculty* *Ph.D. - University of Central Arkansas* kbertelsen@hjc.edu	**Paige Justice** *Director of Student Success and* *Institutional Effectiveness & Faculty* *Accreditation Liaison Officer* *M.A. - Marshall University* pjustice@hjc.edu	

Administrative Staff		
Xena Bunton *Marketing Communications Specialist* *B.S. - Marshall University* xbunton@hjc.edu	**Cheyenne Carbajal** *Administrative Specialist* ccarbajal@hjc.edu	**Darlene Cummings, C.P.S.** *Financial Aid Officer* *A.D. - Ameritas College* dcummings@hjc.edu
Patricia Marcum *Financial Aid Officer* *Huntington Junior College* pmarcum@hjc.edu	**Leigh Ann Simpkins** *Office Manager* *Huntington Junior College* lsimpkins@hjc.edu	**Tanner Wooten** *Student Success Coach* *M.A. - Marshall University* twooten@hjc.edu

Full-Time Faculty		
Traci Burton *A.A.S. - Ameritas College* *A.A.S. - Mountwest Community and Technical College* *Allied Health* tburton@hjc.edu	**Paula Johnson, C.D.A.** *A.A.S.- Ameritas College* *Allied Health* pjohnson@hjc.edu	**Yuan Rong Jia–Reid** *M.B.A. - Marshall University* *Business Management* yjia@hjc.edu
Melissa Sovine *A.A.S. – Ameritas College* *Allied Health* msovine@hjc.edu	**Brian Stephens** *M.B.A. - Marshall University* *Business Management* bstephens@hjc.edu	

Part-Time Faculty		
Myra Brimmer *M.A. – Capella University* *Business Management* mbrimmer@hjc.edu	**Daniel Camacho** *M.A.- Florida Atlantic University* *General Education* dcamacho@hjc.edu	**Kim Copley** *E.D.S. - Marshall University* *Administrative Technologies* kcopley@hjc.edu
Jim Flanagan *M.A. - Mt. St. Mary's University* *General Education* jflanagan@hjc.edu	**Mark Johnson** *M.A. – University of Dayton* *General Education* mjohnson@hjc.edu	**Kristen LeFevers** *M.A. – Marshall University* *General Education* klefevers@hjc.edu
Bryan Shaw *M.B.A. – University of Phoenix* *Business Management* bshaw@hjc.edu	**Debi Slaughter** *Ph.D. – Capella University* *Business Management* dslaughter@hjc.edu	**Stephanie Williamson** *B.B.A. – Marshall University* *Allied Health* swilliamson@hjc.edu
Jeff Zvengrowski *Ph.D. – University of Virginia* *General Education* jzvengrowski@hjc.edu		

College Calendar

2023			
Winter Quarter January 9 To March 24	*Spring Quarter* April 3 To June 9	*Summer Quarter* June 26 To September 8	*Fall Quarter* September 25 To December 15
2024			
Winter Quarter January 8 To March 22	*Spring Quarter* April 1 To June 7	*Summer Quarter* June 24 To September 6	*Fall Quarter* September 23 To December 13
2025			
Winter Quarter January 6 To March 21	*Spring Quarter* March 31 To June 6	*Summer Quarter* June 23 To September 5	*Fall Quarter* September 22 To December 12
2026			
Winter Quarter January 5 To March 20	*Spring Quarter* March 30 To June 5	*Summer Quarter* June 22 To September 4	*Fall Quarter* September 21 To December 11

AMERITAS COLLEGE
HUNTINGTON

ADDICTION RECOVERY

Be a big part of the solution. Get the knowledge and skills you'll need to assist a licensed counselor in helping individuals struggling with substance use and addiction on the road to recovery.

Program Outcome:
An Associate of Applied Science
in Addiction Recovery

Addiction Recovery
Degree Type
Associate of Applied Science

The Associate in Addiction Recovery program prepares graduates to assist a licensed counselor in in a variety of roles and settings. The program introduces students to the knowledge, skills, ethics, and attitudes of addiction counseling. The program also provides an overview of substance abuse prevention and education programs.

Graduates of the Associate in Addiction Recovery Program will:

·Demonstrate knowledge, skills, and behavior required for employment in the addiction recovery field.

·Demonstrate knowledge of treatment planning based on a biopsychosocial assessment of an individual's strengths, weaknesses, problems, and needs.

·Demonstrate knowledge of cultural diversity in working with clients and families.

·Demonstrate knowledge of established professional codes of ethics in counseling.

·Engage in a civic engagement activity.

·Collaborate effectively with others.

·Communicate effectively.

·Think creatively.

·Reason critically.

ASSOCIATE DEGREE REQUIREMENTS
- Civics (16 credits)
- Core Courses (50 credits)
- General Education (24 credits)

Civics Certificate (16 credits)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Core Courses (50 credits)

Item #	Title	Credits
GE 201	Introduction to Sociology	4.0
GE 211	Drug Awareness	4.0
AR 101	Introduction to Addictive Behavior	4.0
AR 120	Laws and Ethics of Counseling	4.0
AR 130	Counseling Diverse Populations	4.0
AR 201	Individual Counseling and Theories	4.0
AR 210	Introduction to Family Systems	4.0
AR 220	Introduction to Group Counseling	4.0
AR 230	Human Development and Addiction	4.0
AR 231	Trauma and Addiction	4.0
AR 240	Community Mental Health and Case Management	4.0
AR 250	Abnormal Behavior	4.0
AR 260	Addiction Recovery Externship	2.0

General Education (24 credits)

Item #	Title	Credits
CM 101	Professionalism	4.0
EN 161	English Composition I	4.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
CM 150	Workplace Communication	4.0
	Elective	4
	Total Credits	90

AMERITAS COLLEGE
HUNTINGTON

ADMINISTRATIVE TECHNOLOGY

Be the office quarterback. Get the skills and knowledge
you need to work as an office Administrative Assistant
in a wide range of industries.

Program Outcome:
An Associate of Applied Science
in Administrative Technology

Administrative Technology
Degree Type
Associate of Applied Science

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 office communications, publications, and document management. Students can pursue a degree with an executive or medical focus.

Graduates of the Administrative Technology Degree 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.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS

- Civics (16 credits)
- Administrative Technology Fundamentals (36 credits)
- Concentration Track (38 credits)

Civics Certificate (16 CREDITS)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Administrative Technology Fundamentals (36 credits)

Item #	Title	Credits
CS 101	Intro to Computers	4.0
MN 130	Customer Service	4.0
AT 273	Office Procedures	4.0
AT 248	Internet Research	4.0
CM 101	Professionalism	4.0
AC 100	Computerized Accounting	4.0
AT 257	Publication Design	4.0
EN 161	English Composition I	4.0
WP 254	Word I	4.0

Concentration Tracks

Certificate 2: Concentration Track (38 Credits)
Choose one of the following:

Executive Assistant

Item #	Title	Credits
CS 235	Spreadsheet Applications	4.0
MN 232	Human Resources	4.0
MN 120	Business Organization	4.0
CM 150	Workplace Communication	4.0
WP 255	Word II	4.0
AT 275	Managing Social Media	4.0
AT 299	AT Externship	2.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
	Elective	4

Medical Administrative Assistant

Item #	Title	Credits
ME 181	Medical Terminology I	4.0
ME 182	Medical Terminology II	4.0
ME 279	Medical Office Practice	4.0
ME 291	Electronic Health Records	4.0
CM 150	Workplace Communication	4.0
WP 255	Word II	4.0
AT 299	AT Externship	2.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
	Elective	4
	Total Credits	90

AMERITAS COLLEGE
HUNTINGTON

BUSINESS MANAGEMENT

Gain essential business management skills needed to pursue a position in retail, financial institutions, restaurants and more.

Program Outcome:
An Associate of Applied Science
in Business Management

Business Management
Degree Type
Associate of Applied Science

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 Degree Program will:

- 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.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS
- Civics (16 credits)
- Business Fundamentals (36 credits)
- Concentration Track (38 credits)

Civics Certificate (16 credits)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Certificate 1: Business Fundamentals (36 Credits)

Item #	Title	Credits
MN 120	Business Organization	4.0
MN 130	Customer Service	4.0
MN 220	Principles of Management	4.0
MN 223	Marketing	4.0
MN 227	Business Finance	4.0
MN 232	Human Resources	4.0
CM 101	Professionalism	4.0
EN 161	English Composition I	4.0
CM 150	Workplace Communication	4.0

Concentration Tracks

Certificate 2: Concentration Track (38 credits)

Choose one of the following:

Entrepreneurship

Item #	Title	Credits
ET 101	Entrepreneurial Mindset	4.0
ET 102	Entrepreneurship Basic: Design Thinking	4.0
ET 103	Starting a Business with Limited Resources	4.0
AC 100	Computerized Accounting	4.0
AC 201	Payroll Accounting	4.0
MN 299	Business Management Externship	2.0
MN 240	Project Management	4.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
EC 226	Economics	4.0

Accounting

Item #	Title	Credits
AC 100	Computerized Accounting	4.0
AC 101	Principles of Accounting I	4.0
AC 102	Principles of Accounting II	4.0
AC 201	Payroll Accounting	4.0
AC 213	Business Taxation	4.0
AC 214	Advanced Computerized Accounting	4.0
MN 299	Business Management Externship	2.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
EC 226	Economics	4.0

Hospitality Management

20 credits come from:

Student must take the following course:

Item #	Title	Credits
HM 101	Introduction to Hospitality Management	4.0

Any combination of two stackable micro–credentials from below:

- Event Management (8 credits)
- Hospitality Sales & Management (8 credits)
- Hospitality Food & Beverage (8 credits)
- Concierge Services (8 credits)

18 credits come from:

Item #	Title	Credits
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
EC 226	Economics	4.0
AC 100	Computerized Accounting	4.0
MN 299	Business Management Externship	2.0
	Total Credits	90

AMERITAS COLLEGE
HUNTINGTON

CLASSICAL LIBERAL ARTS

Explore what it means to be human by engaging with the greatest minds of all time. Be inspired by the best that has been thought, written, and produced.

Program Outcome:
An Associate of Arts

Classical Liberal Arts
Degree Type
Associate of Arts
DEGREE REQUIREMENTS

Core Courses (74 credits)

Item #	Title	Credits
PH 100	Ancient, Medieval, and Modern Thought	3.0
PH 220	Contemporary Moral Issues	3.0
SC 230	Ecology and the Environment	4.0
EN 161	English Composition I	4.0
GE 111	How to Read a Book	2.0
EC 226	Economics	4.0
SC 210	Physical and Human Geography	4.0
PE 200	Political Economy	4.0
PH 200	Religion and Society	3.0
SC 110	Science and Civilization	4.0
SC 220	Technology and Human Progress	4.0
HS 110	World Civilizations I	4.0
HS 120	World Civilizations II	4.0
HS 210	Western Civilization I	4.0
HS 220	Western Civilization II	4.0
LA 299	Capstone Writing	4.0
GE 102	Personal Growth and Finance	4.0
GE 267	American Government	4.0
GE 212	College Mathematics	4.0
PH 102	Classical Ethics	3.0

Civics Certificate

GE102, PH102, GE215, and GE267 are required courses for the Civics Certificate

Western Culture and American Heritage Concentration

- Complete this concentration will include the Civics Certificate

Philosophy, Politics, and Economics Concentration

- GE215 is an **additional elective** course to complete the Civics Certificate for this concentration.

Item #	Title	Credits
GE 215	American History II	4.0

Concentration Tracks

Philosophy, Politics, and Economics (16 credits)

Students will be able to identify and articulate key moral and philosophical theories and how they are related to the fields of politics and economics; they will also be able to form and communicate arguments, applying the methods of PPE, to complex philosophical, economic, and political ideas.

Item #	Title	Credits
EC 210	Macroeconomics	4.0
EC 220	Microeconomics	4.0
PE 220	Politics, Philosophy, and Economics	4.0
PE 230	Methods of PP&E	4.0

Western Culture and American Heritage (16 credits)

Students will be able to identify and analyze seminal works of art, literature, and music from various periods and cultures; students will also engage in a deeper study of American history and culture and analyze the successes and failures of the American experiment in self-government.

Item #	Title	Credits
GE 214	American History I	4.0
GE 215	American History II	4.0
HU 130	Topics in Literature, Art, and Music I	4.0
HU 230	Topics in Literature, Art, and Music II	4.0
	Total Credits	90-94

AMERITAS COLLEGE
HUNTINGTON

DENTAL ASSISTING

Be a dentist's right-hand person. Learn the skills and techniques required to help keep a professional dental practice running smoothly and providing exceptional oral care.

Program Outcome:
An Associate of Applied Science
in Dental Assisting

Dental Assisting

Degree Type

Associate of Applied Science

The Associate's Degree in Dental Assisting 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 Degree 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.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS

- Civics (16 credits)
- Core Courses (50 credits)
- General Education (24 credits)

Civics (16 credits)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Core Courses (50 credits)

Item #	Title	Credits
DE 190	Dental Anatomy	4.0
DE 290	Dental Materials	4.0
DE 291	Dental Instruments and Procedures	4.0
DE 292	Chairside Assisting	4.0
DE 293	Dental Radiology	4.0
DE 294	Dental Seminar	4.0
DE 295	Dental Office Management	4.0
ME 181	Medical Terminology I	4.0
ME 182	Medical Terminology II	4.0
ME 184	Anatomy I	4.0
ME 280	Anatomy II	4.0
ME 281	Anatomy III	4.0
DE 299	Dental Externship/ Practicum	2.0

General Education (24 credits)

Item #	Title	Credits
CM 101	Professionalism	4.0
EN 161	English Composition I	4.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
CM 150	Workplace Communication	4.0
	Elective	4
	Total Credits	90

AMERITAS COLLEGE
HUNTINGTON

MEDICAL ASSISTING

Be a trusted healthcare provider. Prepare yourself with the skills and clinical knowledge to work in the healthcare field, in both the administrative and clinical sides of the field.

Program Outcome:
An Associate of Applied Science
in Medical Assisting

Medical Assisting
Degree Type
Associate of Applied Science

An Associate's Degree in Medical Assisting 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 recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Graduates of the Medical Assisting Degree 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.
- Demonstrate competency in office administrative skills.
- Perform clinical and laboratory skills proficiently.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS
- Civics (16 credits)
- Core Courses (50 credits)
- General Education (24 credits)

Minimum Program Expectations: To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skill), and affective (behavior) learning domains to enter the profession.

MA Handbook

Occupational Risks Information

Professional Licensure Disclosures by State Requirement

Civics Certificate (16 Credits)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Core Courses (50 Credits)

Item #	Title	Credits
ME 181	Medical Terminology I	4.0
ME 182	Medical Terminology II	4.0
ME 184	Anatomy I	4.0
ME 279	Medical Office Practice	4.0
ME 280	Anatomy II	4.0
ME 281	Anatomy III	4.0
ME 282	Clinical Procedures I	4.0
ME 283	Clinical Procedures II	4.0
ME 285	Laboratory Procedures	4.0
ME 286	Pharmacology	4.0
ME 299	Medical Assisting Externship/Practicum	2.0
ME 291	Electronic Health Records	4.0
ME 191	Medical Ethics and First Aid	4.0

General Education (24 Credits)

Item #	Title	Credits
CM 101	Professionalism	4.0
EN 161	English Composition I	4.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
CM 150	Workplace Communication	4.0
	Elective	4
	Total Credits	90

AMERITAS COLLEGE
HUNTINGTON

MEDICAL CODING

Be an AAPC-certified coder. Gain the knowledge and skills needed to navigate the healthcare billing process and ensure that all patient records are accurate.

Program Outcome:
An Associate of Applied Science in Medical Coding.
Become an AAPC-certified coder.

Medical Coding
Degree Type
Associate of Applied Science

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 Degree 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.
- Engage in a civic engagement activity.
- Collaborate effectively with others.
- Communicate effectively.
- Think creatively.
- Reason critically.

ASSOCIATE DEGREE REQUIREMENTS
- Civics (16 credits)
- Core Courses (50 credits)
- General Education (24 credits)

Licensure Disclosures by State Requirements

Civics Certificate (16 Credits)

Item #	Title	Credits
GE 102	Personal Growth and Finance	4.0
GE 106	Ethics	4.0
GE 215	American History II	4.0
GE 267	American Government	4.0

Core Courses (50 Credits)

Item #	Title	Credits
ME 181	Medical Terminology I	4.0
ME 182	Medical Terminology II	4.0
ME 184	Anatomy I	4.0
ME 200	Medical Coding I	4.0
ME 201	Medical Coding II	4.0
ME 203	Medical Coding III	4.0
ME 280	Anatomy II	4.0
ME 281	Anatomy III	4.0
ME 284	Process of Disease I	4.0
ME 288	Process of Disease II	4.0
MC 299	Medical Coding Externship/Practicum	2.0
MB 200	Medical Billing I	4.0
MB 201	Medical Billing II	4.0

General Education (24 credits)

Item #	Title	Credits
CM 101	Professionalism	4.0
EN 161	English Composition I	4.0
EN 162	English Composition II	4.0
GE 200	General Psychology	4.0
CM 150	Workplace Communication	4.0
	Elective	4
	Total Credits	90

Courses

Accounting

AC 100 : Computerized Accounting

This course focuses on using QuickBooks Online accounting software to record business transactions, including setting up a new company, working with customers and vendors, recording banking and credit card transactions, and generating accounting reports for a service business.
Credits 4

AC 101 : Principles of Accounting I

This course presents the basic structure of accounting. Emphasis is placed on recording, classifying, and summarizing accounting information. Attention is given to procedures related to clerical work, such as payroll, bank reconciliation and journalizing, general ledger posting, and financial statement preparation.
Credits 4

AC 102 : Principles of Accounting II

This course studies accounting for notes, interest, inventory, prepaid expenses, and plant assets. Emphasis is placed on accrual basis accounting applied to a medium-sized business. Studies the nature and formation of corporations including classes of stocks, stock subscriptions, dividends, intangibles, and bonds.
Credits 4
Prerequisite Courses
AC 101: Principles of Accounting I

AC 201 : Payroll Accounting

This course presents the basic elements of a payroll system. Maintaining modern payroll records and accounting for wages and salaries, social security, federal unemployment, and withholding taxes are practiced.
Credits 4
Prerequisite Courses
AC 100: Computerized Accounting

AC 210 : Managerial Accounting

This course enables students to use what they have learned in accounting classes to use critical and analytical thinking in making business decisions. Taking raw data and using that data to make business decisions.
Credits 4

AC 211 : Cost Accounting

This course teaches the principles of cost accounting. For raw material production to finish goods. This course will cover product cost, overhead cost, transferring prices, and inventory. Cost analysis for management decisions making throughout the productions line of operations is reviewed.
Credits 4

AC 213 : Business Taxation

This course is a practical study that involves a study of federal tax rules and regulations regarding income, expenses, gains and losses for all type of business entities, such as C Corporations, S corporations, partnerships, LLC and other taxable entities are examined and forms are reviewed.
Credits 4

AC 214 : Advanced Computerized Accounting

This course continues the usage of computerized accounting software for small businesses. Recording transactions by entering sales and purchase invoices, paying bills, receiving payments, making deposits, retrieving reports, and financial statement information.
Credits 4

Addiction Recovery

AR 101 : Introduction to Addictive Behavior

This course examines three major theories that explain the cause of substance abuse: the biological, psychological, and sociological. The course also explores substance abuse within the context of family systems, the use of motivational interviewing and other forms of intervention, the stages of change, and issues related to recovery and relapse.
Credits 4

AR 120 : Laws and Ethics of Counseling

This course 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.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 130 : Counseling Diverse Populations

Counseling Diverse Populations examines counseling philosophies and modalities in the therapy relationship within the context of clients' varying cultural backgrounds. These variations include differences in personal and psychological characteristics, environment, and socioeconomic status. Students will learn how counseling theories and techniques are applied to culturally different individuals and groups and identify sources of potential misunderstanding. We will examine communication and how culture affects mental health attitudes and help-seeking in various groups.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 201 : Individual Counseling and Theories

This course 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.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 210 : Introduction to Family Systems

This course examines family systems theory and techniques related to working with substance abuse clients and their families. Students apply these theories using case studies.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 220 : Introduction to Group Counseling

This course examines group counseling theories related to working with substance abuse clients and their families.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 230 : Human Development and Addiction

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.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 231 : Trauma and Addiction

This course offers students activities, assignments, and simulated experiences covering the fundamentals of substance abuse counseling. Emphasis on effective communication, assessing strengths and needs, and service planning.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 240 : Community Mental Health and Case Management

This course 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.

This course explores the 12 Core Functions related to the assessment and management of client progress while in chemical dependency treatments. Students learn about skills related to screening, intake, orientation, treatment planning, and case management. The course also examines the importance of cultural competence and the use of effective communication skills.
Credits 4
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 250 : Abnormal Behavior

This course 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.
Credits 4
Practicum Hours 1
Lab Hours 1
Didactic Hours 1
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

AR 260 : Addiction Recovery Externship

This course is supervised unpaid externship of at least 60 contact hours that must be completed successfully prior to graduation. Students are to select a site to complete their hours with approval from the Addiction Recovery Program Director.
Credits 2
Prerequisite Courses
AR 101: Introduction to Addictive Behavior

Administrative Technology

AT 248 : Internet Research

This course 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.
Credits 4

AT 257 : Publication Design

This course 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.
Credits 4
Prerequisites
WP 255

AT 273 : Office Procedures

This course 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.
Credits 4
Prerequisites
60 hours completed

AT 275 : Managing Social Media

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.
Credits 4

AT 299 : AT Externship

Credits 2

Business

HM 101 : Introduction to Hospitality Management

This course provides an overview of historical perspectives, current trends, and up-to-date practices within the current field of hospitality. Coverage of food and beverage entities, hotel and lodging operations, travel and tourism, and more gives students a comprehensive study of this rewarding field.
Credits 4

HM 102 : Event Management I

This course introduces the fundamentals of event management, including concepts of the Meetings, Expositions, Events, and Conventions (MEEC) industry. Consideration of components required to create an event will include client consultation, strategic planning, building a team, customer relationship management, budgeting, staffing, marketing, legal and safety/security concerns, and more, which will give students an inclusive look into the events management specialization.
Credits 4

HM 103 : Hospitality Sales and Marketing I

This course provides students with a comprehensive introduction to the fundamental concepts and strategies of sales and marketing within the hospitality industry. Students will gain a thorough understanding of market segmentation, pricing strategies, advertising and promotion techniques, customer relationship management, and effective sales practices specific to the hospitality sector. Through case studies and practical exercises, students will develop the knowledge and skills necessary to promote and sell hospitality products and services successfully. This course serves as a strong foundation for students aspiring to pursue careers in hospitality sales, marketing, or related fields.

Credits 4

HM 104 : Hospitality Food & Beverage I

This course offers an introductory exploration of the complex food and beverage industry. This course equips students with foundational knowledge and skills to excel in managing various aspects of food and beverage operations. Throughout the course, students will explore diverse areas of the food and beverage industry, gaining an understanding of each sector's characteristics and roles. By examining case studies and real-world examples, students will identify key players within the industry and grasp the intricate relationships that drive its functioning. In addition, students will explore current trends and challenges that the food and beverage industry face in today's ever-evolving landscape. Through critical analysis and discussion, students will develop insights into how these factors shape industry practices and strategies. Overall, this course prepares students with a holistic foundation in the food and beverage industry, combining theoretical knowledge with practical skills to prepare them for success in this dynamic field. Whether aspiring to become restaurant managers, caterers, or entrepreneurs, students will leave with the foundational knowledge needed to succeed in the world of food and beverage.

Credits 4

Prerequisite Courses

HM 101: Introduction to Hospitality Management

HM 201 : Hospitality Revenue Management

Hospitality Revenue Management is a fundamental course designed to provide students with a multidisciplinary knowledge of revenue management principles and practices in the hospitality industry. This course investigates strategies and techniques hotels, resorts, and other hospitality establishments use to maximize revenue and optimize room and resource allocation. Students will gain valuable insights into the vital nature of revenue management in the context of the hospitality sector.

Credits 4

HM 202 : Event Management II

This course will expand upon the fundamentals of event management to further explore operations and logistics in the event management field. Concepts of event production, design, registration, event-specific technology, funding, sustainability, human resources, overview of food and beverage planning, financial management, public relations, and more while working in a group setting to simulate an event management atmosphere will give students the edge that they need to excel in the events management field.

Credits 4

HM 203 : Hospitality Sales and Marketing II

Building upon the foundational knowledge of hospitality sales and marketing, this advanced course delves deeper into the industry's strategic aspects and cutting-edge practices. Students will explore advanced topics such as revenue management, market analysis, brand positioning, digital marketing, customer experience management, and leadership in sales and marketing. Through real-world case studies and industry projects, students will develop the ability to analyze market trends, devise innovative sales and marketing strategies, and effectively lead teams in achieving sales goals. This course is designed for students seeking to enhance their expertise, take on leadership roles in hospitality sales and marketing departments, or pursue entrepreneurial ventures in the industry.

Credits 4

Prerequisite Courses

HM 103: Hospitality Sales and Marketing I

HM 204 : Hospitality Food & Beverage II

Building upon foundational knowledge gained in HM104 – Hospitality Food & Beverage I, HM204 – Hospitality Food & Beverage II delves into the strategic intricacies of managing and succeeding within the food and beverage industry. Through a combination of theoretical concepts, case studies, industry analysis, and hands-on projects, students will develop the expertise necessary to excel in managerial roles, navigate industry challenges, and drive innovation. By the end of this course, students will not only have a deeper understanding of industry subtleties but will also possess the strategic insight to excel in this ever-evolving field. Whether aspiring to manage restaurants, launch innovative food startups, or lead sustainable food initiatives, this course equips students with the tools and insights needed for success.

Credits 4

Prerequisite Courses

HM 104: Hospitality Food & Beverage I

MN 120 : Business Organization

This course introduces students to the different facets of the US business environment. Examines topics including the fundamentals of a business's legal, management, marketing, and finance aspects.

Credits 4

MN 130 : Customer Service

This course is designed to introduce and help students develop outstanding customer service skills in an 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.

Credits 4

MN 223 : Marketing

This course examines marketing fundamentals, including marketing ethics, analyzing the marketing environment, consumer behavior, and product pricing strategies.

Credits 4

MN 227 : Business Finance

This course Introduces the fundamentals of business finance. The time value of money, financial statements, bond and stock valuations, and financial forecasting, among other topics, are explored from the financial management perspective.

Credits 4

MN 299 : Business Management Externship

The Business Management Externship class is a learning experience designed to give students practical exposure to real-world business environments. Students will apply the theoretical knowledge gained in their coursework to solve challenges in businesses. The externship is tailored to students with different concentrations in entrepreneurship, accounting, and hospitality management. Through this course, students will engage in professional development and work on specific projects to gain insight into business strategies and operations.

Credits 2

Classical Liberal Arts

Program Description

The Associates of Arts in Classical Liberal Arts is a degree program developed to embrace the best of traditional Western higher education. Critical thinking, effective communication, and the exploration of ideas across the spectrum of humanities, natural

sciences, social sciences, and the arts are the skills taught in this program. This program of study provides a personalized learning experience that will get students closer to their personal and professional dreams while growing as civic-minded individuals who understand and appreciate their rights and responsibilities in a free-spirited economy and democracy.

Program Outcomes

- Students will be able to apply rational analysis to complex and challenging materials and arguments and present that analysis in clear oral, written, multimedia, and other formats using data as appropriate.
- Students will be able to examine and evaluate the use of academic and non-academic information, resources, and evidence for critical thinking about questions, content, and ideas to determine meaning and value.
- Students will be able to identify key features of humanity's complex relationship to the physical world, its impact on us and our impact on it; they will further be able to understand how to apply scientific and ethical principles to decisions about the future of that relationship.
- Students will be able to identify, explain, and apply ethical reasoning to historical and contemporary problems.
- Students will be able to identify major civilizations, place them in historical context, and describe their key features, innovations, and contributions; students will also be able to identify and engage key scholarly interpretations and disputes.

In addition, each student will choose one of two pathways which will result in one additional programmatic outcome:

Western Culture and American Heritage path:

- Students will be able to identify and analyze seminal works of art, literature, and music from various periods and cultures; students will also engage in a deeper study of American history and culture and analyze the successes and failures of the American experiment in self-government.

Politics, Philosophy, and Economics path:

- Students will be able to identify and articulate key moral and philosophical theories and how they are related to the fields of politics and economics; they will also be able to form and communicate arguments, applying the methods of PPE, to complex philosophical, economic, and political ideas.

Program Content

A minimum of 90.00 quarter credit hours are required for graduation.

Low-residency Session

EC 210 : Macroeconomics

This course will explore the field of macroeconomics, looking at the economy as a whole, including issues such as employment, inflation, and national production.
Credits 4
Didactic Hours 40

EC 220 : Microeconomics

This course will explore the field of microeconomics, looking at the economy primarily through the lens of the individual decision-maker. It will explore topics related to elasticity of demand, marginal utility, and elasticity of supply among others.
Credits 4
Didactic Hours 40

EC 226 CLA : Economics (CLA)

This course introduces the fundamentals of microeconomics, macroeconomics, and international economics. Learners will also explore how these economic factors are related to the current economy and individual lives.
Credits 3

GE 111 : How to Read a Book

This course will provide students with a baseline understanding of how to conduct themselves in an academic environment, develop critical thinking, engage in civil discourse, and prepare themselves to be challenged by difficult and even troublesome ideas, while thinking for themselves.

Credits 2
Didactic Hours 20

HS 110 : World Civilizations I

This course explores the various civilizations of the world from their origin to the late Middle Ages, looking at them in isolation and as they interact with one another. Students are asked to consider the advantages and disadvantages of various ways of organizing human life in both space and time.

Credits 4
Didactic Hours 40

HS 120 : World Civilizations II

This course continues the exploration begun in World Civilizations I. Topics in this course examine the civilization structures from the early Modern period up to and including the present.

Credits 4
Didactic Hours 40
Prerequisite Courses
HS 110: World Civilizations I

HS 210 : Western Civilization I

This course explores the origins of Western Civilization in the tension between Athens (philosophy/reason) and Jerusalem (religion/faith) in the unrolling of Western culture and society through the Renaissance. Special attention is given to the role of the individual, rights, liberties, and duties and their tension with forces of centralization and concentrated power structures.

Credits 4
Didactic Hours 40

HS 220 : Western Civilization II

This course continues the exploration from Western Civilization I. It begins with the examination of the culture and society after the Renaissance and Reformation and follows those influences, as well as later concepts in social civics, up to and including the present.

Credits 4
Didactic Hours 40
Prerequisite Courses
HS 210: Western Civilization I

HU 130 : Topics in Literature, Art, and Music I

This course will explore questions related to how the imaginative arts influence our own self-understanding. This will be done through the careful study of selected historical works of literature, art, and music.

Credits 4
Didactic Hours 40

HU 230 : Topics in Literature, Art, and Music II

This course is an extension of Topics in Literature I. Reading and discussion of contemporary influential works lead to questions related to how the arts influence our own self-understanding. Topics may include works in traditional mediums as well as film and newer forms of media.

Credits 4
Didactic Hours 40
Prerequisite Courses
HU 130: Topics in Literature, Art, and Music I

LA 299 : Capstone Writing

This course focuses on the writing of a thesis paper on a topic drawn from student's coursework, focusing on a single work, or a theme connecting several different works.

Credits 4
Didactic Hours 40
Prerequisites
Permission required after completion of third or fourth quarter of study.

PE 200 : Political Economy

This course looks at economic concepts from the perspective of the nation state and governmental influence through Law and policy. Emphasis is placed on the way in which government interacts with the economy and on how those interactions effect entrepreneurship.

Credits 4
Didactic Hours 40

PE 220 : Politics, Philosophy, and Economics

A survey of the philosophical, political, and economic approaches to understanding how social institutions work and how they should work. Topical focus varies, but may include economic justice, the economics and ethics of wealth creation, markets and morality, or democratic theory.

Credits 4
Didactic Hours 40

PE 230 : Methods of PP&E

This course will teach students to apply the distinctive methods of the three disciplines to challenging questions in social and political philosophy, including formal analysis in economics and political science and logical and normative evaluation in philosophy. As with other PPEL core courses, the focus is on the integration of the methods from the different disciplines.

Credits 4
Didactic Hours 40

PH 100 : Ancient, Medieval, and Modern Thought

This course explores the paradigms in which we place history through the ideas and writings of seminal thinkers and exemplary works from each period. Students are asked to suspend their current perspectives in order to understand how people in the past viewed the world, and then travel through the transitions to new ways of thinking.

Credits 3
Didactic Hours 30

PH 200 : Religion and Society

This course looks at various religious and non-religious ways of framing our understanding of the world, including animist and pagan traditions, Hinduism and Buddhism, Judaism, Islam, and Christianity, as well as various atheist traditions. Students are asked first to identify key aspects of difference religious perspectives, and then to evaluate them in relation to each other, while exploring the role that religion plays in human life.

Credits 3
Didactic Hours 30

PH 220 : Contemporary Moral Issues

An introduction to some contemporary moral issues. Topics may, for example, include animal rights, abortion, euthanasia, capital punishment, sexual morality, genetic engineering, and questions of welfare and social justice.

Credits 3
Didactic Hours 30

SC 110 : Science and Civilization

This course explores the role of science in society with an emphasis on how science informs our understanding of ourselves and the world. Students will learn about science through the Newtonian Age. This class will have a lab component.
Credits 4
Lab Hours 20
Didactic Hours 30

SC 210 : Physical and Human Geography

This course looks first at the way in which the physical features of the planet affect its local potentialities, before looking at how those potentialities affect the way in which humans gather and interact with the environment.
Credits 4
Didactic Hours 40

SC 220 : Technology and Human Progress

This course explores the way in which humans' ability to use tools has changed not only their way of living, but the planet as a whole. Students will be asked to consider whether technology only advances in a positive direction, or also can have negative effects, as well as the future of technology and how it might affect life as we know it.
Credits 4
Didactic Hours 40

SC 230 : Ecology and the Environment

This course explores the way in which the physical environment changes over time and how humans have and will continue to influence the planet as a whole. Students will also explore the changing way in which we view the environment, and its role in our overall value systems.
Credits 4
Didactic Hours 40

Communications

CM 101 : Professionalism

This course 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 work place 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.
Credits 4

CM 150 : Workplace Communication

This course develops and strengthens communication skills needed in the workplace. Topics include communication theory, listening, delivering feedback, interviewing, and public speaking.
Credits 4

CM 210 : Public Speaking

This course develops and improves public speaking, listening, organizational skills, and critical thinking. Several types of speeches are prepared and delivered. Students are also expected to participate in critiques of their classmates' presentations.
Credits 4

CM 278 : Interpersonal Communications

This course develops communication skills and surveys interpersonal relationships, conflict, and intercultural communication.
Credits 4

Computer Science

CS 101 : Intro to Computers

This course 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.
Credits 4

CS 235 : Spreadsheet Applications

This course 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.
Credits 4

Dental

DE 190 : Dental Anatomy

This course 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.
Credits 4
Prerequisite Courses
DE 292: Chairside Assisting

DE 290 : Dental Materials

This course 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.
Credits 4
Prerequisite Courses
DE 190: Dental Anatomy

DE 291 : Dental Instruments and Procedures

This course presents an in-depth study of the many varied hand instruments, mechanical instruments, and the various procedures used in dentistry. In addition to the equipment used, this class will include learning the techniques and steps used in many procedures. Areas covered will include the principles of four-handed dental practices, the proper transferring of instruments, the use of the high-speed evacuation system, and the use and care of dental handpieces and all other equipment. The different dental specialties will also be included.
Credits 4

DE 292 : Chairside Assisting

This course 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.
Credits 4

DE 293 : Dental Radiology

This course 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.

Credits 4
Prerequisite Courses
DE 190: Dental Anatomy

DE 294 : Dental Seminar

This course summarizes previous clinical and laboratory courses allowing for additional skill development.

Credits 4
Prerequisites
DE 290, DE 291 and DE 293

DE 295 : Dental Office Management

This course 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.

Credits 4
Prerequisite Courses
DE 292: Chairside Assisting

DE 299 : Dental Externship/ Practicum

This course assigns advanced students to work in a dental office to receive an actual clinical experience and to expand on their dental assisting skills.

Credits 2
Prerequisites
A minimum grade of C in major subject area is necessary to participate.

Economics

EC 226 : Economics

This course introduces the fundamentals of microeconomics, macroeconomics, and international economics. Learners will also explore how these economic factors are related to the current economy and individual lives.
Credits 4

English

EN 161 : English Composition I

This course reinforces grammar skills and sentence construction. Primary focus is on paragraph development and paragraph organization to promote more effective writing skills.
Credits 4
Prerequisites
Completion or testing out of EN 160.

EN 162 : English Composition II

This course 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.
Credits 4
Prerequisite Courses
EN 161: English Composition I

Entrepreneurship

ET 101 : Entrepreneurial Mindset

In this course, the student will be introduced to the entrepreneurial mindset in a business context. Emphasis will be placed on the skills, attitudes and behaviors of successful entrepreneurs and on the analysis of the economic, political, social and technological climate that shape the success of entrepreneurial endeavors. Students will be given the opportunity to evaluate the value of the entrepreneurial mindset and apply it to their own entrepreneurial potential.
Credits 4

ET 102 : Entrepreneurship Basic: Design Thinking

This course provides students the opportunity to learn and apply design thinking processes in the entrepreneurial environment. Topics include design thinking tools, focus on customer-centered design, and business needs, including prototyping, product life-cycles, production planning, and explaining products to customers and stakeholders.
Credits 4

ET 103 : Starting a Business with Limited Resources

This course introduces students to bootstrapping concepts and strategies for limited-resource business startups. Students are engaged by learning about new and alternative capitalization models as well as social media strategies, platforms, and tactics for launching a new business or moving into a new market. Students will explore this entrepreneurial concept through case studies and class exercises.
Credits 4

General Education

GE 102 : Personal Growth and Finance

The course is designed to assist students to identify and examine personal attributes and behaviors they currently have, to develop introspection, growth-inducing reflection, and preparation for life beyond the classroom. The course will cover aspects of psychology, personal growth, economics, and personal finance.
Credits 4

GE 106 : Ethics

This course will study principles in ethics by surveying the philosophers: Socrates, Plato, and Aristotle. Many of the questions relevant today were addressed by these three individuals who initiated a revolution in thought altering the course of Western Civilization and laying the groundwork for future discoveries in science, politics, psychology, and philosophy. Students will: explore their methods for teaching critical thinking skills; value open dialogue with others; and appreciate the impact ethical decisions will have on their personal and professional lives.
Credits 4

GE 200 : General Psychology

This course is designed to introduce theories and techniques of appraising human behavior. Areas include stimulation and response, emotional adjustment, motivation, learning, personality, and abnormal behaviors.
Credits 4

GE 201 : Introduction to Sociology

Sociology 201 is an introduction to the discipline of sociology. The focus of this course is to help students acquire a sociological perspective that will provide a way of viewing the world from a sociological lens. The sociological perspective will introduce the student to the influences of our culture, groups, organizations, and global aspects of society that influence our interaction with others. Students will learn the basic concepts in sociology including an introduction to theory, social institutions, stratification, and other topics. You will learn the three major perspectives and other important theories. You will learn how to apply those perspectives to the "real" world. During this course, you will learn the basic vocabulary of sociology, develop a better understanding of your world, and gain insight into your relationship with society.
Credits 4

GE 203 : Dynamics of Relationships

This course increases the students' understanding of intimate and personal relationships. The course also incorporates techniques for resolving conflicts in relationships.
Credits 4

GE 204 : Sociology/Current Social Problems

This course 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.
Credits 4

GE 205 : Social Psychology

This course 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.
Credits 4

GE 207 : Appalachian Culture I

This course studies the culture of Appalachia and its people. The course deals with the heritage, language, and folklore of Appalachia.
Credits 4

GE 209 : Ecology Environmental Issues

This course 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.
Credits 4

GE 211 : Drug Awareness

This course 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.
Credits 4

GE 212 : College Mathematics

This course introduces students to logic, postulational thinking, and mathematical models, algebra, probability, and statistics.
Credits 4

GE 214 : American History I

This course studies American History from colonization through the Civil War. Emphasis is placed on establishing our government and later maintaining our unity as a country.
Credits 4

GE 215 : American History II

Students will learn about political, cultural, economic, foreign policy, and other changes that have shaped the United States between the early twentieth and twenty-first centuries.
Credits 4

GE 217 : Current Events

This course examines current events occurring in local areas, the United States, and worldwide. It demonstrates the importance of awareness of newsworthy events.
Credits 4

GE 267 : American Government

This course first explores the events leading up to the Declaration of Independence and Constitutional Convention, followed by a detailed examination of the American system of government as originally designed. It then looks at American government in practice, asking students to explore what has changed, and what is the same, as well as to evaluate the system as designed, as well as as lived.
Credits 4

GE 268 : Deaf Culture

This course 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.

Management

MN 220 : Principles of Management

This course familiarizes students with the management process through investigating basic management functions. Emphasis is given to the importance of supervisory level of management.
Credits 4

MN 232 : Human Resources

This course focuses on the fundamentals of human resources management policies and practices, such as staffing, training, and performance evaluations. Labor relations, equal opportunity, and diversity management at workplaces will be discussed.
Credits 4

MN 240 : Project Management

This course will provide an overview of project management concepts by exploring the process of starting a small business. Students will be able to take a closer look at the different stages of starting a small business, such as identifying business opportunities, choosing a legal structure, identifying financial needs, and building customer relations.
Credits 4
Prerequisite Courses
MN 223: Marketing
MN 232: Human Resources
MN 130: Customer Service

Medical

MB 200 : Medical Billing I

This course focuses on Medical Billing with emphasis on various insurances. The students will learn about different positions, managed care, medical contracts and Ethics, HIPAA, ICD-10-CM, CPT & HCPCS, and Auditing.
Credits 4

MB 201 : Medical Billing II

This course prepares the student for the CPB exam with AAPC. The students will learn information related to billing, including HIPAA, health plans, ICD-10-CM, CPT, accounts receivable, and health plans (governmental and commercial.)

Credits 4

Prerequisite Courses

MB 200: Medical Billing I

MC 299 : Medical Coding Externship/ Practicum

Students will be assigned to a facility or complete program through online component to receive practical experience in coding.

Credits 2

Prerequisites

The student has to have achieved a minimum grade of "C" in major subject matter in order to participate in the practicum experience.

ME 181 : Medical Terminology I

This course 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.

Credits 4

ME 182 : Medical Terminology II

This course continues learning format used in ME 181 with introduction of new word parts included to enhance vocabulary already learned. Emphasis again is placed on spelling, definitions, usage, and pronunciation.

Credits 4

Prerequisite Courses

ME 181: Medical Terminology I

ME 184 : Anatomy I

This course 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.

Credits 4

ME 191 : Medical Ethics and First Aid

This course 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.

Credits 4

ME 200 : Medical Coding I

This course focuses specifically on a physician's office or outpatient facility. The students will learn the history of coding, what part HIPAA 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.

Credits 4

Prerequisites

ME 181 Students must have completed 48 quarter-credit hours.

ME 201 : Medical Coding II

This course is 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, as well as any encounter a patient may have in a doctor's office, with an ambulance service, outpatient center or any facility other than a hospital.

Credits 4

Prerequisite Courses
ME 200: Medical Coding I

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.

Credits 4

Prerequisite Courses
ME 201: Medical Coding II

ME 279 : Medical Office Practice

This course 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.

Credits 4

Prerequisites
WP 254

ME 280 : Anatomy II

This course presents a detailed knowledge of the structure and function of the muscular system, nervous system, respiratory 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.

Credits 4

Prerequisite Courses
ME 184: Anatomy I

ME 281 : Anatomy III

This course presents a detailed knowledge of the structure and function of the urinary, endocrine, 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.

Credits 4

Prerequisite Courses
ME 184: Anatomy I

ME 282 : Clinical Procedures I

This course provides knowledge of patient preparation, 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.

Credits 4

Prerequisites
ME 184 and ME 181. Students must have completed 32 quarter-credit hours.

ME 283 : Clinical Procedures II

This course 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.

Credits 4

Prerequisites

ME 285

ME 284 : Process of Disease I

This course entails the identification or definition of a disease and establishing its etiology or cause, 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 it can be interrupted by the use of medications, therapies, or surgeries to help improve the health of the patient.

Credits 4

ME 285 : Laboratory Procedures

This course 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.

Credits 4

Prerequisite Courses

ME 282 : Clinical Procedures I

ME 286 : Pharmacology

This course 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.

Credits 4

Prerequisite Courses

ME 282 : Clinical Procedures I

ME 288 : Process of Disease II

Process of Disease II is similar in structure to ME 284 except different systems are covered. 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.

Credits 4

ME 291 : Electronic Health Records

This course 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.

Credits 4

ME 299 : Medical Assisting Externship/ Practicum

1. This course offers a rotation of practical experience under supervision in offices of qualified physicians, accredited hospitals, and clinics. The course is to be completed prior to graduation. The student is not paid for the required externship hours.

Credits 2

Prerequisites

Minimum grade of "C" in major subject areas necessary to participate.

Substance Abuse Counseling Assistant

SA 299 : SA Externship
Credits 2

Word Processing

WP 150 : Keyboarding

Course introduces the keyboard and functions. Emphasis is on proper technique and skill building for beginners.
Credits 4

WP 251 : Speed-building

Course encourages speed development through speedbuilding drill exercises and timed tests.
Credits 4
Prerequisite Courses
WP 150: Keyboarding

WP 254 : Word I

This introductory course provides students with a foundational understanding of Microsoft Word, the industry-standard word processing software. Students will learn essential skills for creating, editing, and formatting professional documents. Through hands-on exercises and practical applications, students will gain proficiency in basic document creation, text manipulation, page layout, and printing. This course is ideal for students with little to no prior experience with Microsoft Word.
Credits 4
Prerequisites
25 WPM

WP 255 : Word II

This course 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.
Credits 4
Prerequisite Courses
WP 254: Word I

AMERITAS COLLEGE
HUNTINGTON

Formerly Huntington Junior College