



Marshall Community and Technical College

Dr. Vicki L. Riley, Provost
Dr. Diana Long, Associate Provost, Workforce Development
**Dr. Larry Kyle, Assistant Provost, Continuing Education
and Economic Development**
**Linda S. Wilkinson, Assistant Provost,
Academic and Student Services**
Billie Henderson, Director of Student Services
Patricia G. Walker, Director of Off-Campus Programs
304/696-3646
1-800-642-3437 (Toll Free in Huntington Metro Area)
www.marshall.edu/ctc/

MISSION OF THE COLLEGE

Marshall Community and Technical College (MCTC) is a public institution with open access to learning for a diverse population. Student learning is the main priority. Therefore, the MCTC is committed to ensuring excellence and accountability in a learning environment that emphasizes workforce development, career preparation, and lifelong learning that will empower learners to meet regional and global workforce demands.

Programs

The Marshall Community and Technical College offers twenty-one programs that lead to either a two-year Associate in Applied Science Degree or an Associate of Arts Degree in General Studies. In addition, a certificate and four specializations of one year or less are offered.

Agreements with baccalaureate programs are offered in legal assisting and management, as follows:

- Students possessing an Associate Degree in Legal Assistant from the Marshall Community and Technical College may apply designated credits toward a baccalaureate degree in Criminal Justice/Legal Studies. Students interested in pursuing the Legal Assistant/Legal Studies degree programs should contact the chair of the Criminal Justice department in the university for information concerning the requirements of the College of Liberal Arts to ensure timely completion.

(continued)

- The Management Technology program allows students possessing an associate degree in management (2+2) to apply designated credits toward a baccalaureate degree in management. Students interested in pursuing both the associate and baccalaureate programs should contact the division head of Management and Marketing for information concerning the requirements of the university's Lewis College of Business to ensure timely completion.

Associate Degree Programs

Administrative Assistant Technology	Machinist Technology ²
Administrative Assistant - Executive	Management Technology
Administrative Assistant - Legal	Accounting option
Administrative Assistant - Medical	Business Administration option
Associate of Arts in General Studies	Industrial Management option
Automotive Technology ¹	Real Estate Management option
Banking and Finance	Manufacturing Technology ²
Electronics Technology ¹	CAD/Computer Aided Manufacturing option
Health Information Technology	Production and Inventory Management option
Hospitality Management ¹	Medical Assistant
Information Technology	Occupational Development
Internet option	Paramedic Science
Network Systems Administration option	Physical Therapist Assistant
Network Systems Developer option	Police Science
Program Developer option	Radiologic Technology ³
Interior Design ¹	Respiratory Therapy ⁴
Legal Assistant	Technical Studies

¹Cooperative effort with the Cabell County Career Technical Center

²Cooperative effort with the Robert C. Byrd Institute

³Cooperative effort with St. Mary's Hospital.

⁴Offered in conjunction with the Collins Career Center in Chesapeake, Ohio.

Please see the *Marshall Community and Technical College Catalog* for further information.

Specialization Programs

Specialization programs are focused programs of study requiring between 9 and 15 credit hours to complete. They are available in the following areas:

Internet
 Medical Transcription
 Professional Secretary
 Word Processing

Marshall Community and Technical College also offers a certificate program in Technical Studies. This program is designed to meet specific needs of business and industry. For more information on this program, please call (304) 696-7094.

Some Courses of Interest to 4-Year Undergraduate Students:

Courses beginning with the number 0 (zero) are developmental courses and do not count toward graduation. *For MCTC program information and a complete listing of course offerings, please consult the Marshall Community and Technical College Catalog.*

- AC 103 Introduction to Accounting. 3 hrs.**
An introductory accounting course that develops a basic understanding of the process and terminology unique to the accounting profession. Emphasizes the procedures used to analyze, classify, and record business transactions and to prepare financial statements. Provides fundamental preparation for accounting and other business courses.
- ASC 099 Independent Study Skills. 1-3 hrs. CR/NC.**
Individualized self-paced instruction learning modules in writing, spelling, vocabulary, reading, study skills, math, specialized terminology, and college preparatory tests. Students may register in the Academic Skills Center.
- COM 094 Developmental Communication. 3 hrs. CR/NC.**
An introductory level grammar review and paragraph writing course. Prepares students for COM 095. Graduation requirement is increased by six hours for students who complete both courses.
- COM 095 Developmental Writing. 3 hrs. CR/NC.**
Course combines a review of grammar skills and written essay. Prepares students for COM 111 or ENG 101. Graduation requirement is increased by three hours for students. (PR: ACT or writing placement or COM 094)
- IT 101 Fundamentals of Computer Technology. 3 hrs.**
An introduction to computers and the fundamentals of operating systems, and general concepts and terminology of computers. Provides hands-on experience with computer applications including word processing, spreadsheets, electronic mail, and the Internet.
- IT 107 Fundamentals of Computer Technology: The Internet. 3 hrs.**
This course deals with fundamentals of the Internet. Topics considered include electronic mail, sending and receiving data across networks, and navigating the Internet. Also included are topics on business and research on the Internet.
- LAS 101 General Law I. 3 hrs.**
Designed to teach the art of legal reasoning and analysis. Appellate court opinions are briefed to discern the legally relevant facts, the legal issues involved, the decision of the court, and the reason for that decision.
- LAS 102 General Law II. 3 hrs.**
Continuation of General Law I, with emphasis on the general practice of law within the state of West Virginia, designed to give a broad overview of the various law specializations. (PR: LAS 101)
- MAT 096 Developmental Mathematics. 4 hrs. CR/NC.**
To help students develop mathematical and elementary algebra skills with labs. Topics include fractions, decimals, percents, real numbers, equations, algebraic expressions, and ratios and proportion. The graduation requirement is increased four hours for students who complete this course. (PR: Accuplacer or ACT; CR: ASC 099 for 1 hr.)
- MAT 097 Developmental Algebra. 4 hrs. CR/NC.**
To help students develop algebra skills. Topics include factoring, rational expressions, quadratics, logarithms, graphing, systems of equations/inequalities. Graduation requirement is increased four hours for students upon completion of course. (PR: Accuplacer or MAT 096 or ACT; CR: ASC 099 for 1 hr.)
- MAT 098 Developmental Geometry. 3 hrs. CR/NC.**
Essentially a high school equivalent geometry course for potential bachelor's degree students who do not meet the university's mathematics admissions requirements and for the MCTC students needing additional geometry skills. (PR: high school algebra and ACT score or MAT 097; CR: ASC 099)
- REA 098 Reading Improvement. 3 hrs. CR/NC.**
To help students improve reading proficiency by emphasizing vocabulary development, comprehension improvement, and textbook reading. Group and individualized instruction. Additional laboratory work assigned when indicated as a result of reading evaluation. The graduation requirement is increased three hours for students who complete this course.
- REA 138 Academic Skills Review. 3 hrs. CR/NC.**
Academic preparation to help students improve study methods, textbook reading skills, listening and notetaking procedures, test taking skills, and composition skills through the technique of analytic questioning.
- SCI 090 Developmental Physical Science. 3 hrs. CR/NC.**
A course for potential bachelor's degree students who do not meet science admission requirements. Designed to give students experience and skills in physical science, emphasizing lab experiences. (PR: high school algebra or MAT 097)
- SCI 201 Health Law and the Environment. 4 hrs.**
An issue-driven course where students will investigate health issues along with the law and environmental impact related to these issues, while examining the physics, chemistry, and biology associated with these issues. (PR: MAT 150 or comparable)