



**Westmoreland County Community College**  
**Dual Enrollment for**  
**High School Students Guidebook**



2014-15  
Academic Year

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## Accreditation

Westmoreland County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3642 Market Street, Philadelphia, PA 19104, 267-284-5000. The Commission on Higher Education is an accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

## Notice of Nondiscrimination

Westmoreland County Community College will not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state law including the Pennsylvania Human Relations Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Affirmative Action Officer (presently Sylvia Detar) at 724-925-4190 or in Room 4100D, WCCC Business & Industry Center, Youngwood, PA 15697.

# WCCC Dual Enrollment Program

The Westmoreland County Community College Dual Enrollment Program allows qualified high school juniors and seniors to experience college while simultaneously completing their high school requirements. The program enhances confidence and capabilities and enables students to challenge themselves and start college early.

## Benefits of Dual Enrollment

- Students are better prepared for college by experiencing college academics early
- Credits earned may transfer to four-year colleges and universities
- Students can earn a college degree in less time

In addition, Dual Enrollment students are entitled to use WCCC facilities and services including the library, tutoring and computer labs, gymnasium and fitness center as well as academic advising and counseling.

## What is Dual Enrollment?

Dual enrollment is described as an opportunity that allows high school and home school students to earn college credits for courses taken through a postsecondary institution while still attending high school. Students will be enrolled in both the high school and the postsecondary institution.

***WCCC offers classes in local high schools and at various WCCC locations.***

### Classes Taught at High Schools

- Classes taught at the high school may be taught by high school instructors or WCCC faculty.
- Classes may have different start and end dates than classes taught at WCCC. The dates established for classes taught at the high school is set by WCCC and will have different add, drop and withdrawal dates based on an individual calendar.
- Students enrolled in classes taught at the high school will follow school hours, breaks and class cancellation policies of the high school.
- The policies and procedures of the individual high school system apply regarding student conduct.

### Classes Taught at WCCC, WCCC Centers or via Online/e Learning format

- Students who take classes at WCCC must follow the academic semester calendar as established by the college for on-campus enrollments. This includes dates for adding, dropping or withdrawing from a class. (On-campus means at the Youngwood campus, a WCCC Center or via Online/e Learning format.)
- Students should familiarize themselves with WCCC's Code of Student Conduct Policy and Academic Dishonesty Policy as described under Student Rights and Responsibilities in the Student Handbook section of the current WCCC catalog which may be found at [wccc.edu](http://wccc.edu).

## ENROLLMENT ELIGIBILITY

- According to WCCC policy, all dual enrollment students must be high school juniors or seniors, or the home school equivalent.
  - Exception may be made for high school freshman and sophomore students or home school equivalent who are able to exhibit readiness for college-level coursework. Each freshman or sophomore will be treated on a case-by-case basis; they must be approved by high school administration and the WCCC vice president for Academic Affairs and Student Services.
- Students must apply for admission to WCCC and identify themselves as Dual Enrollment students. They must meet all course prerequisites as outlined in the current WCCC catalog available at [wccc.edu](http://wccc.edu). This may require students to complete placement testing.
- Students are responsible for all tuition and fees (based on residency) before classes begin or make arrangement for an approved college payment plan.
- Dual Enrollment students will be limited to nine (9) credits per semester. Exceptions may be made up to 12 credits on a case-by-case basis and the submission of a recommendation from a teacher or guidance counselor/advisor.

### ***Enrollment Eligibility (continued)***

- Individual school districts may set additional requirements for student eligibility.
- Students must have a GPA of 2.5 or above to be eligible for the Dual Enrollment Program.
- High schools, at the student's request, must submit an online permission form completed by counselor/home evaluator/principal from home high school.
- Students must maintain a 2.0 or above in all Dual Enrollment courses to continue in the program.
- Students must register for classes by the following dates:
  - Spring Term:** Application due by November 1  
Placement Assessment, if indicated, by December 1
  - Summer Term:** Application due by April 1  
Placement Assessment, if indicated, by May 1
  - Fall Term:** Application due by July 1  
Placement Assessment, if indicated, by August 1
- High schools must obtain and certify parental/guardian consent at time of application.
- Students may be responsible for purchasing textbooks for dual enrollment courses. Textbooks for Dual Enrollment classes will be determined by WCCC.
- Students may not participate in extracurricular activities (clubs, sporting activities, driving school, etc.) during the scheduled class meeting times.
- Students may not register for:
  - Auditing courses
  - Directed study courses
  - Courses for which prerequisite courses are listed and are not successfully completed
  - Courses taken from other colleges/universities and repeated as dual enrollment
  - Courses/programs that have specific admission requirements (ex: nursing, dental hygiene, etc.)
  - Credit by examination
  - Courses where age is a factor

### **Faculty Qualifications**

Faculty/instructors who teach in either Classes Taught at the High School or Classes Taught at WCCC or via On-line/e Learning format must meet WCCC's established faculty hiring criteria/standards.

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## **What if a student does not meet the criteria for eligibility for the WCCC Dual Enrollment Program?**

A petition process must be completed by the student seeking admission to the Dual Enrollment Program who do not meet the criteria. The petition **MUST** be in writing to the WCCC director of Admissions for evaluation. The petition materials must be submitted at least three weeks prior to the semester start date of the semester that the student wishes to attend. Late petitions will not be considered. Students will need to explain clearly why they should be considered.

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## GRADES

### Report of Grades

All final grades posted on a student's transcript at the end of a semester are considered correct unless a question is raised within one year of its recording. Students should refer to Procedures for Resolution Involving Grades and Academic Issues in the Student Handbook section of the current college catalog at wccc.edu.

### Incomplete Grades

"Incomplete" is appropriate when the student has completed most of the course requirements and has contracted to make up the remaining or outstanding work. The grade of "incomplete" is given only at the discretions of the instructor if, in the instructor's judgment, the student has furnished satisfactory evidence that the work cannot be completed because of illness or other extenuating circumstances. The incomplete (I) automatically changes to an F grade if work is not completed by the date specified by the instructor, not to exceed one semester.

### Grades & Grade Points

Letter grades are assigned to inform students how well they have learned the material in their course(s). For each letter grade, there is a corresponding number called grade points. The table below shows the grades and their grade point equivalents.

Grade	Academic Achievement		Grade Points
A	Superior	=	4.0
B	Considerable	=	3.0
C	Satisfactory	=	2.0
D	Marginal	=	1.0
F	Unsatisfactory	=	0.0
W	Withdrawn	=	0.0
I	Incomplete	=	Grade to be computed upon completion of course
AU	Audit	=	No credit

*\*The above grade and grade points are the only grade and grade points that can be posted no matter where or how the course is offered.*

Grades for course(s) taken at WCCC Youngwood, WCCC Centers or Online/e Learning will be routinely posted each semester for the coursework taken during the semester. Each of these courses has a set start and end date.

Grades for course(s) taken at the individual high school that are taught by the high school instructors will be posted when that particular course(s) ends per the high school schedule. This will be no longer than one year.

### Repeating Courses

Students may repeat courses; however only the grade and credits earned the last time will be included in the calculation of grade point average.

### WCCC Student Transcripts

Students who want transcripts of their academic records should complete the Transcript Request Form at the Student Services Success Center at the Youngwood campus at least one week before the transcript is needed. Transcripts are issued only the request of the student; official transcripts are sent directly to the institution or agency specified. All financial obligations to the college must be paid before transcript is issued.

# EXPENSES

## Financial Aid

To receive federal student financial aid, a student must have received their high school diploma or GED certificate (General Educational Development) or have completed home schooling. They must be a degree seeking student. Dual enrolled students are not eligible for federal student financial aid.

## Tuition Rates for Dual Enrollment Students

High school students enrolled at WCCC who are taking classes at any WCCC location or taking classes at their high school site that are taught by WCCC faculty are charged the tuition and fees that are associated to classes just like any other WCCC student depending on their residency.

High school students enrolled at WCCC who are taking classes at their high school that are taught by their high school teacher are charged one-half the current tuition rate for that semester. All fees are applicable.

All Dual Enrollment payment is due according to WCCC tuition payment schedule unless the school district has made other arrangements with WCCC.

## WCCC Tuition & Course Fees

Tuition and fees listed below are subject to change by the Board of Trustees. When changes are made, notice will be given as far in advance as possible.

1. Tuition
  - a. **Tuition per credit: 1-11 credits, 19 or more credits**
    - Westmoreland County Residents .....\$ 98 per credit
    - Out-of-County Residents.....\$196 per credit
    - Out-of-State Residents .....\$294 per credit
  - b. **Flat Rate: 12-18 credits**
    - Westmoreland County Residents .....\$1,470
    - Out-of-County Residents.....\$2,940
    - Out-of-State Residents .....\$4,410
2. Technology Service Fee .....\$ 23 per credit
3. Student Service Fee .....\$ 3 per credit
4. College Facilities Fee .....\$ 5 per credit
5. Capital Fee – Out-of-County Residents only .....\$ 6 per credit
6. Lab Fees (Most laboratory courses have a fee.  
The fees range from \$10 to \$25) .....\$ varies

## Other Fees

1. Application fee.....\$ 25
2. Books & Supplies – These costs vary according to individual courses.
3. Credit by exam, per course .....\$ 30
4. Assessment of Experiential Learning, per course .....\$ 75
5. Returned check fee .....\$ 25  
*(This fee is assessed if you pay by check and your bank returns the check to the college for any reason.)*

## Payment Policy

The college accepts payment in the form of check and MasterCard or Visa at the main campus or any of the education centers. Check and credit card payments may also be made by mail. In addition, credit card payments may be made by telephone or online. Checks should be made payable to WCCC, and the student’s social security number or student ID number must be written on the check. Students remain obligated for all tuition and fees unless you officially drop during the refund period.

Students cannot register for classes, receive grade reports, obtain transcripts or graduate until all financial obligations to the college have been satisfied. If payment is not received by the due dates established each term, the student's registration is subject to deletion.

## Textbooks

Students are responsible for purchasing textbooks and other supplies for each course. WCCC identifies those textbooks and supplies before the classes begin.

## Withdrawal from Class

The below statement applies to traditional 15 weeks classes, dates are prorated when class is either longer or shorter than 15 weeks.

Withdrawal from a course becomes official only after a Student Withdrawal Request is processed by the Records Office. Students who wish to withdraw from a course or courses should request Student Withdrawal Request forms at the Student Services Success Center in Founders Hall. Forms are also available at the education centers. Please refer to the current WCCC college catalog (page 13) for details of Withdrawal from Courses policy.

## WCCC SERVICES

### WCCC Student Support Services

WCCC offers many Student Support Services such as, but not limited to, library services, counseling, advising, tutoring, career planning, bookstore, disability services, etc. The range of services and activities may be found in the Student Handbook section of the college catalog. Most activities and services require that the student has a valid ID Card.

### WCCC Email

Dual Enrollment students are issued a WCCC email address. All WCCC correspondence and communication is transmitted through the student's WCCC email address. It is the responsibility of the student to check their email regularly for any communication from the college or faculty.

### WCCC Student ID Cards

Student photo ID cards are provided free of charge to all currently registered credit students. ID cards are issued at the Student Services Success Center at Youngwood or any WCCC center during normal business hours. Returning students should keep their ID cards and must have them validated at the Student Services Success center each semester. Lost cards are replaced for \$5.

## GETTING STARTED

### 1. Complete the WCCC Application for Admission online.

- Go to [wccc.edu](http://wccc.edu)
- Click on Apply Now
- What type of student are you?  
First time student wanting to take college credit classes  
*Click here*
- Create an Account
- Tell us about you...
- Complete the contact information, anticipated entry term and answer Yes to:  
**Are you attending as a high school student?**    ✓ **YES**
- Complete the Account Information and then click on Create Account
- Log in to begin the Application for Admission

### 2. Have the high school counselor/principal or home school evaluator complete the online Permission Form.

The Dual Enrollment Permission Form is available at [wccc.edu](http://wccc.edu) under Future Students

### 3. Register for Dual Enrollment classes.

After completing the application process, eligible students should contact Shawna Little, WCCC Admissions-Special Programs coordinator, at 724-925-4064 or [littles@wccc.edu](mailto:little@wccc.edu) to schedule courses.

## WCCC Courses that may be Suitable for Dual Enrollment

### **ART 155–INTRODUCTION TO ART HISTORY** 3 credits

Surveys the history and stylistic development of the visual arts. The student is introduced to the process of formal, compositional analysis as it relates to content and historical context, as well as the changing role of art and artist in culture.

### **ASL 101–AMERICAN SIGN LANGUAGE I** 3 credits

American Sign Language I is an introduction to the language used by members of the deaf community in the United States. This course focuses on conversation in signs, basic rules of grammar and cultural aspects of the deaf community.

### **BIO 107–HUMAN BIOLOGY** 3 credits

This course explores the basic structure and function of the human body. All organ systems will be studied; including the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Selected disorders and the anatomical and physiological relationships to the body will be discussed. Biological terms and meanings of appropriate terms are emphasized along with the relationships between the various organ systems in both health and disease.

### **BIO 155–GENERAL BIOLOGY I** 4 credits

Introduces biology as a science that deals with fundamental concepts and processes common to all living organisms. Topics considered include basic ecological principles, evolution, biological chemistry, cell structure and function, cellular respiration and photosynthesis.

### **BIO 171–ANATOMY & PHYSIOLOGY I** 4 credits

This is the first course in a two-semester sequence that explores the structure and function of the human body and mechanisms for maintaining homeostasis within the body. Topics include basic organic chemistry, cells, tissues and the following organ systems: integumentary, skeletal, muscular, nervous and endocrine. Also discussed will be interactions between systems as well as selected diseases and the disorders and their relationship to typical anatomy and physiology.

Prerequisite(s): CHM 107, CHM 155, CHM 264 or high school chemistry and RDG 080 or a satisfactory Placement Test score

### **BUS 120–MATHEMATICS OF BUSINESS** 3 credits

Provides a basic knowledge and skill in the calculations necessary for a business career, including trade discounts, commissions, sales, payrolls, statistics, depreciation, interest, insurance, annuities, investment, credit and taxes.

Prerequisite(s): MTH 052 or satisfactory placement test score

### **CHM 107–INTRODUCTORY CONCEPTS IN CHEMISTRY I** 4 credits

A study of the basic concepts in chemistry is presented without the emphasis on the mathematical models that are found in the general chemistry courses. Basic atomic and molecular structure are explored with stress on periodic properties and chemical reactions.

Stoichiometry, states of matter and solution chemistry are presented while applications of chemistry are emphasized. Prerequisite(s): MTH 052 or satisfactory placement test score

### **CHM 155–GENERAL CHEMISTRY I** 4 credits

Studies the concepts of atomic structure, chemical periodicity, chemical bonding, molecular geometry, quantum chemistry and principles of chemical reactivity. Stoichiometry, thermodynamics and solution chemistry are presented using a quantitative approach. Gases and the structure of solids and liquids are also studied.

Prerequisite(s): High school chemistry, MTH 052

### **CPT 145–INTRODUCTION TO COMPUTER TECHNOLOGY** 3 credits

This survey course provides students with an overview of computer technology topics-hardware, software, networking, Internet, data management, system design, ethical issues, mobile computing, programming and careers in computer technology. It is designed as a first course for students pursuing a degree in the computer field.

### **CPT 150–MICROCOMPUTER CONCEPTS** 3 credits

This course introduces students to the microcomputer and various state-of-the-art software applications; word processing, spreadsheet, database and presentation. The overall goal of the course is to guide the student into becoming a proficient microcomputer user.

### **DFT 105–TECHNICAL DRAFTING I** 4 credits

A beginning course for students who have little or no previous experience in drafting. The principle objectives are: basic understanding of orthographic projection; size description, detail and assembly work drawings; understanding of principles and appropriate applications of descriptive geometry. A.S.A. standards are stressed. Interpretation of industrial sketches and prints is introduced to emphasize accepted drawing practices and to develop an early appreciation of engineering graphics.

### **DFT 106–TECHNICAL DRAFTING II** 4 credits

A continuation of DFT 105 Technical Drafting I. The instructional units will provide the students with more advanced drafting techniques and competencies. Handbooks and other material sources in adherence to the American National Standards Institute will be utilized.

Prerequisite(s): DFT 105

**DFT 258—AUTOCAD****4 credits**

AutoCAD teaches students to draw, edit, dimension and plot 2-D machine drawings with AutoCAD software. Basic operating features and file management functions of Microsoft Windows will also be taught in the course.

**DFT 259—ADVANCED AUTOCAD****4 credits**

Advanced AutoCAD covers advanced drawing and editing commands, drawing and plotting scales, symbol and block usage, Xreferences, paper space functions, ordinate dimensions, and customizing toolbars. Approximately one-third of the semester will be devoted to covering AutoCAD's 3D solid modeling capabilities.

Prerequisite(s): DFT 258

**DFT 266—AUTODESK INVENTOR****4 credits**

Autodesk Inventor is created and marketed by Autodesk for mechanical design. Inventor is a 3-D feature based parametric solid modeling computer software. Inventor may be used to create 3-D, solid model parts, engineering drawings of solid model parts and assemblies of solid parts. Inventor is also capable of creating sheet metal parts and sheet metal part drawings. The primary goal of this course is to teach students how to use Inventor software for solid part modeling. Creating and editing solid parts, creating engineering drawings from solid parts, assembly modeling and creating sheet metal parts will be covered in lectures and lab assignments.

**ECN 255—MACROECONOMICS****3 credits**

Introduces the principles of macroeconomics with an emphasis on the United States economic system. In examining aggregate economic performance, the course will explore the topics of scarcity and choice, unemployment, inflation, aggregate supply and aggregate demand, money and banks, monetary and fiscal policy, policy debates and international economics. Prerequisite(s): MTH 052 or satisfactory placement test scores

**ECN 256—MICROECONOMICS****3 credits**

Introduces the principles of microeconomics with an emphasis on individual decision-making. In examining competition and theories of the firm, the course will explore the topics of scarcity and choice, markets and price determination, market structures, labor and financial markets, public goods, regulation/deregulation, and international economics.

Prerequisite(s): MTH 052 or satisfactory placement test scores

**ELC 106—CIRCUIT ANALYSIS I****4 credits**

Considers the principle electrical quantities; current, voltage and resistance; electrical properties of materials, Ohms law, DC power calculations, series and parallel circuits and series- parallel networks; circuit analysis and conversions, network theorems, measurement instruments and techniques; AC sine wave characteristics, inductive and capacitive circuit and analysis.

Corequisite: MTH 052

**ELC 107—CIRCUIT ANALYSIS II****4 credits**

Mathematical techniques developed in Circuit Analysis I are extended to Advanced DC circuits including capacitive and inductive reactances. Exponential responses are investigated. Methods for determining circuit responses with varying frequency sinusoidal voltage and current sources driving them are investigated. Complex notation and complex algebra are used extensively in solving network problems.

Prerequisite(s): ELC 106, MTH 108

**ENG 161—COLLEGE WRITING****3 credits**

This course covers the fundamentals of college writing including the paragraph, expository essay patterns, and the argumentative essay. Emphasis is placed on developing a coherent thesis, writing concisely and clearly, and adapting one's writing to a particular audience. In addition, it will foster an appreciation of cultural diversity, explain how experiences and attitudes shape an individual's reading, and demonstrate how language can shape thinking. This course also emphasizes self-editing, mechanics, grammar, and word choice. It provides the basis for students to produce a range of effective writing from technical and business communications to research papers and critical essays.

Prerequisite(s): ENG 070, RDG 080 or satisfactory Placement Test score

**ENG 164—ADVANCED COMPOSITION****3 credits**

This course further develops and refines the student's abilities in expository and argumentative writing, introducing the student to the methods, techniques, and materials of research. The written work of the course includes the completion of an in-depth research paper done by the student under the instructor's supervision. The course continues to stress conciseness and clarity of expression; reviews mechanics implicit in correction and revision of written composition; and teaches English usage and grammar as needed.

Prerequisite(s): ENG 161

**ENG 255—INTRODUCTION TO LITERATURE****3 credits**

Introducing students to literary analysis, the content of this course varies, but relies most heavily on short stories and emphasizes both critical analyses of the works presented as well as the social/historical contexts in which they were written. Students are encouraged to develop their own ideas as they become familiar with various critical approaches to the texts. Students are asked to identify that which constitutes literary value in a text and are encouraged to broaden their definitions of literary culture.

**ENG 258—SURVEY OF WORLD LITERATURE****3 credits**

Covers western and non-western literary classics and their relevant modern counterparts. The types of literature covered include the epic, the tale, the novel, drama, the essay, and poetry. A comparative approach is used in dealing with such themes as war, adventure, love, social customs, and death and the afterlife.

**EPS 150–ASTRONOMY** **4 credits**

An introduction to the solar system with an emphasis on the sun, major and minor planets, earth-moon system, etc., and the study of physical laws of motion and properties of light. Some night observation and lab work are an important part of this class.

**EPS 160–EARTH SCIENCE** **3 credits**

A physical science course with emphasis on topics from astronomy, meteorology, oceanography, and geology, focusing on the earth as the physical environment in which we live. This course also covers man's impact on the environment.

**FRN 155–BEGINNING FRENCH I** **4 credits**

A beginning language course with emphasis on elementary speaking, reading, writing and comprehension

**GEO 155–INTRO TO HUMAN GEOGRAPHY: HUMAN SETTLEMENTS & GLOBAL CHANGE** **3 credits**

This is a geography course about the interacting relationships between earth and humans. The focus is on the physical and human geographical aspects of the global environment with emphasis on the environmental impact of human settlement.

**HIS 155–EARLY WESTERN CIVILIZATION** **3 credits**

A survey and analysis of western civilization from its origin through the 17th century. Major political, social, economic and cultural trends and their influence on modern civilization are examined.

**HIS 156–MODERN WESTERN CIVILIZATION** **3 credits**

A survey and analysis of western civilization from the 18th century to the present. Nationalism, industrialism, imperialism and major intellectual and social developments are emphasized.

**HIS 255–EARLY U.S. & PA HISTORY** **3 credits**

A survey course in United States history from the discovery of the New World to the close of the Civil War. The story of our American heritage told against the backdrop of revolution, expansion, nationalism, industrial growth and sectional strife.

**HIS 256–MODERN U.S. & PA HISTORY** **3 credits**

A survey course in United States history from the end of the Civil War to the present. Examination of political, social, economic and cultural trends with emphasis on the impact of reconstruction, industrialism, progressivism, isolationism, imperialism, conservatism and liberalism.

**HUM 156–CRITICAL THINKING** **3 credits**

Designed to show an order associated with the learning process. Observation and listening skills are developed as an introduction to critical thinking. Relationship between observation, interpretation, perception and generalization are considered. Critical thinking and analysis to reach reasonable end points are developed by applying necessary skills to a variety of written and oral topics.

**MTH 108–MATHEMATICS FOR THE TECHNOLOGIES I** **4 credits**

A course for technologies majors emphasizing application and problem solving. Topics include: review of fundamental algebra; formula transformation; dimensions and units; radicals; systems of linear equations, graphing of data, equations and functions; right triangle trigonometry; and quadratic equations and functions.

Prerequisite(s): MTH 052 or satisfactory Placement Test score

**MTH 109–MATHEMATICS FOR THE TECHNOLOGIES II** **4 credits**

A course for technologies majors emphasizing application problem solving and proof. Topics include: graphs of trigonometric functions, operations with complex numbers, logarithmic and exponential functions, and equations, introduction to analytic geometry, algebraic radicals, trigonometric identities and equations.

Prerequisite(s): MTH 108 or satisfactory Placement Test score

**MTH 157–COLLEGE ALGEBRA** **3 credits**

Topics include an overview of basic skills learned in intermediate algebra with additional emphasis on equation solving; inequalities; systems of equations; complex numbers; graphing techniques for linear, polynomial, and rational functions; circles; absolute value; polynomial division and synthetic division; and piece-wise functions.

Prerequisite(s): MTH 100 or MTH 100A or satisfactory Placement Test score

**MTH 158–PRECALCULUS MATHEMATICS** **3 credits**

Designed to prepare students for calculus. Topics covered include: exponential logarithmic and trigonometric functions and their graphs, identities, applications, calculator usage, logarithmic. Exponential and trigonometric equation and problem solving.

Prerequisite(s): MTH 157 or satisfactory Placement Test score

**MTH 160–INTRODUCTION TO STATISTICS** **3 credits**

An introduction to statistics with an emphasis on application rather than theoretical development. Topics covered include: frequency distributions, measures of central tendency, measures of dispersion, statistical inference, testing of hypotheses, regression and correlations. Elementary research designs are included. It is advised that students have a background in algebra.

Prerequisite(s): MTH 052 or satisfactory Placement Test score

**MTH 161–MODERN COLLEGE MATHEMATICS** **3 credits**

A course designed for students preparing for the pre-nursing exam and non-science majors. Topics include limited coverage of algebra and geometry, a discussion of ratios and proportions, and some work with percentages, probabilities, dimensional analysis and statistics.

Prerequisite(s): MTH 052 or satisfactory Placement Test score

**MTH 172–ANALYTICAL GEOMETRY & CALCULUS I** 4 credits

A first course in calculus and analytical geometry. Topics include limits and derivatives of algebraic and trigonometric functions; applications of derivatives, continuity and basic integration techniques.

Prerequisite(s): MTH 109, MTH 158 or satisfactory Placement Test score

**MUS 155–MUSIC LISTENING: A SURVEY** 3 credits

Introduces the study of the elements of music, instruments of the orchestra, and the lives and works of composers from the Renaissance, Baroque, Classical, Romantic, and Contemporary eras. Corresponding listening selections are provided in class.

**PHL 160–INTRODUCTION TO PHILOSOPHY** 3 credits

Introduction to Philosophy examines the major philosophical problems of philosophy as discussed by classical, medieval and modern philosophers.

**PHL 161–INTRODUCTION TO ETHICS** 3 credits

This course provides an overview of the main questions in ethics: What is a good life? Does morality depend upon religion? What makes an action right or wrong? Are morals relative or absolute? Students will examine these and other questions using a variety of ethical theories. These theories will also be applied to concrete issues like animal rights and euthanasia. Satisfies the humanities area of the general education requirement.

**PHY 107–APPLIED PHYSICS** 4 credits

An introduction to physics emphasizing application and problem solving. Topics include data analysis, mechanics, thermodynamics, properties of matter, electricity and optics. Laboratory exercises provide reinforcement of concepts as well as experience in experimental techniques.

Prerequisite(s): MTH 108 or MTH 100

**PHY 155–COLLEGE PHYSICS I** 4 credits

An introduction to the fundamental physical laws of classical mechanics and thermodynamics. Laboratory exercises are provided to reinforce the material presented in lecture and to provide experience in preparing technical reports.

Prerequisite(s): MTH 108 or MTH 100 and high school physics

**POL 155–AMERICAN NATIONAL GOVERNMENT** 3 credits

The evolution and current practice of the principles, form and operation of our national political system. Emphasis is placed on contemporary issues to illustrate the interaction of the components of the political system.

**PSY 160–GENERAL PSYCHOLOGY** 3 credits

General Psychology is an introduction to the study of human behavior. Psychology is presented as both a biological and a social science. Facts, principles, processes, theories and research are explored in the course of study. The course will include the application of the scientific method, analysis of human behavior and synthesis of the components and causation of human behavior.

**SOC 155–PRINCIPLES OF SOCIOLOGY** 3 credits

This course is designed to be a student's first college-level sociology class. The topics to be covered include: the history of sociology, the methods, fields, and vocabulary of sociology; the social interaction of persons and groups; the process of socialization and social structures; social institutions such as family, religion and education. Through this course students should learn "what is sociology?" as well as how sociology fits with other academic disciplines and how sociology can be used outside of the classroom

**SOC 255–CULTURAL ANTHROPOLOGY** 3 credits

Examines the concept of culture and its significance in the study of the behavior of man. Places special emphasis on social organization.

**SPA 155–BEGINNING SPANISH I** 4 credits

A beginning language course with emphasis on elementary speaking, reading, writing and comprehension.

**SPA 156–BEGINNING SPANISH II** 4 credits

Continuation of Spanish 155. Emphasis on the development of increased oral ability, reading and writing.

Prerequisite(s): SPA 155

**SPC 155–EFFECTIVE SPEECH** 3 credits

Helps students to acquire skills in presenting clear, concise, well-organized, interesting ideas to an audience and to acquire skill in listening actively to the ideas of others.

**SPC 156–INTERPERSONAL COMMUNICATION** 3 credits

Focuses on the theoretical aspects of communication and on the development of skills necessary for effective interpersonal interactions

## SUGGESTIONS FOR STUDENT SUCCESS

- Dual Enrollment courses are academically rigorous and the content is not altered to accommodate high school students. In most courses, a course mid-term and final examination is given which students take no matter where or how the course is offered. Therefore, students should expect to participate at the college-level in content and discussions.
- Dual Enrollment courses require homework, completion of projects and assignments, and study time outside of the normal classroom hours. It is projected that for every one hour of class, at least two hours of preparation time is expected by the student.
- Attendance is an important factor for student success. Each class, whether taught at the high school or at a WCCC site will have a written attendance statement. Since education is a cooperative endeavor between a student and instructor, attendance is important for the student to engage in the variety of learning activities developed for the course. Successful learning requires good communication between students and instructors.
- Study skills –need to brush up on study skills? Dual Enrollment students taking classes at a high school should check with their guidance counselor about available resources. Students attending class at a WCCC site can receive study skills help through the College Learning Center at the WCCC Youngwood Campus.
- Start early on assignments, research and projects. Do not procrastinate by cramming for an exam. Studies show that students who start early are more successful than students who don't.
- Appreciate feedback from instructors. They are there to help students and their feedback can make or break success in a class.
- Be prepared for every class by bringing textbooks, notebooks, pens, assignments, turning off cell phones, etc.
- Set realistic and manageable goals for yourself. One step at a time!

***Never quit. Keep going and be successful!***

